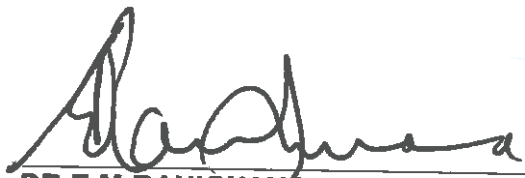




ASSET MANAGEMENT POLICY 2018

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DR E M RANKWANA
MUNICIPAL MANAGER

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PREAMBLE

In terms of the requirements of the Local Government: Municipal Financial Management Act, 2003, (Act 56 of 2003), the Dr Beyers Naudé Municipality hereby adopts this Asset Management Policy.

1. DEFINITIONS

“Accounting Standards Board” was established by the Public Finance Management Act to set standards of Generally Recognized Accounting Practice (GRAP) as required by the Constitution of the Republic of South Africa.

“agricultural assets” biological assets when related to agricultural activity example, the management of biological transformation of biological assets for sale, into agricultural produce, or into additional biological assets.

“assets” are resources controlled by an entity as the result of past events and from which future economic benefits or potential service provision are expected to flow to the entity.

“asset categories” are the main and sub groups used for the classification of assets.

“asset champion” is an official delegated by the asset manager in his/her department or section to assist him/her in performing asset management related functions and duties.

“attractive items” are items of property, plant and equipment which are not significant enough for financial recognition in the fixed asset register, but are attractive enough to warrant special safeguarding. Such items are controlled through departmental attractive item (inventory) registers.

“asset manager” is the director who has the functional accountability for and control of the physical management of a particular set of assets in order to achieve the municipality's strategic objectives relevant to his/her directorate. The execution of this responsibility will require the asset manager to control the acquisition, utilization, management and disposal of this set of assets to optimize the achievement of these objectives.

“biological assets” living animals or plants.

“capitalization” is the recognition of expenditure as an asset(s) in the financial asset register.

“carrying amount” is the amount at which an asset is included in the statement of financial position after deducting any accumulated depreciation thereon.

“cost” is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire an asset at the time of its acquisition or construction plus costs incidental to the acquisition or acquirement. Also known as historical cost/value.

“cost of acquisition” is all the costs incurred in bringing an item of plant, property and equipment to the required condition and location for its intended use.

“deferred maintenance” is the extent of preventative maintenance that has not been performed.

“depreciation” is the systematic allocation of the depreciable amount of an asset over its useful life, and therefore reflects the consumption of economic benefits or service potential of the asset.

“depreciable amount” is the cost of an asset, or other amount of an asset, or other amount substituted for cost in the financial statements, less its residual value.

“disposal” is the act of derecognizing an asset that has reached the end of its useful life and no future economic benefits or service potential is further expected from its use.

“donated” an item donated to the municipality at no cost or for a nominal cost or acquired by means of an exchange of assets.

“fair value” is the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

“financial asset register” (FAR) is the controlled register recording the financial and other key details for all municipal assets recognized in accordance with this policy.

“GAMAP” stands for *“generally accepted municipal accounting practice”*.

“GRAP” stands for *“generally recognized accounting practice”*.

“heritage assets” assets held indefinitely for the benefit of present and future generations and have a cultural, environmental, historical, natural, scientific, technological and artistic significance.

“impairment” is when the recoverable amount of an asset is less than the carrying value of such an asset.

“intangible assets” are identifiable non-monetary assets without physical substance (identifiable means that the asset can be separated or divided from the entity and sold, transferred, rented or exchanged).

investment property is property (land/building or part of a building or both) held (by the owner or by the lessee under a finance lease) to earn rentals or for capital appreciation or both rather than for use in production or supply of goods or services or for administrative purposes or sale in the ordinary course of operations.

“maintenance” is considered operating expenses incurred in ensuring that the useful operating life of assets is attained.

“preventative maintenance” is the maintenance which is required on a systematic basis to ensure that the originally assessed future economic benefits or potential service position of the relevant asset is realized hence that the fixed asset reaches its estimated useful life.

“property, plant and equipment” are tangible assets that:

- a) are held by a municipality for use in the production of goods or supply of goods or services, for rental to others, for administrative purposes; and
- b) are expected to be used during more than one (1) period.

“recoverable amount” is the amount that the municipality expects to recover from the future use of an asset, including its residual value on disposal.

“recognition” is the process by which expenditure is included in the financial asset register as an asset(s).

“replacement value” is the amount which is needed in current terms to replace an asset.

“residual value” is the net amount that the municipality expects to obtain for an asset at the end of its useful life after deducting the expected costs for disposal.

“director” is a director referred to in section 56 of the Municipal Systems Act being someone reporting directly to the Municipal Manager.

“senior management teams” are the incumbents of post level 1, 2 and 3 in each directorate being the director and everyone up to two (2) levels below them.

“stewardship” is the act of taking care of and managing property, plant or equipment on behalf of another.

“useful life” is either:

- a) the estimated period of time over which the future economic benefits or future service potential embodied in an asset is expected to be consumed by the municipality; or
- b) the estimated total service potential expressed in terms of production or similar units that are expected to be obtained from the asset by the municipality.

2. PURPOSE

- a. The utilization and management of property, plant and equipment is the prime mechanism by which a municipality can fulfil its constitutional mandates for:
 - delivery of sustainable services;
 - social and economic development;
 - promoting safe and healthy environments; and ☐ providing the basic needs to the community.

- b. As trustees on behalf of the local community, the municipality has a legislative and moral obligation to ensure it implements policies to safeguard the monetary value and future service provision invested in property, plant and equipment.
- c. The asset management policy deals with the municipal rules required to ensure the enforcement of appropriate stewardship of property, plant and equipment.
- d. Stewardship has two components being the:
 - i. financial administration by the chief financial officer; and
 - ii. physical administration by the individual asset managers.
- e. Statutory provisions are being implemented to protect public property against arbitrary and inappropriate management or disposal by a local government.
- f. Statutory provisions such as municipal asset transfer regulations are being implemented to protect public property against arbitrary and inappropriate management or disposal by local government
- g. Accounting standards are being adopted by the Accounting Standards Board per instructions or the Accounting General, to ensure the appropriate financial treatment for property, plant and equipment. The requirements of these new accounting standards include:
 - i. the compilation of asset registers covering all property, plant and equipment controlled by the municipality;
 - ii. accounting treatment for the acquisition, disposal, recording and depreciation of property, plant and equipment; and
 - iii. the standards to which these financial records must be maintained.

3. OBJECTIVES

The objectives of the Asset Management Policy are:

- a. To ensure the effective and efficient control, utilization, safeguarding and management of a municipality's property, plant and equipment;

- b. To ensure asset managers are aware of their responsibilities with regard to property, plant and equipment;
- c. To set out the standards of physical management, recording and internal controls to ensure property, plant and equipment are safeguarded against inappropriate loss or utilization;
- d. To specify the process required before expenditure on property, plant and equipment occurs;
- e. To emphasize a culture of accountability over assets; and
- f. To ensure compliance with all legal and accounting prescriptions and requirements.

The Asset Management Policy is essential to ensure effective and efficient utilization of public monies and accountability thereof is heavily dependent on accurate recording and accounting.

4. STATUTORY AND REGULATORY FRAMEWORK

The statutory and regulatory framework for this Policy include:

- Constitution of the Republic of South Africa, 1996
- Municipal Structures Act, Act 117 of 1998
- Municipal Systems Act, Act 32 of 2000
- Division of Revenue Act (enacted annually)
- Municipal Finance Management Act, Act 56 of 2003
- Municipal Asset Transfer Regulations
- Generally Recognized Accounting Practices (GRAP)
 - (i) GRAP 17 – property, plant or equipment
 - (ii) GRAP 16 – investment
 - (iii) GRAP 21 – impairment of non-cash generating assets
 - (iv) GRAP 26 – impairment of cash generating assets
 - (v) GRAP 31 – intangible assets

(vi) GRAP 103 – heritage assets

This policy does not over-rule the stipulations contained in any legislative, regulatory or any other applicable policies of the municipality such as Fleet Management Policy) Supply Chain Management or Budget Policies.

5. RESPONSIBILITIES AND ACCOUNTABILITIES

- a. The Mayor and EXCO/Executive Mayor (as the case may be) must:
 - a. Approve the temporary and/or permanent transfer of all moveable assets exceeding approved limits, as stipulated in the powers of delegation of the municipality; and
 - b. Approve the writing off, disposal of obsolete or redundant assets, as stipulated in the powers of delegation of the municipality.
- b. The municipal manager is responsible for the management of assets of the municipality, including the safeguarding and the maintenance of those assets and must ensure that:
 - a. The municipality has and maintains a management, accounting and information system that accounts for the assets of the municipality;
 - b. The municipality's assets are accounted for in accordance with applicable standards accounting;
 - c. The municipality has and maintains a system of internal control of assets, including an asset register;
 - d. The directors and their teams comply with this policy; and
 - e. Approve temporary and/or permanent transfers of movable assets between departments as determined in the powers of delegation of the municipality.

- c. The chief financial officer is responsible to the municipal manager to ensure that the financial investment in the municipality's assets is safeguarded and maintained and must ensure that:
- a. Appropriate systems of financial management and internal control are established and carried out diligently;
 - b. The financial and other resources of the municipality are utilized effectively, efficiently, economically and transparently;
 - c. Any unauthorized, irregular or fruitless and wasteful expenditure, and losses resulting from criminal or negligent conduct, are prevented;
 - d. The systems, processes and registers required to substantiate the financial values of the municipality's assets are maintained at standards sufficient to satisfy the requirements of the Auditor-General;
 - e. Financial processes are established and maintained to ensure that the municipality's financial resources are optimally utilized through an appropriate asset plan, budgeting, purchasing, maintenance and disposal decisions;
 - f. The directors and asset champions are appropriately advised on their powers and duties pertaining to the financial administration of assets;
 - g. The chief financial officer may delegate or otherwise assign responsibility for performing these functions in terms of the powers of delegation but will remain accountable for ensuring these activities are performed;
 - h. The policy and supporting procedures or guidelines are established, maintained and effectively communicated;
 - i. Approve the temporary or permanent transfers of movable assets between departments as determined in the powers of delegation of the municipality; and
 - j. Approve the reclassification of assets as attractive items and the subsequent transfer of such items to the departmental attractive item register, as determined in the powers of delegation.

- d. The asset manager must ensure and is responsible for:
 - a. Appropriate physical management and control systems are established and maintained for all assets in their area of responsibility;
 - b. Effective, efficient, economical and transparent utilization of the municipal resources assigned to them;
 - c. The prevention of any unauthorized, irregular or fruitless or wasteful utilization and losses of assets resulting from criminal or negligent conduct;
 - d. Asset management system and controls to provide accurate, reliable and up to date account of assets under their control;
 - e. Advising and informing the chief financial officer on the acquisition of new assets in order to update inventory lists and subsequently the asset register of the respective department as well as the municipality;
 - f. The appropriate safeguarding and maintenance of assets under their control to the extent necessary that risk management systems are in place and applied;
 - g. Asset plans, budgets and purchasing, general and preventative maintenance and disposal decisions optimally achieve the municipality's strategic objectives;
 - h. The asset manager may delegate or otherwise assign responsibility for performing these functions but will remain accountable for ensuring these activities are performed;
 - i. Certifying in writing at each financial year-end, that he/she has assessed all assets under his/her control for impairment, and review of useful lives;
 - j. Reporting in writing to the chief financial officer, accounting officer and subsequently to the council, the full facts of cases in the event of an asset or attractive item being

demolished, destroyed, damaged or any occurrence of any other event materially affecting its value;

- k. Approving the temporary or permanent transfers of a movable asset between departments as determined in the powers of delegation of the municipality;
- l. Informing the chief financial officer in writing at least once per annum, of all moveable and immovable property, plant and equipment to be included for insurance purposes;
- m. The asset manager must ensure that property, plant and equipment are appropriately utilized and that these assets are used for the purpose that the municipality acquired them; and
- n. An annual stock take of property, plant and equipment as part of the annual reporting process, required by regulatory and legislative prescriptions in co-ordination with the chief financial officer, is done. The condition of the asset should be assessed during the verification process and reported to the chief financial officer.
- e. At each reporting date assess all assets under his/her control for impairment and review of useful lives and review of residual amounts in collaboration with the chief financial officer;
- f. On termination of an employee's services, ensure that the respective assets and inventory items lists indicating all items entrusted to the specific asset user, is confirmed to be existent and returned in good order, prior to the final salary payment being made to the employee;
- g. Ensuring that inventory lists are verified and kept updated in collaboration with the financial services directorate; and
- h. Identifying obsolete and redundant assets and attractive items at least once per financial year, compile a report and obtain the necessary approval for the disposal thereof.

6. FINANCIAL MANAGEMENT

6.1 Pre-acquisition planning

6.1.1 Before a capital project is included in the draft municipal budget for approval, the asset manager must prove that the following have been considered:

- a. The projected acquisition and implementation cost over all the financial years until the project is operational;
- b. The future operational costs and revenue on the project, including tax and tariff implications;
- c. The financial sustainability of the project over its life including revenue generation and subsidization requirements;
- d. The physical and financial stewardship of the asset through all stages in its life including acquisition, installation, maintenance, operations, disposal and rehabilitation; and
- e. The identification and inclusion of the capital project in the integrated development plan, as well as the subsequent linking thereof to the approved strategies and objectives.

6.1.2 The chief financial officer is responsible to provide assistance, guidance and advice to asset managers to enable them to achieve their planning requirements.

6.2 Approval to acquire property, plant and equipment

6.2.1 Money can only be spent on a capital project if:

- a. The funds had been approved in the capital budget;
- b. The project, including the total cost, had been approved by the council;
- c. The chief financial officer confirms that funding is available for that specific project; and

- d. Any contract that will impose financial obligations more than two (2) years after the budget year is appropriately disclosed.

6.2.2 Every department procuring any items on capital votes or projects should ensure that evidence thereof is kept at hand.

6.2.3 Evidence of procurement is necessary for the recording of details in the fixed asset register to ensure completeness of the audit trail, and is required.

6.2.4 On receiving procured assets, departments must ensure that they inform the directorate financial services accordingly, to aid the updating of inventory lists on an ongoing basis.

6.3 Funding of capital projects

6.3.1 Within the municipality's ongoing financial, legislative or administrative capacity, the chief financial officer will establish and maintain the funding strategies that will optimise the municipality's ability to achieve its strategic objectives as stated in the integrated development plan.

6.3.2 The acquisition of assets will not be funded over a period longer than the useful life of that asset.

6.4 Disposal of property, plant and equipment

6.4.1 The municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a noncurrent asset needed to provide the minimum level of basic municipal services, subject to stipulations in the municipal asset transfer regulations.

6.4.2 The municipality may transfer ownership or otherwise dispose of a non-current asset other than one contemplated above, but only after the council, in a meeting open to the public:

- a. Has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and

- b. Has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.
- 6.4.3 The decision that a specific non-current asset is not needed to provide the minimum level of basic municipal services, may not be reversed by the municipality after that asset has been sold, transferred or otherwise disposed of.
- 6.4.4 The municipal manager may approve the disposal of an item of property, plant and equipment as per the approved delegations of authority.
- 6.4.5 The disposal of an item of property, plant and equipment must be fair, equitable, transparent, competitive and cost effective and consistent with the municipality's supply chain management policy.
- 6.4.6 Transfer of assets to other municipalities, municipal entities, national departments or provincial departments is excluded from these provisions, but must be done in accordance with a prescribed framework (municipal asset transfer regulations).
- 6.4.7 Disposal and alienation of assets must be done in accordance with the municipal supply chain management policy and municipal asset transfer regulations.
- 6.4.8 Asset managers are responsible to prepare a list of redundant or obsolete assets and/or inventory items at least once per annum which such directorate wishes to alienate by public auction. Such list must be submitted to the directorate finance that will consolidate and prepare a report to council.
- 6.4.9 The criteria for the disposal of letting of assets, including unserviceable, redundant or obsolete assets, subject to section 14 of the act, are as follow:
- (a) Movable assets:
- (i) the asset is uneconomical to repair;
 - (ii) the asset is irreparable;
 - (iii) the relevant department has no further use for the assets;
- and

- (iv) no other department requires the asset.
- (b) Immovable assets:
 - (i) the relevant department has no further use for the asset;
 - (ii) no other department requires the asset;
 - (iii) a member of the public wishing to acquire the asset can utilize the asset to the advantage of the community; and
 - (iv) where created specifically for sale or rental to public.

6.4.10 The disposal of assets must:

- (a) be dealt with in one of the following methods:
 - (i) transferring the asset to another organ of state in terms of a provision of the act enabling the transfer of assets;
 - (ii) transferring the asset to another organ of state at market related value or, when appropriate for a lesser amount or free of charge;
 - (iii) selling the asset; or
 - (iv) destroying the asset.
- (b) provided that -
 - (i) immovable assets may be sold at not less than market related prices except when the public interest or the plight of the poor demands otherwise, by means of public tenders, public auction or over the counter on a first come first serve basis;
 - (ii) movable assets may be sold either by way of written price quotations, public tenders, public auction whichever is the most advantageous;
 - (iii) in the case of the free disposal of computer equipment, the provincial Department of Education must first be approached to indicate within thirty (30) days whether any of the local schools are interested in the equipment; and
 - (iv) in the case of the disposal of firearms, the National Conventional Arms Control Committee has to approve any sale or donation of firearms to any person or institution within or outside the Republic.

(c) furthermore ensure that -

- (i) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise; and
- (ii) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting immovable property are annually reviewed.

(d) ensure that where assets are traded in for other assets, the highest possible trade-in price is negotiated.

6.4.11 The disposal of immovable assets is further subject to the following principles:

- (a) payment of the full purchase price and all estimated costs pertaining to the transaction upon signature of the deed of sale, in cash; and
- (b) all costs (advertising, rezoning, obtaining of a valuation, etc.) pertaining to the transaction shall be borne by the purchaser.

6.4.12 Once the fixed assets are disposed of or alienated the directorate finance shall de-recognize the asset from the accounting records and the fixed asset register.

6.4.13 All gains and losses realized on the alienation of fixed assets shall be accounted for.

6.5 Asset Disposal Committee

6.5.1 A two-tier asset disposal committee will be formed to enhance control over the disposal of assets, with the following structure:

a. Assets with carrying amount up to R20 000,00

This committee should comprise of the following members:

- relevant director;
- departmental asset champion of relevant department; at least two (2) of the following:
- accountant responsible for assets and any other accountant or chief clerk in the finance department responsible for financial statements and/or assets.

b. Assets with carrying amount exceeding R20 000,00

This committee should comprise of the following members:

- relevant director;
- CFO;
- At least one (1) member of the relevant department;
- at least one (1) member from financial services; and
- the asset champion of relevant department.

6.5.2 Responsibilities of Asset Disposal Committee:

- a. ensure that the items identified to be written off, are indeed redundant and/or obsolete;
- b. ensure that the written off items are stored safely and separately from assets in use;
- c. ensure proper control over such items at the date of delivery to the auction storage room;
- d. ensure proper record keeping takes place to transfer the assets to the auction storage room;
- e. prepare item to council to write off the items; and
- f. timeously resolve any other issues which might result in discrepancies during the disposal process.

6.6 Loss, theft, destruction and impairment of fixed assets

6.6.1 Asset managers must ensure that all incident of loss, theft, destruction, or material, impairment of any fixed asset controlled or used by the department in question is promptly reported in writing to the chief financial officer and in cases of suspected theft or malicious damage to the South African Police Service.

6.6.2 Upon confirmation after an internal investigation all cases of loss, theft, destruction must be reported to council.

7. INTERNAL CONTROLS

7.1 Financial Asset Register

- 7.1.1 The chief financial officer will establish and maintain an asset register containing key financial data on each item of property, plant or equipment that satisfies the criterion for recognition.
- 7.1.2 Asset managers are responsible for establishing and maintaining of additional registers or databases required to demonstrate the physical management of their assets and/or attractive items.
- 7.1.3 Each asset manager is responsible to ensure that sufficient controls exist to substantiate the quantity, value, and location and condition of all assets in the fixed asset register as well as other additional registers.
- 7.1.4 Asset managers are responsible to implement and maintain additional registers or databases to substantiate the quantity, value and location of attractive (inventory items) not contained in the fixed asset register.

7.1.5 Contents of the Financial Asset Register

The asset register may include the following information pertaining to individual assets:

- brief but meaningful description
- classification
- date of acquisition
- physical location
- cost centre of user department
- function codes
- the responsible asset user
- identification number where applicable

- acquisition cost/fair value
- the accumulated depreciation
- the carrying amount
- cash or non-cash generated
- the depreciation methods used
- depreciation charges (current year)
- source of finance
- insurance arrangements
- title deed number (property)
- stand number (property)
- impairment losses
- date and price of disposal (if relevant)
- asset used to secure debt
- residual value
- the measurement based used

7.1.6 *Internal Controls over the Financial Asset Registers*

1. Controls around the asset register should be sufficient to provide an accurate, reliable and up to date account of assets under control to the standards specified by the chief financial officer and required by the Auditor-General.
2. These controls **will** include physical management and recording of all acquisitions, assignments, transfers, losses and disposals of assigned asset as well as regular stocktakes and system audits to confirm the adequacy of controls.

7.2 Physical Receipting and Management

- 7.2.1 The supply chain manager must ensure in co-operation of the asset manager that the purchase of property, plant and equipment is procured and complies with the municipality's supply chain management policy.
- 7.2.2 The accountant asset management will reconcile monthly all assets procured.

7.2.3 The supply chain unit will manage the receipting of property, plant and equipment.

7.2.4 The process of receipting by the municipal stores will include:

- review of the authority to purchase including compliance with all procurement policies and budgetary limits and
- assignment of the asset to the appropriate asset manager.

7.2.5 The date of acquisition of property, plant and equipment is deemed to be the time when legal title and/or control passes to the municipality.

7.2.6 The date of acquisition may vary for different categories of assets but will usually be the point of time when payment for that item of property, plant and equipment is made.

7.2.7 The asset manager must advise the chief financial officer in writing of capital work in progress at the end of the financial year.

7.2.8 The asset manager must advise the chief financial officer promptly in writing whenever capital work in progress completed for inclusion in the asset register.

7.3 Transfer between asset managers

7.3.1 Permanent transfers to another asset manager

1. An asset manager retains managerial accountability and control for a particular asset unless:
 - a. Another asset manager agrees in writing in accordance with financial limits as laid down in the delegations of authority to accept responsibility for that asset.
 - b. The new asset manager accepts all accountabilities of the previous asset manager.

- c. The chief financial officer appropriately amends the financial asset register for all approved transfers, where after such physical transfers are only permitted to take place.
- d. The new asset manager has made the necessary budget provisions to cater for the accompanying costs of the asset.

7.3.2 Reallocation or reassignment of property, plant or equipment

- 1. The asset manager must ensure that the asset is appropriately safeguarded for loss, damage or misuse wherever it is located. Safeguarding includes ensuring reasonable physical restrictions and delegated management are implemented.
- 2. The asset manager must advise the chief financial officer whenever an asset is permanently relocated or reassigned from one location (or base) or cost centre recorded in the financial asset register, to a different one.
- 3. The asset manager must advise the chief financial officer whenever an asset is temporarily relocated or reassigned from the location (or base) or cost centre recorded in the financial asset register to a different one. In this case, the asset manager must also advise the chief financial officer when this asset is returned.

7.4 Verification of fixed assets

- 7.4.1 The asset manager must ensure that all movable property, plant and equipment is duly checked, processed and identified (marked with a unique label number) before it is received into their stewardship.
- 7.4.2 The asset manager will perform an annual stocktake of property, plant and equipment as part of the annual reporting process in coordination with the chief financial officer. The condition of the assets should be assessed during the verification process and reported to the chief financial officer.

7.4.3 The results of the annual stock take, in hard copy format, must be signed by the asset manager or his/her delegate in terms of delegations of authority and be displayed in relevant locations.

7.4.4 Asset managers must, on an ongoing basis, keep record of assets which are redundant and/or obsolete to be written off.

7.5 Insurance of fixed assets

The municipal manager shall ensure that all movable fixed assets and municipal buildings are insured at least against fire, theft and allied perils.

8. MANAGEMENT OF ATTRACTIVE ITEMS

8.1 Management of attractive items

8.1.1 Assets costing less than R1 000 and with a lifespan of less than twelve (12) months, are deemed to be attractive items, unless that type of asset is specifically excluded by the chief financial officer.

8.1.2 The requirements to manage attractive items by each asset manager include, but are not limited to:

- a. Receipting and delivery of items through specified control points.
- b. Assignment of such items to a specific asset user.
- c. Maintaining and updating of departmental attractive items (inventory) register.
- d. Regular stock takes to ensure that all attractive items are available for use and appropriately safeguarded.
- e. Submitting such registers to ad hoc audits carried out by the chief financial officer.

- f. Recording and subsequent reporting any disposal/loss of such items in accordance with the powers of delegation.

8.1.3 Attractive items:

- a. will not depreciate;
- b. will not be revalued;
- c. will not be impaired;
- d. will be recorded in the attractive items (inventory) register;
- e. will be treated in a similar fashion as an asset example, safeguarded, officially approved for disposal etc; and
- f. will be budgeted for under a dedicated line item in the operating budget.

9 MANAGEMENT OF ASSETS

9.1 Accountability to manage property, plant and equipment

9.1.1 Each asset manager is accountable to ensure that municipal resources assigned to them are utilized effectively, efficiently, economically and transparently. This Policy must be read with the Fleet Management Policy.

9.1.2 This would include:

- a. Developing appropriate asset management systems, procedures, processes and controls for managing assets.
- b. Providing accurate, reliable and up to date account of assets under their control.
- c. The development and motivation of relevant strategic asset management plans and operational budgets to optimally achieve the municipality's strategic objectives.

9.2 Reporting on impeding issues

Each asset manager should report to the municipal manager on issues that will significantly impede the assets capability to provide the required level of service or economic benefit.

10 CLASSIFICATION, AGGREGATION AND COMPONENTS

10.1 Classification of property, plant and equipment

10.1.1 Any asset recognized as an asset under this policy will be classified according to categories as per the relevant accounting standards.

10.1.2 All fixed assets will be classified under the following headings in the asset register:

a. Property, plant and equipment

- Land
- Buildings
- Community assets
- Infrastructure assets
- Heritage assets etc

b. Investment property

c. Intangible assets

10.1.3 Schedule 1 provides a list of asset categories.

10.2 Inventory

10.2.1 Any land or building owned or occupied by the municipality with the intention of selling such property in the ordinary course of business, or any land or building owned or acquired by the municipality with the intention of developing such property for the purpose of selling it in the ordinary course of business, shall be accounted for as inventory assets.

10.2.2 These assets will be recognized as per GRAP 12 standard.

10.3 Optional treatment for major component

10.3.1 An asset manager may, with agreement of the chief financial officer, treat specified major components of an item of property, plant and equipment as a separate asset for the purposes of this policy.

10.3.2 These major components may be defined by its physical parameters (e.g. reservoir roof) of its financial parameters (e.g. road surface).

10.3.3 In agreeing to these treatments the chief financial officer must be satisfied that these components:

- a. Have a significantly different useful life or usage pattern to the main asset;
- b. Align with the asset management plans;
- c. The benefits justify the costs of separate identification;
- d. It is probable that future economic benefits or potential service delivery associated with the asset will flow to the municipality.
- e. The cost of the asset to the municipality can be measured reliably;
- f. The municipality has gained control over the asset;
- g. The cost is above the recognition threshold; and
- h. The asset is expected to be used during more than one (1) financial year.

10.3.4 Once a major component is recognized as a separate asset, it may be acquired, depreciated and disposed of as if it were a separate asset.

10.3.5 All other replacements, renewals or refurbishments of insignificant components will be expensed.

10.4 Recognition of network asset

- 10.4.1 A network asset is a collection of assets and their subsequent components, which operates as a whole to deliver a specified service or economic benefit, e.g. electrical network, roads network, IT system network, etc.
- 10.4.2 It should be possible to identify a network asset with all its different components on the asset register.
- 10.4.3 The asset manager is accountable for the management of the registers required to financially verify the value of a network asset.

11 ACCOUNTING FOR PROPERTY, PLANT AND EQUIPMENT

11.1 Recognition of property, plant and equipment

- 11.1.1 An item of property, plant and equipment will be recognized as an asset when:
 - a. It is probable that future economic benefits or potential service delivery associated with the asset will flow to the municipality;
 - b. The cost of the asset to the municipality can be measured reliably;
 - c. The municipality has gained control over the asset;
 - d. The cost is above the recognition threshold; and
 - e. The asset is expected to be used during more than one (1) financial year.

- 11.1.2 All other acquisitions of property, plant and equipment will be expensed.

11.2 Initial measurement

11.2.1 An item of property, plant and equipment that qualifies for recognition as a non-current asset should be initially measured at its “*cost of acquisition*”.

11.2.2 “*Cost of acquisition*” will include all directly attributable costs required to bring the asset to the proper working condition and position for its intended use.

11.2.3 These costs will usually include the following:

- a. Purchase costs less any discount or rebates;
- b. Cost of site preparation and development;
- c. Initial delivery and handling costs;
- d. Installation and assembly costs;
- e. Professional fees;
- f. Import duties;
- g. Non-refundable taxes;
- h. Contractor fees; and
- i. Finance cost (interest) in accordance with the applicable accounting standards.

11.2.4 Capitalization of cost stops/seizes when the asset is in the condition and location necessary for it to be capable of operating in the manner intended by management.

11.3 Donations or exchanges

Where an item of property, plant and equipment is acquired at no cost, or for a nominal cost, it will be initially measured at its fair value as at the date of acquisition and included in the non-current asset register, if the fair value is greater than the recognition threshold.

11.4 Carrying amount on property, plant and equipment

Subsequent to initial recognition as an asset, an item of property, plant and equipment should be carried at its cost less any accumulated depreciation, subject to the requirement to write an asset down to its recoverable amount or any subsequent revaluation.

11.5 Depreciation

- 11.5.1 All fixed assets, except land and heritage assets shall be depreciated or amortised in the case of intangible assets.
- 11.5.2 The depreciable amount of an item of property, plant and equipment should be allocated on a systematic basis over its useful life.
- 11.5.3 The depreciation method used should reflect the pattern in which economic benefits or potential service provisions are consumed by the municipality.
- 11.5.4 The depreciation charge for each period will be recognized as an expense against the budget of the relevant asset manager where the asset is used or consumed unless it is included in the carrying amount of another asset.
- 11.5.5 The depreciation method will be straight line unless the chief financial officer is convinced that another method is more appropriate.
- 11.5.6 Depreciation of an asset will commence once the asset is available for use through:
 - a. being in the location for it to be capable of operating in the manner intended; and
 - b. being in the condition for it to be capable of operating in the manner intended.
- 11.5.7 The procedures to be followed in accounting and budgeting for the amortization of the intangible assets shall be identical to those applying for the depreciation of other fixed assets.

11.6 Initial determination useful life

- 11.6.1 Each asset manager needs to determine the useful life of a particular item or class property, plant and equipment through the development of a strategic asset management plan that forecast the expected useful life that asset. This should be developed as part of the pre-acquisition planning that would consider the following factors:

- a. The operational, maintenance, renewal and disposal programme that will optimize the expected long term costs of owning that asset;
- b. Economic obsolescence because it is too expensive to maintain;
- c. Functional obsolescence because it no longer meets the municipalities needs;
- d. Technological obsolescence;
- e. Social obsolescence due to changing demographics; and
- f. Legal obsolescence due to statutory constraints.

11.6.2 Attached as schedule 2 is a list of useful lives which forms part of this policy. These should be used as a guide to the minimum useful lives only because actual asset lives experienced greatly exceed those recommended lives.

11.6.3 Spares purchased specifically for a particular asset, or class of asset, and which would become redundant if that asset or class was retired or use of that asset or class was discontinued, must be considered to form part of the historical cost of that asset or class. The depreciable amount of such spares must be allocated over the useful life of the asset or class.

11.7 Review of useful life

11.7.1 The useful life of an item of property, plant and equipment should be reviewed annually and if expectations are significantly different from previous estimates, the depreciation charge for the current and future periods should be adjusted.

11.7.2 Should it become known that an asset has been materially impaired or improperly maintained to such an extent that its useful life will not be attained, the useful life of such asset will be amended.

11.8 Review of depreciation method

- 11.8.1 The depreciation method applied to property, plant and equipment will be reviewed annually, and if there has been a significant change in the expected pattern of economic benefits or potential service delivery from those assets, the method should be changed to reflect the changed pattern.
- 11.8.2 When such a change in depreciation method is necessary the change should be accounted for as a change in accounting estimate and the depreciation charge for the current, and future periods should be adjusted.

11.9 Review of residual value

- 11.9.1 The residual value of an item of property, plant and equipment should be *assessed at each reporting date*, and this amount may increase to an amount equal to or greater than the asset(s) carrying amount.
- 11.9.2 If expectations differ from previous estimates, the change shall be accounted for as a change in accounting estimate and the depreciation charge for the current and future periods should be adjusted.

11.10 Subsequent expenditure on property, plant and equipment

- 11.10.1 Subsequent expenditure relating to an item of property, plant and equipment that has already been recognized should be added to the carrying amount of the asset when it is probable that future economic benefits or potential service delivery, in excess of the originally assessed standard of performance of the existing asset, will flow to the municipality.
- 11.10.2 All other expenditure should be recognized as an expense in the period in which it occurred.
- 11.10.3 Before allowing the capitalization of the subsequent expenditure, the chief financial officer must be satisfied that this expenditure significantly:
- a. increases the life of that asset beyond that stated in the asset register;
 - or

- b. increases the quality of service of that asset beyond the existing level of service; or
- c. increases the quantity of services that asset can provide; or
- d. reduces the future assessed costs of maintaining that asset.

11.10.4 Expenditure that is proposed to be capitalized must also conform to the recognition criteria for non-current assets and should also be appropriately included in the approved capital budget.

11.10.5 Where it is desired to capitalize future component replacements, refurbishments or renewals, refer to the section of major components in this policy.

11.11 Subsequent increase in recoverable amount

11.11.1 A subsequent increase in the recoverable amount of an asset, previously written down due to a decline in the carrying amount should be written back when the circumstances and events that led to the write-down or write-off cease to exist and there is persuasive evidence that the new circumstances and events will persist for the foreseeable future.

11.11.2 The amount written back should be reduced by the amount that would have been recognized as depreciation had the write-down or write-off not occurred.

11.12 Impairment of assets

11.12.1 The impairment of assets will be recognized according to GRAP 21 and 26 and as per the methodology for impairment and assessment of useful lives of assets policy.

11.12.2 The carrying amount of an item or a group of identical items of property, plant and equipment should be reviewed periodically in order to assess whether or not the recoverable amount has declined below the carrying amount.

11.12.3 The following may be indicators that an items of property, plant and equipment has become impaired:

- a. the assets has been damaged;
- b. the asset become technologically obsolete;
- c. excessive maintenance is required on the asset;
- d. acts of God;
- e. asset not completed before it is in a usable condition; and/or
- f. decline in land market value.

11.12.4 The following steps must be performed to account for impairment losses:

- a. The directorate finance will provide department with asset schedules annually.
- b. Asset managers must indicate on schedules:
 - asset which were damage at year end;
 - asset which are technologically obsolete at year end;
 - assets which were destroyed due to acts of God; and/or
 - assets where excessive maintenance is required.

11.12.5 The next step is to calculate the recoverable amounts of these assets.

11.12.6 The impairment loss is then calculated and is the difference between the carrying values at reporting date less the recoverable amount.

11.12.7 A list of impaired assets will be submitted annually to the municipal manager for impairment approval.

11.13 Accounting treatment on disposal

11.13.1 An item of property, plant and equipment should be eliminated from the balance sheet on disposal or when the asset is permanently withdrawn from use and no future economic benefits or potential service delivery is expected from its disposal.

11.13.2 Gains or losses arising from the retirement or disposal of an item of property, plant and equipment should be determined as the difference between the actual or estimated net disposal proceeds and the carrying amount of the asset, and should be recognized as revenue or expense in the statement of financial performance.

11.13.3 The fact that a fixed asset might be fully depreciated is in itself not a reason for disposal of the asset.

11.14 Reinstatement, maintenance and other expenses

11.14.1 Only expenses incurred in the enhancement of a fixed asset (in the form of improved or increased services or benefits flowing from the use of such asset) or in the material extension of the useful operating life of a fixed asset shall be capitalized.

11.14.2 Expenses incurred in the maintenance or reinstatement of a fixed asset shall be considered as operating expenses incurred in ensuring that the useful operating life of the asset concerned is attained, and shall not be capitalized, irrespective of the quantum of the expenses concerned.

11.14.3 Expenses which are reasonably ancillary to the bringing into operation of a fixed asset may be capitalized as part of such fixed asset. Such expenses may include but need not be limited to import duties, forward cover costs, transportation costs, installation costs, assembly costs and communication costs.

11.14.4 The following matrix will assist in distinguishing capital expenditure from maintenance expenditure:

Capital Expenditure	Maintenance
<ul style="list-style-type: none">▪ acquiring a new asset▪ replacing an existing asset▪ enhancing an existing asset to that its use is expanded▪ further developing an existing asset so that its original useful life	<ul style="list-style-type: none">▪ restoring an asset so that it can continue to be used for its intended purpose▪ maintaining an asset so that it can be used for the period for which it was initially

is extended	intended
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11.15 Assets held under leases

11.15.1 Finance leases or leases, which in effect transfer all risks and rewards associated with the ownership of an asset from the lessor to the lessee. Assets held under finance leases are capitalized by the municipality and reflected as such in the FAR.

11.15.2 It will be capitalized at its leased value at commencement of the lease, which will be the price stated in the lease agreement. The asset is then depreciated over its expected useful life.

11.15.3 Operating leases are those leases which do not fall within the scope of the above definition. Operating lease rentals are expensed as they become due. Assets held under operating leases are not accounted for in the asset registers of the municipality.

11.16 Investment property

11.16.1 Investment assets shall be accounted for in terms of GRAP 16 and shall not be classified as property, plant and equipment for purposes of preparing the municipality's statement of position.

11.16.2 Investment assets shall comprise land or buildings (or parts of buildings) or both held by the municipality, as owner or as lessee under a finance lease, to earn rental revenues or for capital appreciation or both.

11.16.3 Investment assets shall be recorded in the fixed assets register in the same manner as other fixed assets, but a separate section of the fixed assets register shall be maintained for this purpose.

11.17 Recognition of heritage assets in the fixed asset register

11.17.1 If no original costs or fair values are available in the case of one or more or all heritage assets, the executive director financial services may, if it is believed that the determination of a fair value for the assets in question will be a laborious or expensive undertaking, record such asset or assets in the fixed asset register without an indication of the costs or fair value concerned.

11.17.2 For statement of financial performance purposes, the existence of such heritage assets shall be disclosed by means of an appropriate note.

12 FINANCIAL DISCLOSURE

12.1 The financial statements should disclose, in respect of each class of property, plant and equipment classified under the categories of land and buildings, infrastructure, community, heritage and other assets:

- (a) The measurement base used for determining the gross carrying amount. When more than one basis has been used, the gross carrying amount for that basis in each category should be disclosed;
- (b) The depreciation methods used;
- (c) The useful lives or the depreciation rates used;
- (d) Depreciation charged in arriving at net surplus or deficit for the period;
- (e) The gross carrying amount and the accumulated depreciation at the beginning and the end of the period; and
- (f) A reconciliation of the carrying amount at the beginning and end of the period showing:
 - (i) additions
 - (ii) disposals
 - (iii) acquisition through business combinations
 - (iv) increases or the decreases resulting from revaluations
 - (v) deductions in carrying amount
 - (vi) amounts written back

- (vii) depreciation
- (viii) other movements

12.2 The financial statements should also disclose:

- (a) Whether or not, in determining the recoverable amount of items of property, plant and equipment, expected future cash flows have been discounted to their present values.
- (b) The existence and amounts of restriction on title and property, plant and equipment pledged as security for liabilities.
- (c) The accounting policy for restoration costs relating to items of property, plant and equipment.
- (d) The amount of expenditures on account of property, plant and equipment in the course of construction; and
- (e) The amount of commitments for the acquisition of property, plant and equipment.
- (f) The extent of and possible implications of deferred maintenance as well as plans to redress such deferral.

12.3 When items of property are stated at revalued amounts, the financial statements should disclose:

- (a) The basis used to revalue the assets.
- (b) The effective date of revaluation.
- (c) Whether an independent value was involved.
- (d) The nature of any indices used to determine replacement cost.

- (e) The carrying amount of each class of property, plant and equipment that would have been included in the financial statements had the assets been carried at cost less depreciation.
- (f) The revaluation surplus, detailing the movement for the period.
- (g) The portion of the depreciation charge relating to the revaluation.

13. REVIEW

This policy will be reviewed at least annually or when required by way of a council resolution and the Chief Financial Officer is responsible for review of this policy.

14. SHORT TITLE AND COMMENCEMENT

This policy adopted by Council on 29 May 2018 (resolution SCOUN-055.2/18), shall be called the Asset Management Policy of the Dr Beyers Naudé Local Municipality and will come into effect on 1 July 2018.

ASSET CATEGORIES

1. Immovable Assets

i) Infrastructure assets

- electricity network assets
- water networks and related assets
- waste water networks and related assets
- roads, bridges and storm water
- waste management : landfill sites and transfer stations

ii) Investment property

iii) Community assets

- parks & gardens
- sport fields and stadium
- swimming pools
- community halls
- libraries
- recreational facilities
- fire, safety and emergency
- security and policy
- clinics
- museums and art galleries
- cemeteries
- social rental housing

iv) Heritage assets

- buildings

v) Intangible assets

- servitudes

vi) Agricultural assets

- biological assets

vii) Other assets

- abattoirs
- markets
- civic land and buildings
- other land
- other buildings

viii) Work-in-progress

2. Movable Assets

i) *Other Assets*

- office equipment
- furniture and fittings
- bins and containers
- emergency equipment
- motor vehicles
- aircraft
- watercraft
- plant and equipment
- specialized vehicles

ii) Intangible Assets

- computer software & programming

iii) Heritage Assets

USEFUL LIFE OF ASSETS

SCHEDULE 2

The useful lives of items of property, plant and equipment have been assessed as follows:

Item	Average useful life
Land Indefinite	
Buildings	30 - 100 years
Infrastructure	
- Roads and paving	50 years
- Electricity	20 - 30 years
- Water	15 - 20 years
- Sewerage	15 - 20 years
- Landfill sites	30 years
Community	
- Recreational facilities	20 - 50 years
- Security	5 years
Other	
Specialised vehicles	10 years
Other vehicles	5 years
Office equipment	3 - 7 years
Furniture and fittings	7 - 20 years
Watercraft	15 years
Bins and containers	5 years
Specialised plant and equipment	10 - 15 years
Other plant and equipment	2 - 5 years
<u>Intangible assets</u>	
Software	3 years