

## Asset Register: keeping track of assets and liabilities: before and after incorporation as a SCIO

### What goes in an Asset Register?

The content and detail for an asset register can vary, and although it is good practice to keep an asset register, not all organisations do. For the purposes of incorporation as a SCIO however we have provided an example of the headings that could be used when compiling an asset register:

- Name of assets
- Approximate number of assets
- Estimated Date of Purchase
- Estimated Value
- Location of Asset

2 Fixed Asset Register for Littletown Community Playgroup					
3					
4	Name of Asset	Approx Number of Asset	Estimated Date of Purchase, if appropriate	Estimated current value	Location of Asset
5	Dell Laptop	2	2012	£400	Office
6	Office Chair	3	2010	£60	Office
7	Desk	3	2010	£100	Office
8	Filing Cabinet 2 drawer	1	2008	£20	Treasurers Home
9	Filing Cabinet 4 drawer	2	2008	£80	Office
10	Mixed Stationnery		Unknown	£30	Office
11	Play Equipment		from 2009	£300	
12	Guillotine	1			
	Telephones				

It is important to note here that not everything needs to be itemised individually and that some items, such as stationery and office equipment can be grouped together. The purpose is to ensure that it is evidenced that the entirety of assets belonging to the old charity is transferring to ownership of the SCIO, and that the process is transparent, thorough and verifiable.