

Hurworth Parish Council – Procedures

Annex to procedure No 1 paragraph 4. Assets Property and Estates

Date of change 15th July 2014 – Accepted by HPC 4th September 2014

The Council shall keep up to date a formal Asset Register, in accordance with the requirements stated by the external auditors.

The format shall be as follows:- (example)

<u>Register Number</u>	<u>Date of Purchase</u>	<u>Address</u>	<u>Description</u>	<u>Deeds Y/N</u>	<u>Land Registry</u>	<u>Purchase Price</u>
1	19/06/1962	1 Church Row	Burial plot	Y	y	50
2	19/06/1962	2 Church Row	Burial plot	Y	y	50
3	19/06/1962	3 Church Row	Burial plot	Y	y	50
4	11/05/1966	4 Church Row	Burial plot	Y	y	50
5	10/04/1966	5 Church Row	Burial plot	Y	y	50
6	10/04/1966	6 Church Row	Burial plot	Y	y	50
7	10/04/1966	7 Church Row	Burial plot	Y	y	50
8	10/04/1966	8 Church Row	Burial plot	Y	y	50
9	10/04/1966	9 Church Row	Burial plot	Y	y	50
10	10/04/1966	10 Church Row	Burial plot	Y	y	50
11	10/04/1966	11 Church Row	Burial plot	Y	y	50
12	04/01/1949	Strait Lane Allotments	Allotment area	Y	y	350
13	19/12/1968	Hurworth Grange land and estate	Mansion house and grounds	Y	y	20,000

The Asset Register shall be updated each year prior to the year end.

In accordance with the NALC regulations, depreciation is not applied.

Assets can only be removed from the register if sold, scrapped or transferred