NCHE

EQUITABLE ACCESS TO QUALITY HIGHER EDUCATION

NATIONAL COUNCIL
FOR HIGHER EDUCATION

FIXED ASSETS POLICY AND PROCEDURES

JULY 2026

FIXED ASSETS REGISTER POLICY AND PROCEDURES

Custodian	Accounting Officer
Responsible Unit	Finance and Administration, Finance Sub-Unit
Contact officer	Accountant
Approved by	Council
Signature	Prof. Samuel John NCHE Chairman
Approval Date	28 April 2026
Council Resolution Number	5th Council/ 90 of 28/04/2026
Effective Date	27 July 2026
Review cycle	Every five years, or earlier if required
Related Legislation, Policies, and Regulations	• State Finance Act, Act 31 of 1991 • Public Service Staff Rules and Regulations: Public Service Act, Act 2 of 1995 • Public Procurement Act, Act 15 of 2015 • Anti-Corruption Act, Act 8 of 2003 • Accounting Officers Manual – Ministry of Justice, 2005 • NCHE Code of Ethics

About us:

NCHE is a statutory body in terms of section 4 of the Higher Education Act, 2003 (Act No. 26 of 2003), established to advise the Minister responsible for Higher Education on issues pertaining to higher education.

Our logo embodies the following:

- The "hut" symbolises a pyramid of which the ''sticks'' represent the different academic streams which lead to excellence.
- The different academic streams join and guarantee "shelter" for the nation.
- The "hut" also symbolises unity through binding the different academic streams together.
- This unified effort emphasises coordination among our higher education institutions.

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Contact us at:
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HIGH-LEVEL STATEMENTS

The Vision

NCHE aspires to be a valued leader and a partner in coordinating quality higher education in pursuit of a knowledge-based society.

The Mission

NCHE exists to ensure a coordinated and responsive higher education system through equitable access and quality service delivery.

The Core Values

In the execution of our mandate and the pursuit of our strategic pillars, we are inspired and guided by the following values:

Accountability	We take responsibility for our policies, decisions and actions and report, explain and answer for resulting consequences.
Professionalism	We exercise high levels of competence in our work and avoid compromises to our set standards and values.
Integrity	We exhibit the quality of an intuitive sense of honesty and truthfulness with regard to our behaviour and motivation for our actions.
Innovation	We strive for continuous learning, seek creative ways to change, solve problems and find better solutions in the execution of our mandate.
Empathy	We endeavour to cultivate empathy amongst ourselves, customers and stakeholders, with a view to building positive relationships and boost productivity.

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GLOSSARY

Accounting Officer	A person charged with the receipt, custody, banking and payment of, and accounting for, State moneys received in NCHE
Amortisation	The gradual allocation of the cost of an intangible asset over its useful life, ensuring that its expense is recognised systematically in the financial records.
Cost	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 with the capitalization of directly attributable costs.
Depreciation	The systematic allocation of the depreciable amount of an asset over its useful life.
Depreciable amount	The cost of an asset, or other amount substituted for cost in financial statements, less its residual value.
Disposal of Assets	The formal process of removing an asset from an organisation’s records and control due to obsolescence, damage, loss, redundancy, or the end of its useful life. This may be achieved through methods such as sale, transfer, donation, or write-off.
Fair value	The amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's-length transaction.
Fixed Asset Register	The record of all assets owned and controlled by an organisation recognised in accordance with this policy. It contains information on each asset that supports its effective financial and technical management.
Impairment Loss	An amount by which the carrying amount of an asset exceeds the recoverable amount. The asset is impaired.
Maintenance	An asset will restore or maintain the initially assessed future

	economic benefit or service potential that an institution can expect from an asset and is necessary for the planned life to be achieved.
Residual Value	The estimated amount that an asset is expected to be worth at the end of its useful life, after deducting any costs related to its disposal.
Property, plant, and equipment	Tangible assets held by institutions for use in the production of goods or supply of goods or services, for rental to others, for administrative purposes, and are expected to be used during more than one period.
Useful life	The period over which an asset is expected to be available for use by the State; or The number of production or similar units expected to be obtained from the asset by the State.

1. INTRODUCTION

This policy provides a framework for the acquisition, management, depreciation, and disposal of Fixed Assets, ensuring consistency and compliance with International Financial Reporting Standards (IFRS) as issued by the International Accounting Standards Board, and the Public Enterprises Governance Act 1 of 2019.

It aims to protect NCHE's assets and promote their effective use in supporting service delivery. The policy offers guidance on proper asset management and applies to all properties under NCHE's responsibility, as well as to all staff involved in recording, managing, and monitoring Fixed Assets.

The policy is intended to track the book value, depreciation, and impairment of all assets; establish accountability; provide documentation for insurance purposes; meet financial reporting requirements; and support management decision-making.

Additionally, the policy ensures that robust controls are in place to confirm that all valid Fixed Assets are accurately classified, properly recorded, and fully reflected in the accounting records.

2. POLICY OBJECTIVES

The objectives of this policy are to:

1.1 Set forth the guidelines for the physical and reporting control of the NCHE assets;

1.2 Establish definitions, asset valuation methods, capitalisation thresholds and useful lives, depreciation method, and the accounting policies to be applied for NCHE assets.

1.3 Assist the staff of NCHE in gathering and maintaining information needed for the preparation of the financial statements.

3. SCOPE

This policy applies to all tangible and intangible assets owned by NCHE that have financial value and operational significance that meet the capitalisation threshold set by this policy.

It covers assets such as buildings and land, furniture and fittings, motor vehicles, office equipment, IT equipment, and software.

4. ACCOUNTABILITY AND RESPONSIBILITY

4.1 Accounting Officer

The Accounting Officer is accountable for the implementation of the policy.

4.2 Deputy Director Finance and Administration

The Deputy Director for Finance and Administration is accountable for:

- The execution of the asset management functions.
- Ensuring that the Fixed Assets Register Policy and Procedures are implemented and correctly applied.
- Ensure security and safekeeping of assets.
- Devising procedures for issuing assets to be utilised outside the office premises.
- Producing asset management reports.

4.3 Unit Heads

The Unit Heads are responsible for submitting requests for asset acquisitions and safeguarding the usage of assets.

4.4 Accountant

Accountant is the assets process owner and shall:

- Reconcile the recording and maintenance of the assets register and the inventory register.
- Record, tag, and oversee the physical assets verification function.
- Record and maintain the general ledger for the assets under construction, ensure that all completed projects are transferred to the correct asset class in the general ledger at each reporting date.
- Ensure that the retention of all the assets under construction is correctly accounted for and at the correct values. This should be

done based on the latest progress certificate for the specific project.

- Record foreign currency denominated donations in Namibia dollars in NCHE's records. This is done by translating the foreign currency into Namibia dollars, using the spot rate on the date of the donation.
- Review asset additions: confirm all assets purchased during the month are captured with correct values and classifications.
- Update depreciation: Ensure depreciation is calculated and posted in line with policy.

4.5 Control Administrative Officer

The Control Administrative Officer is responsible for:

- Reviewing and verifying the assets to be purchased for any particular Unit that requests for acquisition.
- Placing of goods offloaded from suppliers. Checking and reporting the physical condition of the goods received while doing binning as well

4.6 Staff Members

All NCHE Staff Members are responsible for physical custody and safeguarding all assets that have been assigned to them.

5. PROCEDURES

5.1 Acquisition of Fixed Assets

5.1.1 All fixed asset acquisitions shall be undertaken in line with the Council's approved budget and in compliance with the Public Procurement Act, 2015.

5.1.2 Only assets with a value exceeding N$1000.00 shall be capitalised and recorded in the Fixed Asset Register. Assets with a cost below N$1000.00 shall be expensed to the Profit and Loss account and recorded in the Inventory and Equipment Checklist for control purposes.

5.1.3 All acquired assets shall be insured with the NCHE's insurer upon acquisition. Insurance cover shall apply only to assets with a value exceeding N$3,500.

5.2 Tagging and Physical Verification of Assets

5.2.1 Tagging is essential for identifying and maintaining control over assets that belong to the organisation.

5.2.2 All assets must be tagged immediately upon receipt and before being put into use.

5.2.3 Any item with an acquisition cost exceeding N$1000.00 and an estimated useful life of more than one (1) year shall be tagged and recorded as a fixed asset.

5.2.4 In addition to the above, controlled items must be tagged regardless of their value. Controlled items are assets that are portable, attractive, or susceptible to theft or misuse. These include but are not limited to overhead projectors, printers, televisions, cameras, desktop computers, monitors, laptops, Tablets, portable camping equipment, and any other items deemed vulnerable to loss or unauthorised use.

5.2.5 Asset tagging shall be performed using an asset tag machine that produces a coded adhesive label. Each tag shall bear a unique asset identification code, which shall be securely affixed to the asset in a visible and accessible location.

5.2.6 The identification code includes:

- Organisation (NCHE)
- Asset class (Land=LD; Buildings=BLD; IT equipment/ software=IT; Office equipment=OE; Motor vehicles=MV; Furniture and fittings=FF; Other fixed assets=OTH)
- Item sequence number (6 digits)
- Location (Office number/ space code)
- Floor number (FB; FG; F1; F2)

5.2.7 For example, A chair that falls under the furniture and fittings class, with a sequence number 2 in room number B3 on the first floor will be assigned this code: NCHE-FF-000002-B3-F1

5.2.8 Once an asset has been tagged, the asset details—including the asset identification code, description, serial number (where applicable), location, custodian, and acquisition value must be recorded in the Fixed Asset Register.

5.2.9 Land and buildings shall be tagged by means of global position system. For example:

NCHE office building GPS Coordinates

- Latitude: −22.5614 (South)
- Longitude: 17.0782 (East)

5.2.10 Where physical tagging is impractical or impossible, the asset may be identified using alternative means, such as a unique and permanent serial number. This applies to items such as vehicles, where the chassis or engine number can be used for identification, security, and inventory control.

5.2.11 The Control Administrative Officer shall conduct an Annual Physical Asset Verification Exercise and prepare a Physical Asset Verification Report documenting the results of the verification.

5.2.12 Consistent physical control over assets is essential, as assets may be lost, misappropriated for personal use, or damaged without notice.

5.2.13 During the physical verification of assets, the personnel responsible for conducting the exercise shall ensure the following:

(a) Asset movement and custody documents accurately reflect the asset identification code and current location.

(b) Where an asset cannot be physically located, a detailed written explanation must be provided, outlining the circumstances under which the asset became untraceable, and the actions taken to locate it.

5.3 Maintenance and Safeguarding of Fixed Assets

5.3.1 This policy outlines safekeeping measures and effective controls to ensure that fixed assets are adequately maintained and their useful life is optimised. This will be achieved through an annual physical verification conducted by the Finance Sub-unit, during which any discrepancies will be identified, investigated, and duly updated.

5.3.2 The safety and security of the assets should be maintained at all times.

5.3.3 No assets shall be removed from the office premises without following the set procedures and approval by the Accounting Officer.

5.3.4 The Fixed Asset Register must be reconciled quarterly with the general ledger, and a verifiable record should be kept.

5.3.5 Damaged or broken assets shall be reported to the Finance Sub-unit for repairs, provided that the repair costs are economically and technically justifiable, including all obsolete assets and those damaged beyond repair.

5.3.6 Any assets that are lost or damaged beyond repair shall be reported to the Finance Sub-unit within 24 hours, and a written report must be submitted within two working days of the incident.

5.3.7 Motor vehicles must be serviced and maintained at regular intervals as indicated in the vehicle service books.

5.3.8 The Control Administrative Officer shall maintain the service and maintenance schedule and notify the relevant service providers about the upcoming scheduled service/ maintenance requirements that are due at least four weeks prior to the due date. Lifts, fire extinguishers, fire detection and suppression systems, and air conditioning units shall be serviced in accordance with the applicable Service Level Agreements.

5.3.9 All assets taken outside Namibia in the event of loss, damage or theft a formal case must be filed in accordance with the legal requirements of the foreign jurisdiction and all incidents must be fully documented and updated in the asset register.

5.4 Insurance

5.4.1 The Finance Sub-unit shall ensure that Insurance is taken to cover assets as approved by the Accounting Officer (and as per relevant insurance coverage), and such insurance must be adequate to cover the financial loss in case of theft or damage.

5.4.2 Insurance coverage shall be reviewed by the Deputy Director for Finance and Administration on a regular basis.

5.4.3 An insurance claim shall be submitted to the NCHE's insurer within seven days of any loss or damage to an asset. The claim must be supported by a police report, a driver's license (in the case of a motor vehicle), and three quotations.

5.5 Fixed Asset Register

5.5.1 To ensure the correct recording of fixed assets and to perform regular checks and inspections on the continuing existence of assets, the following is to be implemented:

(a) All fixed assets will be capitalised on the purchase date.
(b) All assets to be depreciated over their useful lives.
(c) The Finance Sub-unit shall maintain a computerised database record of all fixed assets under its custody.
(d) Every year, the Accountants shall physically verify the existence of all the fixed assets.

5.5.2 A Fixed Asset Register shall be maintained for each asset item reflecting the movements for that particular asset.

5.5.3 Movements should include purchases, allocations, disposals, and assets moved between offices or staff members. This Register should be designed to record important information about each asset, such as:

(i) Identifiable description of each asset;
(ii) Classification of each asset;
(iii) The date on which the asset was acquired for use;
(iv) The date on which the asset was brought into use;
(v) The location of the asset;
(vi) The management unit in which the assets will be utilised;
(vii) The responsible person for this asset
(viii) The title deed number, in the case of immovable property;
(ix) A unique identification number;
(x) The original cost;
(xi) The accumulated depreciation;
(xii) The carrying value of the asset;
(xiii) The rate of depreciation and estimated useful life;
(xiv) The depreciation amount for the year;
(xv) The residual value;

(xvi) The date on which the asset is disposed of

(xvii) All asset disposals for damaged, excess, or unused assets shall be approved by the Council. The sale of these assets shall be by way of public closed bids.

5.6 Depreciation, Impairment and Amortisation of Fixed Assets

5.6.1 Assets shall be depreciated on a straight-line basis over their estimated useful life, with the useful life subject to review and adjustment as needed.

5.6.2 The following basis should be used to depreciate assets based on their useful life:

Description	Useful life
Land	Not depreciable
Buildings	50 years
Computer equipment	5 years
Intangible assets (software)	5 years
Office equipment	5 years
Motor Vehicles	10 years or a life span of 150,000 km, whichever comes first
Furniture and fittings	10 years
Other Assets	5 years

5.6.3 A fully depreciated fixed asset that is still in use, depending on the rationale behind the continuous utilisation, should either:

(i) remain recorded in the Fixed Asset Register at a zero value (N$0), with no further depreciation applied if its useful life has been regularly reviewed, but it is still necessary to extend its usage beyond the estimated useful life in the current period; or

(ii) its useful life should be reviewed if it has not been appropriately reviewed.

5.6.4 A qualified property valuer shall conduct a property valuation every five years to ensure the accurate recording of land and building values.

5.6.5 Depreciation is not applied to land, as it is considered to have an indefinite useful life.

5.6.6 Assets acquired and brought into use during the year are depreciated on a pro-rata basis.

5.6.7 Depreciation is to be calculated monthly, using the straight-line method calculated as follows:
Depreciation = Cost – Residual Value or Useful life x months owned/12 months.

5.6.8 Pro rata should be effected for assets acquired in the middle of the financial year.

5.7 Revision of Useful Life

5.7.1 Regular reviewing and updating the useful life of assets is essential to comply with the financial standards and prevent accounting errors.

5.7.2 The useful life and residual value of an asset should be reviewed at least annually.

5.7.3 If the review establishes that the estimation of the original useful life was inappropriate, it should be revised prospectively going forward. If the error is material, it should be disclosed in the notes to the financial statements and corrected retrospectively.

5.8 Custodianship

5.8.1 Each movable equipment item has an office space and, in some cases, an individual staff member assigned to it, which requires the assigned individual to be ultimately responsible for the implementation of the property standards.

5.8.2 Each staff member is responsible for the utilisation, maintenance, inventory, tracking, storage, security, disposition, and reporting of property. Staff members should ensure adequate safeguards to prevent loss, damage, or theft of the equipment.

5.8.3 Any loss, damage, or theft of equipment shall be fully documented, investigated, and where necessary, relevant consequences as prescribed in the Treasury Instructions, the Public Service Staff Rules and Regulations, or the Anti-Corruption Act, Act 8 of 2003 shall be implemented.

5.8.4 The Auxiliary Services Sub-unit shall implement adequate maintenance procedures to keep the equipment in good operating or working condition.

5.9 Asset Under Construction

5.9.1 Property, plant, and equipment that are constructed, replaced, or added shall first be recorded as Assets under Construction. When it is placed into use, the balance will be capitalised to the appropriate general ledger asset account.

5.9.2 At each reporting date, the Accountant responsible for recording and maintaining the general ledger for the assets under construction should ensure that all completed projects are transferred to the correct asset class in the general ledger.

5.9.3 The Accountant should also ensure that the retention of all the assets under construction is correctly accounted for and at the correct values. This should be done based on the latest progress certificate for the specific project.

5.10 Assets Movement/ Relocation

5.10.1 Individuals moving assets from room to room are required to complete a prescribed Assets Movement Form. The completed Form shall be submitted to the Control Administrative Office and approved by the Accounting Officer.

5.10.2 Asset movement requests approved by the Accounting Officer shall be submitted to the Control Administrative Officer prior to any asset relocation, and the new location shall be updated in the Fixed Asset Register accordingly.

5.11 Donated Assets

5.11.1 The Finance Sub-unit must ensure that all donated fixed assets are recorded in the books of NCHE.

5.11.2 The Finance Sub-unit should obtain the true market value of the asset at the date of donation. If the value is not stipulated in the donation documents, this value should be determined using appropriate internal or external sources of information.

5.11.3 Written documentation of how the market value was established should be kept.

5.11.4 The Accountant must record foreign currency-denominated donations in Namibia dollars in NCHE's records. This is done by converting the foreign currency into Namibia dollars, using the spot rate on the date of the donation.

5.12 Lost or Stolen Assets

5.12.1 Staff members are obliged to report all losses, potential losses or stolen items to their supervisors immediately.

5.12.2 Supervisor must immediately report lost (or believed to be stolen) assets to the Accounting Officer.

5.12.3 The person responsible or the custodian of the stolen asset must also inform the Control Administrative Officer within 48 hours.

5.12.4 The Accounting Officer shall cause an investigation into the lost or stolen items by the Loss Control Committee upon receiving the reported case.

5.12.5 When reporting, the incident, an accident, or a police report must be submitted.

5.13 Asset Disposal and Methods of Disposal

5.13.1 Assets may be disposed of under the following circumstances:

(a) Assets that are damaged or broken beyond repair
(b) Obsolete assets
(c) Assets that are stolen or missing
(d) Assets that have reached the end of their useful life

5.13.2 Verifiable records shall be maintained for all obsolete assets and assets that are damaged beyond repair.

5.13.3 Asset disposals shall be approved by the Council. A written motivation, supported by relevant documentation where applicable, shall be submitted to justify the disposal of an asset.

5.13.4 The method of disposal shall be in accordance with the Public Procurement Act, 2015, specifically section 64(1)(a) and 64(2)(b), which provides for disposal by public auction.

5.13.5 The Fixed Asset Register shall be updated immediately following the disposal of any asset.

5.13.6 The procedures for updating the Fixed Asset Register and frequencies are tabulated in the Annexure.

ANNEXURE: PROCEDURES AND TIMELINES FOR UPDATING THE FIXED ASSET REGISTER

Step	Responsibility	Frequency
1. Update the Fixed Assets Database	Administrative Control Officer	Monthly
2. Produce a list of assets from the database and verify the identity and existence of assets	Administrative Control Officer	Annually
3. Review asset additions: confirm all assets purchased during the month are captured with correct values and classifications.	Accountant	Monthly
4. Update depreciation: Ensure depreciation is calculated and posted in line with policy.	Accountant	Monthly
5. Monitor asset condition: report damaged, missing, or malfunctioning assets immediately	End-Users	Daily
6. Track service and maintenance schedules: check upcoming service dates and prepare notifications to service providers	Control Administrative Officer	Daily
7. Safeguard asset usage: ensure assets are used for official purposes and remain in their assigned locations	End-Users/ Supervisors	Daily
8. Reconcile FAR with financial records: match asset additions, disposals, and depreciation with Finance records.	Deputy Director: Finance and Administration	Annual
9. Process approved disposals: Update FAR for assets written off, auctioned, or scrapped.	Control Administrative Officer	Monthly
10. Prepare monthly asset management report: Summaries of additions, disposals, movements, maintenance, risks, and outstanding issues.	Deputy Director: Finance and Administration	Monthly
11. Submit compliance report to management: Provide month-end FAR status for audit trail and oversight.	Deputy Director: Finance and Administration	Monthly

Notes

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