

C 2785/03/2022  
MC A/5723/03/2022

**9.A.13 [FS]: ASSET REGISTER VERIFICATION AND UPDATING – 2021/2022  
FINANCIAL YEAR**

6/1/2

**COMPETENCY: COUNCIL**

**PURPOSE**

To obtain approval to adjust the Asset Register with assets currently contained in the Fixed Asset Register of Council but that are no longer in use.

**RECOMMENDATIONS**

1. That the report to obtain approval for adjusting the Asset Register with assets currently contained in the Fixed Asset Register of Council that are no longer in use, be noted.
2. That the assets listed in Annexures “A” & “B” to the report, **BE REMOVED** from the fixed asset register of Council. The total book value of the assets is R35 039.84 being:

Annexure “A”: R34 536.18

Annexure “B”: R 503.66

**REPORT**

The Asset Register is currently being reviewed as part of the year end procedures to ensure readiness for the coming financial year audit.

The following adjustment to the asset register is submitted for approval:

**Derecognition of Assets as per Annexure “A”**

A list of assets, attached to the report as Annexure A, must be written off according to section 14(4) of the Municipal Finance Management Act as these items are no longer required to provide the minimum level of basic municipal services. These assets will be sold on public auction in terms of the Supply Chain Management Policy. The book value of these assets’ total R34 536.18.

In the meantime, the assets are safely locked away and kept at the Randvaal storeroom where there is access control. However, the asset management department needs to remove these assets to stop depreciation on the financial system, as they are no longer being utilised.

**Furniture to be donated to Community Policing Forum (CPF) as per Annexure “B”**

The attached list of assets in Annexure B, is no longer in use, however, it is requested that these assets be donated to the CPF. Once donated it must be written off from the asset register. The book value of these assets’ total R503.66.

**CONCLUSION**

Asset management is a critical function of all departments and the assets under the control of the departments must be both maintained and safeguarded to ensure it is available for service delivery.

**COMMENTS: MEETING OF THE MUNICIPAL MANAGER AND HEADS OF  
DEPARTMENT: 15 MARCH 2022**

**Resolved to Recommend**

That the Item be referred to the Section 80 Finance Services Portfolio Committee.

**COMMENTS: SECTION 80 FINANCIAL SERVICES PORTFOLIO COMMITTEES:  
14 MARCH 2022**

The recommendations are supported.

# MIDVAAL LOCAL MUNICIPALITY

## AGENDA OF THE 3<sup>RD</sup> ORDINARY MEETING OF 2022 TO BE HELD ON THURSDAY, 24 MARCH 2022 AT 14:00 IN THE COUNCIL CHAMBERS

### Annexure A: Derecognition of Assets

| Asset number | Description                | Book Value in Rand | Location             |
|--------------|----------------------------|--------------------|----------------------|
| 0634         | CHAIR VISITOR              | R50,00             | Redundant store room |
| 01566        | DUSTBIN                    | R50,00             | Redundant store room |
| 01571        | DUSTBIN                    | R50,00             | Redundant store room |
| 2275         | DOUBLE PEDESTAL 6 DRAWERS  | R50,00             | Redundant store room |
| 04708        | DUSTBIN                    | R50,00             | Redundant store room |
| 5268         | DOOR AND WOODEN FRAME      | R50,00             | Redundant store room |
| 06800        | CHAIR                      | R50,00             | Redundant store room |
| 07229        | DUSTBIN                    | R50,00             | Redundant store room |
| 07229        | DUSTBIN                    | R50,00             | Redundant store room |
| 70077        | HIGHBACK SWEVEL CHAIR      | R0,64              | Redundant store room |
| 70219        | TABLE WOOD                 | R1,06              | Redundant store room |
| 70301        | SMALL TABLE                | R50,00             | Redundant store room |
| 70420        | CUPBOARD WOOD 3 DOORS      | R1,28              | Redundant store room |
| 70524        | CHAIR HIGHBACK             | R1,29              | Redundant store room |
| 70732        | FAX                        | R50,00             | Redundant store room |
| 70734        | CHAIR                      | R50,00             | Redundant store room |
| 70764        | CHAIR                      | R50,00             | Redundant store room |
| 71102        | CHAIR                      | R50,00             | Redundant store room |
| 71118        | CHAIR WOOD UPHOLSTERED     | R50,00             | Redundant store room |
| 71119        | CHAIR WOOD UPHOLSTERED     | R50,00             | Redundant store room |
| 71155        | TABLE                      | R1,23              | Redundant store room |
| 71451        | WOOD FRAME CHAIRS          | R50,00             | Redundant store room |
| 71849        | FAN                        | R50,00             | Redundant store room |
| 72024        | CUPBOARD STEEL (WHITE)     | R50,00             | Redundant store room |
| 72056        | CUPBOARD STEEL (WHITE)     | R50,00             | Redundant store room |
| 72087        | CUPBOARD STEEL (WHITE)     | R50,00             | Redundant store room |
| 72119        | CHAIR MID BACK             | R50,00             | Redundant store room |
| 72120        | CUPBOARD STEEL (WHITE)     | R50,00             | Redundant store room |
| 72633        | DESK DOUBLE PEDISTAL       | R1,22              | Redundant store room |
| 72775        | CHAIR WOOD                 | R50,00             | Redundant store room |
| 73440        | SMALL TABLE                | R50,00             | Redundant store room |
| 73462        | CHAIR WOOD                 | R50,00             | Redundant store room |
| 73471        | CHAIR MID BACK             | R50,00             | Redundant store room |
| 73493        | CHAIR MID BACK             | R50,00             | Redundant store room |
| 73579        | DRAWER STEEL               | R1,06              | Redundant store room |
| 73580        | DRAWER STEEL               | R1,06              | Redundant store room |
| 76138        | CHAIR VISITOR              | R50,00             | Redundant store room |
| 76154        | SMALL TABLE                | R1,08              | Redundant store room |
| 76163        | CHAIR VISITOR ARM          | R50,00             | Redundant store room |
| 76313        | TABLE                      | R50,00             | Redundant store room |
| 77412        | WOOD FRAME CHAIRS          | R50,00             | Redundant store room |
| 77917        | COMPUTER DESK              | R0,31              | Redundant store room |
| 78030        | CHAIR HIGHBACK SWIVEL TILT | R6,22              | Redundant store room |
| 78192        | CHAIR MIDBACK              | R50,00             | Redundant store room |
| 78345        | SMALL TABLE                | R50,00             | Redundant store room |
| 78417        | TABLE (DESK OFFICE)        | R50,00             | Redundant store room |
| 78434        | STAND COMPUTER DESK        | R50,00             | Redundant store room |
| 78564        | KUDU                       | R50,00             | Redundant store room |
| 78595        | KUDU                       | R50,00             | Redundant store room |
| 79186        | DRAWER STEEL               | R50,00             | Redundant store room |
| 79189        | DRAWER STEEL               | R1,06              | Redundant store room |
| 79191        | STAND COMPUTER DESK        | R50,00             | Redundant store room |
| 79192        | CUPBOARD STEEL             | R50,00             | Redundant store room |
| 79259        | WHITE WRITING BOARD        | R50,00             | Redundant store room |
| 79562        | AIR CONDITIONER            | R50,00             | Redundant store room |
| 79563        | AIR CONDITIONER            | R50,00             | Redundant store room |
| 79793        | AIR CONDITIONER            | R50,00             | Redundant store room |
| 79960        | BOARD PIN                  | R50,00             | Redundant store room |
| 80008        | CHAIR HIGHBACK SWIVEL TILT | R5,93              | Redundant store room |
| 80045        | SMALL TABLE                | R50,00             | Redundant store room |
| 80078        | CHAIR                      | R50,00             | Redundant store room |
| 80083        | BOOKSHELF                  | R67,41             | Redundant store room |
| 80234        | AIR CONDITIONER            | R12,50             | Redundant store room |
| 80268        | STAND COMPUTER DESK        | R50,00             | Redundant store room |
| 80282        | CHAIR HIGHBACK SWIVEL TILT | R50,00             | Redundant store room |
| 80293        | VACUUM MACHINE             | R50,00             | Redundant store room |
| 80586        | SHELVE                     | R50,00             | Redundant store room |
| 82136        | CHAIR                      | R54,13             | Redundant store room |
| 82209        | CHAIR                      | R50,00             | Redundant store room |
| 82288        | COMPUTER DESK              | R50,00             | Redundant store room |
| 82856        | VISITOR ARM CHAIR          | R55,71             | Redundant store room |
| 82875        | SMALL TABLE                | R50,00             | Redundant store room |
| 83411        | BRUSH CUTTER               | R50,00             | Redundant store room |
| 83639        | DUSTBIN & HEATER           | R50,00             | Redundant store room |
| 84048        | BRUSH CUTTER               | R50,00             | Redundant store room |
| 84075        | BRUSH CUTTER               | R50,00             | Redundant store room |
| 84275        | CUPBOARD WOOD 2 DOORS      | R50,00             | Redundant store room |
| 84588        | DEFY MICROWAVE             | R50,00             | Redundant store room |
| 84608        | JERRY CANS                 | R50,00             | Redundant store room |
| 84609        | JERRY CANS                 | R50,00             | Redundant store room |
| 84739        | CHAIR                      | R50,00             | Redundant store room |
| 85263        | VISITOR ARM CHAIR          | R50,00             | Redundant store room |
| 85270        | OVEN MICRO WAVE            | R50,00             | Redundant store room |
| 85437        | BRUSH CUTTER               | R50,00             | Redundant store room |
| 85654        | HIGHBACK SWIVEL CHAIR      | R50,00             | Redundant store room |
| 85740        | BLACK LEATHER CHAIR        | R336,41            | Redundant store room |
| 85855        | WATER BOILER               | R50,00             | Redundant store room |
| 86091        | CHAIR                      | R50,00             | Redundant store room |
| 86201        | BRUSH CUTTER               | R65,91             | Redundant store room |

# MIDVAAL LOCAL MUNICIPALITY

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| Asset number | Description                         | Book Value in Rand | Location             |
|--------------|-------------------------------------|--------------------|----------------------|
| 86252        | DOLMA CHAINSAW                      | R50,00             | Redundant store room |
| 86688        | CHAIR                               | R411,18            | Redundant store room |
| 86822        | PARROT WHITE BOARD                  | R50,00             | Redundant store room |
| 86822        | PARROT WHITE BOARD                  | R50,00             | Redundant store room |
| 86833        | JERRY CANS                          | R50,00             | Redundant store room |
| 86921        | CHAIR                               | R50,00             | Redundant store room |
| 86934        | CABINET                             | R50,00             | Redundant store room |
| 86934        | TABLE (SHELF)                       | R50,00             | Redundant store room |
| 87111        | BOILER                              | R50,00             | Redundant store room |
| 87388        | KARCHER HEOVER                      | R50,00             | Redundant store room |
| 87402        | SINGLE BED (BASE WITH MATTRESS)     | R50,00             | Redundant store room |
| 87408        | KUDU                                | R316,48            | Redundant store room |
| 87409        | BRUSH CUTTER                        | R73,49             | Redundant store room |
| 87410        | BRUSH CUTTER                        | R73,49             | Redundant store room |
| 87412        | BRUSH CUTTER                        | R73,49             | Redundant store room |
| 87414        | POLE PRUNER                         | R97,15             | Redundant store room |
| 87420        | KUDU                                | R316,48            | Redundant store room |
| 87421        | KUDU                                | R316,48            | Redundant store room |
| 87423        | WATER BOILER                        | R50,00             | Redundant store room |
| 88091        | CHAIR MIDBACK SWIVEL & TILT LEATHER | R50,00             | Redundant store room |
| 88098        | VISITOR ARM CHAIR                   | R50,00             | Redundant store room |
| 88206        | BRUSH CUTTER                        | R50,00             | Redundant store room |
| 88462        | BRUSH CUTTER                        | R50,00             | Redundant store room |
| 88672        | BRUSH CUTTER                        | R50,00             | Redundant store room |
| 88908        | OFFICE CHAIR                        | R800,75            | Redundant store room |
| 88980        | HIGHBACK LEATHER CHAIR              | R2 485,00          | Redundant store room |
| 89021        | DOLMA CHAINSAW                      | R1 176,68          | Redundant store room |
| 89125        | CHAIR                               | R558,00            | Redundant store room |
| 89258        | VISITOR ARM CHAIR                   | R50,00             | Redundant store room |
| 90300        | BRUSH CUTTER                        | R50,00             | Redundant store room |
| 90589        | BLACK OFFICE CHAIR                  | R1 265,71          | Redundant store room |
| 90853        | HIGHBACK CHAIR                      | R897,07            | Redundant store room |
| 91258        | TYPIST CHAIR                        | R817,73            | Redundant store room |
| 91578        | HIGHBACK CHAIR                      | R1 996,10          | Redundant store room |
| NO ASSETS NO | SWIVEL CHAIR (RED)                  | R50,00             | Redundant store room |
| NO ASSETS NO | DESK WOOD 3 DRAWER                  | R50,00             | Redundant store room |
| NO ASSETS NO | PEIGION HOLE SMALL DRAWER           | R50,00             | Redundant store room |
| 84759        | CHAIR                               | R50,00             | Redundant store room |
| 72157        | CHAIR                               | R50,00             | Redundant store room |
| 77237        | CHAIR                               | R50,00             | Redundant store room |
| 77235        | CHAIR                               | R50,00             | Redundant store room |
| 83411        | CHAIR                               | R50,00             | Redundant store room |
| 78365        | CHAIR                               | R50,00             | Redundant store room |
| 86763        | CHAIR                               | R50,00             | Redundant store room |
| 82263        | PICTURE FRAMED                      | R50,00             | Redundant store room |
| 82167        | PICTURE FRAMED                      | R50,00             | Redundant store room |
| 79053        | PICTURE FRAMED                      | R50,00             | Redundant store room |
| Total        |                                     | R17 340,79         |                      |

| Asset Number | Description                | Book Value | Location                |
|--------------|----------------------------|------------|-------------------------|
| 78006        | DESKTOP MONITOR            | R1,79      | Redundant IT store room |
| 78151        | COMPUTER MONITOR SAMSUNG   | R0,14      | Redundant IT store room |
| 78309        | COMPUTER MONITOR MECER     | R50,00     | Redundant IT store room |
| 78662        | IDU FINGERPRINT READER     | R50,00     | Redundant IT store room |
| 79812        | APEX MONITOR               | R50,00     | Redundant IT store room |
| 79965        | IDU FINGERPRINT READER     | R50,00     | Redundant IT store room |
| 80593        | ASUS MONITOR               | R50,00     | Redundant IT store room |
| 81038        | PROLINE MONITOR            | R50,00     | Redundant IT store room |
| 81038        | PROLINE MONITOR            | R50,00     | Redundant IT store room |
| 81883        | DESKTOP PC                 | R50,00     | Redundant IT store room |
| 81953        | GENISA MONITOR             | R50,00     | Redundant IT store room |
| 82132        | FLATRON MONITOR            | R50,00     | Redundant IT store room |
| 82132        | LG MONITOR                 | R50,00     | Redundant IT store room |
| 82735        | IDU FINGERPRINT READER     | R50,00     | Redundant IT store room |
| 82777        | HP PROBOOK 4520S           | R1,17      | Redundant IT store room |
| 82991        | HP PROBOOK 4520S           | R50,00     | Redundant IT store room |
| 83540        | LG MONITOR                 | R50,00     | Redundant IT store room |
| 83672        | HP PROBOOK 4530S           | R50,00     | Redundant IT store room |
| 84577        | HP PROBOOK 4530S           | R50,00     | Redundant IT store room |
| 84578        | HP PROBOOK 4530S           | R50,00     | Redundant IT store room |
| 84579        | HP PROBOOK 4530S           | R50,00     | Redundant IT store room |
| 84800        | HP LAPTOP                  | R62,05     | Redundant IT store room |
| 84881        | HP PROBOOK 4540S           | R50,00     | Redundant IT store room |
| 85372        | HP PROBOOK 450G0           | R32,39     | Redundant IT store room |
| 85414        | LG MONITOR                 | R50,00     | Redundant IT store room |
| 85974        | HP PROBOOK 450 G1          | R788,71    | Redundant IT store room |
| 86034        | WYSE TERMINAL              | R259,40    | Redundant IT store room |
| 86040        | WYSE TERMINAL              | R50,00     | Redundant IT store room |
| 86123        | DELL E6420                 | R13,02     | Redundant IT store room |
| 86124        | DELL LATITUDE LAPTOP E6420 | R10,88     | Redundant IT store room |
| 86293        | DELL E6420                 | R66,44     | Redundant IT store room |
| 86300        | DELL LATITUDE LAPTOP E6420 | R48,75     | Redundant IT store room |
| 86306        | GIGABYTE DESKTOP           | R6 100,00  | Redundant IT store room |
| 86320        | HP PROBOOK 450 G2          | R235,87    | Redundant IT store room |
| 86430        | DELL TERMINAL              | R298,68    | Redundant IT store room |
| 86431        | DELL TERMINAL              | R298,69    | Redundant IT store room |
| 86435        | DELL TERMINAL              | R255,31    | Redundant IT store room |
| 86437        | TERMINAL                   | R50,00     | Redundant IT store room |
| 86440        | DELL TERMINAL              | R50,00     | Redundant IT store room |
| 86637        | WYSE TERMINAL              | R50,00     | Redundant IT store room |
| 87495        | HP PROBOOK I7 G1           | R50,00     | Redundant IT store room |

# MIDVAAL LOCAL MUNICIPALITY

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| Asset number               | Description                      | Book Value in Rand | Location                |
|----------------------------|----------------------------------|--------------------|-------------------------|
| 87682                      | MECER UPS                        | R85,49             | Redundant IT store room |
| 87980                      | DESKTOP PC                       | R151,87            | Redundant IT store room |
| 87981                      | DESKTOP PC                       | R151,87            | Redundant IT store room |
| 87985                      | DESKTOP PC                       | R146,89            | Redundant IT store room |
| 88252                      | DELL DESKTOP PC                  | R485,11            | Redundant IT store room |
| 88288                      | DELL THIN CLIENT                 | R308,67            | Redundant IT store room |
| 88592                      | DELL THIN CLIENT                 | R730,25            | Redundant IT store room |
| 90155                      | DESKTOP PC                       | R3 666,25          | Redundant IT store room |
| 90560                      | LENOVO DESKTOP                   | R1 765,70          | Redundant IT store room |
| 90588                      | LENOVO DESKTOP                   | N/A                | Redundant IT store room |
| 0GQDHB02413                | WYSE TERMINAL                    | N/A                | Redundant IT store room |
| C/N -0Y1330-28298-76J-0070 | DELL 48PORT(POWER CONNECT 3448P) | N/A                | Redundant IT store room |
| C/N 48BX28MX               | HP 29PORT HPV1910-244            | N/A                | Redundant IT store room |
| S/N A023-01254B            | QUINTUM 8 PORT SWITCH            | N/A                | Redundant IT store room |
| S/N SG7325JO9Y             | HP PROCURVE SWITCH 2824 24 PORT  | N/A                | Redundant IT store room |
| Total                      |                                  | R17 195,39         |                         |
| Subtotal                   |                                  | R34 536,18         |                         |

### Annexure B: Furniture to be donated to Community Policing Forum (CPF)

| Asset number | Description         | Book Value in Rand | Location             |
|--------------|---------------------|--------------------|----------------------|
| 82740        | WOOD DESK 6 DRAWERS | R1,36              | Redundant store room |
| 88191        | BLACK CHAIR         | R50,00             | Redundant store room |
| 72777        | MAROON CHAIR        | R50,00             | Redundant store room |
| 73627        | MAROON CHAIR        | R50,00             | Redundant store room |
| 71237        | TABLE               | R1,08              | Redundant store room |
| 73613        | CHAIR               | R50,00             | Redundant store room |
| 73614        | CHAIR               | R50,00             | Redundant store room |
| 73668        | WOODEN CHAIR        | R50,00             | Redundant store room |
| 73696        | WOODEN CHAIR        | R50,00             | Redundant store room |
| 74126        | WOODEN CHAIR        | R50,00             | Redundant store room |
| 74124        | WOODEN CHAIR        | R50,00             | Redundant store room |
| 83478        | TABLE               | R50,00             | Redundant store room |
| 82473        | TABLE WOODEN        | R1,22              | Redundant store room |
| Total        |                     | R503,66            |                      |