

# Fixed assets: Why they're about more than depreciation



# Accountability

Whether you're reporting to senior management, a government agency, internal/external auditors, donors and executive boards, or the IRS, you're accountable for the status and value of your organization's many fixed assets.

Those assets can take the form of buildings, machinery, computers and other electronic equipment, office furnishings, even assets you build. Accurately tracking their varied lifecycles can be a daunting task—especially when there's so much at stake.

You need to:

- Constantly stay in compliance with the latest (and ever-changing) regulations or risk being penalized.
- Be prepared for an unforeseen disaster and have the capability to recover quickly.
- Make sure you're not overpaying on taxes and insurance, while taking advantage of the most current tax credits.
- Optimize your and your staff's time to eliminate redundant and repetitive activities.

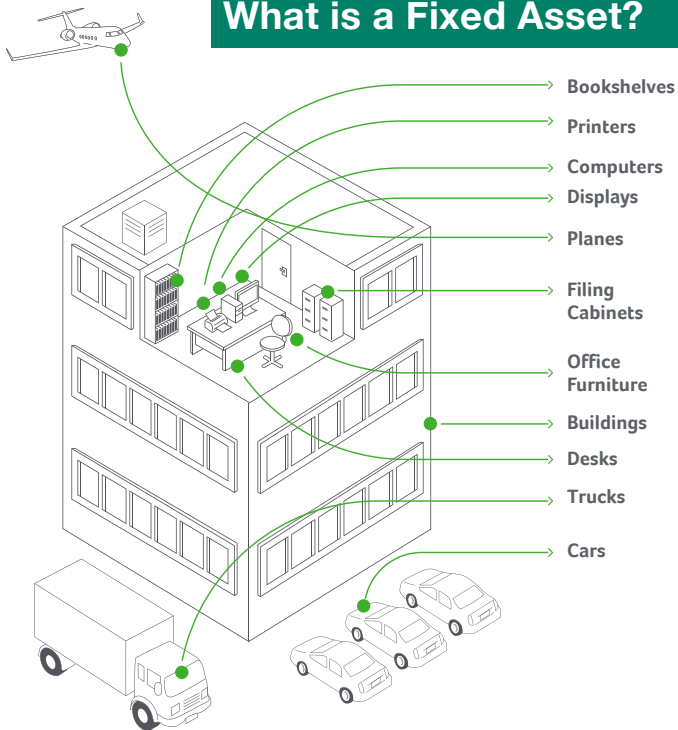
Any one of these responsibilities is stressful, but taken all together they can be overwhelming.

## **But don't pass the aspirin—or antacids—quite yet.**

Sage can help take the headaches out of fixed asset management with comprehensive solutions to minimize your liability and maximize your investment. In other words, we can help make your job a whole lot easier.

Read on to learn more about all the areas to consider when it comes to proper fixed asset management. Then discover how we can help improve your overall operational efficiencies.

## What is a Fixed Asset?



# Compliance

Acronyms for regulatory agencies, laws, and even forms run the gamut: IRS, IFRS, GAAP, SOX, GASB, CCA, T2S8, but your compliance can't. Even the most minute changes in tax rules, including exemptions, can mean the difference between major penalties and major cost savings.

Keeping track of potentially thousands of new and revised regulations and then filing correctly is more than demanding—it can be grueling. And if—or when—your books are audited, internally or externally, there will **always** be more questions.

Don't let yourself or your staff take on this burden alone.

Sage is on it. We constantly monitor all new laws being enacted regarding fixed assets, as well as changes, amendments, deletions, and exceptions to current ones that affect your bottom line. Our fixed asset software is constantly updated and helps keep your data ready for even the most intense scrutiny.

You'll feel confident your numbers are in line and have the backup to prove it.

## Sabarnes-Oxley Act (SOX)



Formalizing and strengthening internal checks and balances within corporations.



Instituting various levels of control and sign-off designed to ensure full disclosure in financial reporting.



Ensuring corporate governance is transacted with full transparency.

Noncompliance can result in fines and even imprisonment

## Disaster recovery

No one wants to contemplate a disaster. That's precisely why you need to. Hurricanes, earthquakes, tornadoes, floods, storms, and blizzards are facts of nature. And what about accidental disasters such as office fires (and resulting water damage), HVAC failures, power outages, or construction damage?

Your office and records could be subject to one or more disasters—but you're not off the hook. Operations, including tax filings, must continue regardless.

Ironically, disaster recovery is more about what you do beforehand than in the aftermath.

### **Some questions to consider:**

- How many and what kind of fixed assets do you have?
- Are they insured for the right amount?
- What is the replacement value?
- How much can you claim after a disaster?
- And even more importantly, in addition to physical assets, what if all your records are destroyed?

Preparation, preparation, preparation. Sage can help you plan to prepare. You'll know exactly where you stand with your fixed assets' worth, how much they should be insured for predisaster, and what you can expect for a replacement value.

And backing up records to a safe location is a simple process, so you won't have to "guesstimate" your true losses and expected payout.



# Cost savings

As your organization's fixed asset inventory grows, so does the amount of taxes and insurance you pay. The list just keeps getting longer as you acquire the latest "thing" to keep you operating at peak performance.

Beware! You may have "ghost assets" hanging around, if not on your physical site, then definitely on your books. "Ghost assets"—lost, stolen, or unusable items that are not properly accounted for—can comprise as much as 15 to 30 percent of a company's total property, plant, and equipment.

Insurance fees and taxes are steep enough for items that you actively use, so why pay for things that no longer exist? The most effective weapon against "ghost assets," is an accurate inventory, so you know exactly what is where and when to eliminate it from your ledger.

Sage can help reduce the huge job of inventory tracking to a manageable, even easy, process. You'll be able to reconcile your asset data in one central location to maximize efficiencies and take advantage of significant cost savings.

# The cost of not knowing what you own

## An example

Total Cost of Depreciable Fixed Assets	
<b>Total Cost of Fixed Assets</b> Number of fixed assets you currently track, not including any land, buildings, or large assets since these would not be lost, stolen, or unusable.	<b>\$1,500,000</b>
<b>Percentage of Ghost Assets</b> Ghost assets are those fixed assets that are lost, stolen, or rendered unusable but still remain on a company's books. Our research has found this is 15% to 30% for the average company.	<b>15%</b>
<b>Remaining Value Percentage</b> When looking at all the fixed assets a company owns, we find on average 40% of the value remaining.	<b>40%</b>
<b>Total Cost of Ghost Assets</b> The total cost of ghost assets is calculated as the total cost of your fixed assets times the percentage of ghost assets.	<b>\$225,000</b>
<b>Remaining Value of Ghost Assets</b> Seeing the actual remaining cost of the estimated ghost assets is helpful and simplifies the following calculations.	<b>\$90,000</b>

Calculations	Average Rate	
<b>Potential U.S. Federal Overpayment</b> (Average Federal Tax Rate of 30%)	<b>30%</b>	<b>\$27,000</b>
<b>Potential State Overpayment</b> (Average State Tax Rate of 6%)	<b>6%</b>	<b>\$5,400</b>
<b>Potential Personal Property Tax Overpayment</b> (Average Property Tax Rate of 3.4%)	<b>3.40%</b>	<b>\$3,060</b>
<b>Potential Insurance Overpayment</b> (Average Insurance Rate of 0.01 per \$1)	<b>0.01</b>	<b>\$2,250</b>
<b>Total Potential Yearly Overpayment</b>		<b>\$37,710</b>

See for yourself! Visit: [www.SageFixedAssets.com/ROI](http://www.SageFixedAssets.com/ROI) and plug in your own numbers.

# Fixed Asset Depreciation

## What is depreciation?

An annual deduction representing the wear and tear of a business asset that allows you to recover the cost of the asset over time.



## Which Assets Are Eligible?



Used in a trade or business.



Have a finite period of usefulness.



Wear out, decay, get used up, become obsolete, or lose value.

## What is not Depreciable?



### Land

Cost of land must be subtracted from the total property cost to determine depreciation expense.



### Personal Assets

If a portion of the asset is used for business purposes, only that portion is depreciable.



## Time efficiency

Time is money, so make sure to invest yours wisely. Maybe you (or your staff) are involved with one or more of these fixed asset management time sinks:

- Rekeying data from one application/spreadsheet/form to another. Not only is it a drain on resources, but error-prone as well.
- Running reports for various groups who want to see much of the same data, but in different formats.
- Endlessly tracking the latest developments in tax rules.
- Triple and quadruple checking that your books are in compliance and ready for an audit.

Spare yourself the drudge and uncertainty with a fixed asset solution that:

- Integrates with your accounting system to easily share information back and forth.
- Includes options to easily customize the format, appearance, and context of your reports.
- Follows all the changes in legislation and makes updating your system a breeze.
- Incorporates an unique “Audit Advisor” that proactively identifies potential areas of noncompliance.

That solution is Sage Fixed Assets.

# Sage Fixed Assets: we have you covered

The trusted industry leader for more than 30 years, Sage Fixed Assets solutions provide comprehensive depreciation calculations, complete asset inventory tracking and reconciliation, full construction-in-progress management, and easy customized reporting. By automatically tracking recent and pending tax legislation then updating accordingly, Sage Fixed Assets takes the worry out of compliance issues and audits. You'll be able to effectively and confidently manage every step of the fixed asset lifecycle—from acquisition to disposal.

	U.S. Businesses	Canadian Businesses	Government Organizations	Nonprofit Organizations
U.S. Tax Rules with IRS Regulations and Forms	●			
Canadian Regulations and T2S8 Capital Cost Allowance		●		
GASB 34/35 Compliance			●	
Comprehensive Depreciation	●	●	●	●
Physical Inventory Tracking	●	●	●	●
Capital Budgeting Projects and Construction in Progress	●	●	●	●
Custom Reporting	●	●	●	●
Seamless ERP Integration	●	●	●	●

## Managing every step of the fixed asset lifecycle

**Depreciation**—Enjoy simplified fixed asset tracking with comprehensive depreciation calculations including over 300,000 U.S. and Canadian regulations for businesses, governments, and nonprofits.

**Tracking**—Conduct thorough physical inventories of your fixed assets with an easy graphical step-by-step process and state-of-the-art mobile devices.

**Planning**—Take control of your fixed assets before they even become fixed assets with flexible management of capital budgeting and construction-in progress projects.

**Reporting**—Create an endless variety of custom reports, including charts, graphs, and advanced formatting options.

**Services**—Get up and running quickly with customized inventory and professional services as well as expert, hands-on training.





snap.vu/mgrg

---

## About Sage North America

The Sage Group plc is a leading global provider of business management software to small and medium sized companies, creating greater freedom for them to succeed. Sage understands how and why each business is unique. We provide products and services that suit varying needs, are a pleasure to use and are secure and efficient. Formed in 1981, Sage was floated on the London Stock Exchange in 1989 and entered the FTSE 100 in 1999. Sage has over 6 million customers and more than 13,380 employees in 24 countries covering the UK & Ireland, mainland Europe, North America, South Africa, Australia, Asia, and Brazil. For further information please visit [www.sage.com](http://www.sage.com).

For more information about Sage in North America, please visit the company website at [NA.Sage.com](http://NA.Sage.com). Follow Sage North America on Facebook, [Facebook.com/Sage](https://Facebook.com/Sage), and Twitter, [Twitter.com/SageNAmerica](https://Twitter.com/SageNAmerica).

