



# National Financial Regulations B-7 Property and Equipment

## Frequently Asked Questions

Version 1.2.1

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## NRF B -7 Property and Equipment

### 1.1 How often does a physical inventory check need to be carried out?

A physical inventory check must be conducted annually to verify the existence and condition of all items in the Fixed Asset records.

### 1.2 What are the criteria for assigning a mobile device?

A HSE mobile device must only be issued to employees who meet at least one of the following criteria:

- the employee has been identified as a key member of staff and needs to be contactable at any time
- the employee's duties require them to spend time out of the office or normal place of work
- the employee's duties are such that the mobile phone device is needed for health and safety reasons
- the employee is on an official on-call rota

### 1.3 What is the minimum amount (inclusive of VAT) for individual assets to be capitalised?

Only assets with an acquisition cost of more than €10,000 (Inclusive of VAT) for individual assets can be capitalised and no grouping of assets is permitted as per [Department of Public Expenditure and Reform Circular 21/2020](#). This applies to all asset types whether revenue or capital funded and is effective from 1 January 2022. Please refer to NFR D – Financial Reporting.

## 1.4 How and when are assets tagged?

All HSE equipment meeting the Fixed Asset definition must be tracked in the Fixed Asset system. A HSE Fixed Asset tag number should be attached or assigned to this equipment for inventory and identification purposes. This excludes 'Land and Buildings' assets along with motor vehicles which are not required to be tagged.

All tags will be printed and distributed to local locations when an asset is acquired.

## 1.5 What happens if an asset is transferred between two HSE departments?

If an asset is being transferred between two statutory entities within the HSE, a FAS-3 Fixed Asset Transfer Form must be completed. There is a requirement to update the local insurance officer on all transfers

## 1.6 What is included on the Fixed Asset register?

Each HSE area has a responsibility to maintain a Fixed Asset Register. The Fixed Asset register should include fixed assets such as land, buildings, equipment (for example multi-use medical equipment), fixtures and fittings, computer equipment and motor vehicles. The minimum detail to be held within the register includes:

- Asset identification and description
- Asset number
- Vehicle registration number (where applicable)
- Asset location
- Asset class
- Date of acquisition or disposal
- Date of first use (if new, and other than date of acquisition)

- Method of acquisition or disposal
- Funding type capital or revenue
- Company code
- Cost (including installation and so on)
- Cost centre
- Cumulative depreciation charged (including buildings since date of acquisition)
- Estimated useful life
- Residual value at date of disposal
- Disposal costs (if any)
- Unit Equipping: This represents capitalised expenditure on the equipping of, for example, a kitchen, office, theatre and so on, which would comprise of several items where the individual items cost less than €10,000 each. In this situation, a heading should be opened in the register of equipment for each location
- As part of the responsibility for safeguarding departmental assets, departments are advised to maintain a local fixed asset register of all revenue asset purchases which are **under the value threshold** including portable and readily resalable assets.

## 1.7 What is required for an asset to be capitalised?

For an asset to be capitalised it must be ensured that:

- there is a probable (more likely than not) future economic benefits associated with the asset

- the expected life of the asset is more than 12 months
- the cost of the asset can be measured reliably

The current threshold for individual asset inclusion is €10,000 as per the [Department of Public Expenditure and Reform Circular 21/2020](#). It is important to note that some assets may be defined as 'high risk'. This includes any assets which are critical to the HSE's provision of service and performance. High risk also includes assets with an increased likelihood of theft, misuse, or breakdown.

## 1.8 What happens if equipment is lost or stolen?

All HSE staff are responsible for notifying Line Management immediately if equipment is lost or stolen.

Line Management will discuss with either the Head of Service or the Assistant National Director (Services) (or equivalent grade) and decide whether an internal investigation should be carried out.

All theft must be notified to An Garda Síochána and a copy of the Garda incident report must be obtained and retained on file for insurance reasons. Loss or theft of devices containing personal data must be notified using the Data Protection Officer. (DPO)

A FAS-2 Fixed Asset Disposal Form must be prepared and forwarded to Fixed Asset Section, with the official Garda Incident Report attached (where applicable). A list of all missing equipment should be circulated in conjunction with the physical inventory of Fixed Assets.

The Fixed Assets Section should be notified if missing equipment is found. If the asset is not found within a reasonable period and after all effort to recover, the asset is declared permanently lost and where applicable, reflected as a disposal from the fixed asset inventory. Fixed Assets reported as stolen are immediately removed from the department's Fixed Asset inventory unless there is reason to presume that full recovery of the asset is probable.

There is management oversight of regular training on regional and local policies regarding assets such as safeguarding, maintaining, and reporting on lost or stolen assets.