UGBS Executive Development (UGBS-ED) is pleased to invite the general public to a three (3) day (Weekdays only) training course in ‘Creation and Administering Fixed Asset Register’

**COURSE DESCRIPTION**
Fixed Assets or Non-Current Assets mostly constitute the biggest proportion of Organisations’ investments and are very significant for achieving its corporate objectives. Therefore, they must accurately be captured in their respective ledgers and the Fixed Assets Register. Unfortunately, most businesses do not maintain Fixed Assets Register (FAR) where fixed assets are to be recorded and managed properly. The inappropriate or non-existence of Fixed Assets Register has always led to misreporting arising from improper measurement of assets value such as depreciation, disposables, impairment, written offs, carrying values, etc. For most Organizations, there is no link between their financial statements (records) and the physical assets. Regrettably, subsequent costs on these fixed assets such as improvement / enhancement costs which are meant to be capitalized are generally expensed. Depreciation is usually under/overcharged since the computations are based on the figures in the fixed assets schedule and not the Register. It neither makes no reference to the individual assets values nor their economic useful lives. Sadly, majority of these fixed assets may have been lost, stolen, damaged, obsolete, etc. but yet remain in the fixed assets schedule.

**COURSE OBJECTIVES**
The decision to have a Fixed Assets Register is non-negotiable in that it ensures the fixed assets are safeguarded, accurately valued / measured to enrich the financial statements. The Register aids the entities to have a complete record of all its fixed assets which is in adherence to tax & insurance liabilities management, proper internal control, auditing, etc. The adoption of International Public Sector Accounting Standards (IPSAS 17) by Government of Ghana makes it mandatory for all Government Ministries, Institutions, Departments, Agencies, etc. to develop and maintain a credible Fixed Assets Register. The International Accounting Standard (IAS 16) also require private sector entities to maintain Fixed Assets Register. This course is therefore designed to carefully assist Organizations to understand and appreciate how to design and manage a workable Fixed Assets Register. Participants will be taken through a step-by-step approach to create a Fixed Assets Register in a programmed excel, Tailor made software, Pastel Evolution, etc.

**COURSE CONTENTS**
- What constitutes Fixed Assets or Non-Current Assets in an Organization?
- How do these Non-Current Assets form part of the Company’s Investments?
- The Accounting Standards such as IPSAS 17 (PP&E) & IAS 16 (PP&E) position on Non-Current Assets in Fixed Asset Register
- Effect of Revenue and Capital Expenditure on the Fixed Asset Register
- Accounting for Disposals and Additions in the Fixed Asset Register
- The Essence of Maintaining Non-Current Asset or Fixed Asset Register
- Differentiating between Fixed Assets Schedule & Fixed Assets Register
- Implications of Revaluation of the Non-Current Assets on the Fixed Asset Register
- Impact of Fixed Asset Register on the Financial Statements (Financial Reporting)
- Creation & Administering Fixed Asset Register in a Programmed Excel
- Developing and Managing Fixed Asset Register in Patel Evolution Software
- Creation and Management of Fixed Asset Register in a Tailor-made Software

**LEARNING OUTCOMES**
By the end of the course, participants will be able to:
- Recognize, record and account for the fixed assets throughout their economic useful lives;
- Appreciate how to recognize and measure the manufacture or the acquisition of fixed assets;
- Distinguish the types of business transactions that lead to increase/decrease in the assets cost;
- Identify and accurately measure fixed assets under the applicable Accounting Standards;
- Appreciate when fixed assets may be revalued because of their appreciation or otherwise;
- Treat subsequent costs on these fixed assets after their initial measurement at recognition;
- Account for depreciation and ensure accuracy in tracking & accounting for fully written offs;
- Treat revaluation, disposals, damaged, stolen fixed assets through the Fixed Asset Register;
- Periodically conduct fixed assets inventory (count) in order to perform reconciliation;
- Employ techniques to successfully manage and maintain their Fixed Asset Register.

**TARGET PARTICIPANTS**
This course is designed for Financial Controllers, Chief Finance Officers, Accountants, Auditors, Estate Officers or Managers, Fixed Asset Register Managers, Fixed Asset Accountants, Stores Accountant, Stores Keepers, Procurement Officers or Managers, and other line managers with the responsibility of managing fixed assets.

**DURATION:** Three (3) days.

**DATES:** 27th - 29th, March 2019

**TIME:** 8:30am - 2:30pm

**VENUE:** University of Ghana Business School, Graduate Building, UPSA Junction.

**PAYMENT:** Payment by cash or cheque written to UNIVERSITY OF GHANA Business School. International Participants should please contact us for applicable fees. Course fees cover Training Material, Certificates, Snacks and Lunch. We also offer Customized Training and In-House Training Solutions, Certificate Courses, Research and Consultancy.

**FEES:** GHS1,705

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