



Institute for Capacity Development (ICD)

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Fixed Asset Management and Project Accounting

Course Objectives

At the end of this training workshop, participants should be able to:

- Identify the sub-processes of the accounting, fixed assets and inventory processes
- Determine the risk areas of the accounting, fixed assets and inventory processes
- Design effective internal controls for the accounting, fixed assets and inventory processes
- Ascertain control objectives to be met by the designed internal controls
- Evaluate control weaknesses and design effective internal controls for given scenarios
- Identify and implement fixed asset maintenance requirements
- Monitor and evaluate asset usage
- Evaluate asset management in terms of organisational strategy

Target Groups

- Audit Managers in Public and Private Sector
- Audit Supervisors
- Senior Audit Staff
- Chief Accountant
- Finance Managers
- Asset Clerks

Course Outline

- General Management Principles and Skills
- Planning – establishing and maintaining fixed asset inventory systems
- Control Ownership, Responsibility, and Accountability
- Asset Register and Asset record
- Inventorying – land, buildings, improvements, machinery and equipment assets
- Valuing/costing/depreciation – cost data and life expectancies
- Tracking controllable assets
- Recording additions and deletions
- Requirements of generally accepted accounting principles including GAAP Reporting Standards.
- Infrastructure and depreciation requirements
- Inventorying and valuing infrastructure
- Accounting for fixed assets
- Criteria for assessing maintenance performance.

- Measurement of the Elements of Financial Statements.
- Asset Transfers between organisations and entities.
- Exchanges of Assets.
- Asset Movement
- Operations and Maintenance Phase.
- Criteria for assessing maintenance performance
- Investment appraisal
- Fixed Asset Budgeting
- Fixed asset procurement and Supplier Selection
- Work breakdown structures.
- Bar chart/Procurement Schedule.
- Investment appraisal (Capital Budgeting).
- Project Auditing and Accountability
- Project Finance
- Breakeven Analysis
- Preparation of Financial Statements
- Disposal of fixed assets and asset register adjustment
- Disposal management
- Disposal phase and process
- Database Management
- Action Planning

Dates: 17th – 28th June 2019

Duration: 2 weeks

Course Costs: US\$3250

Venue: Windhoek, Namibia