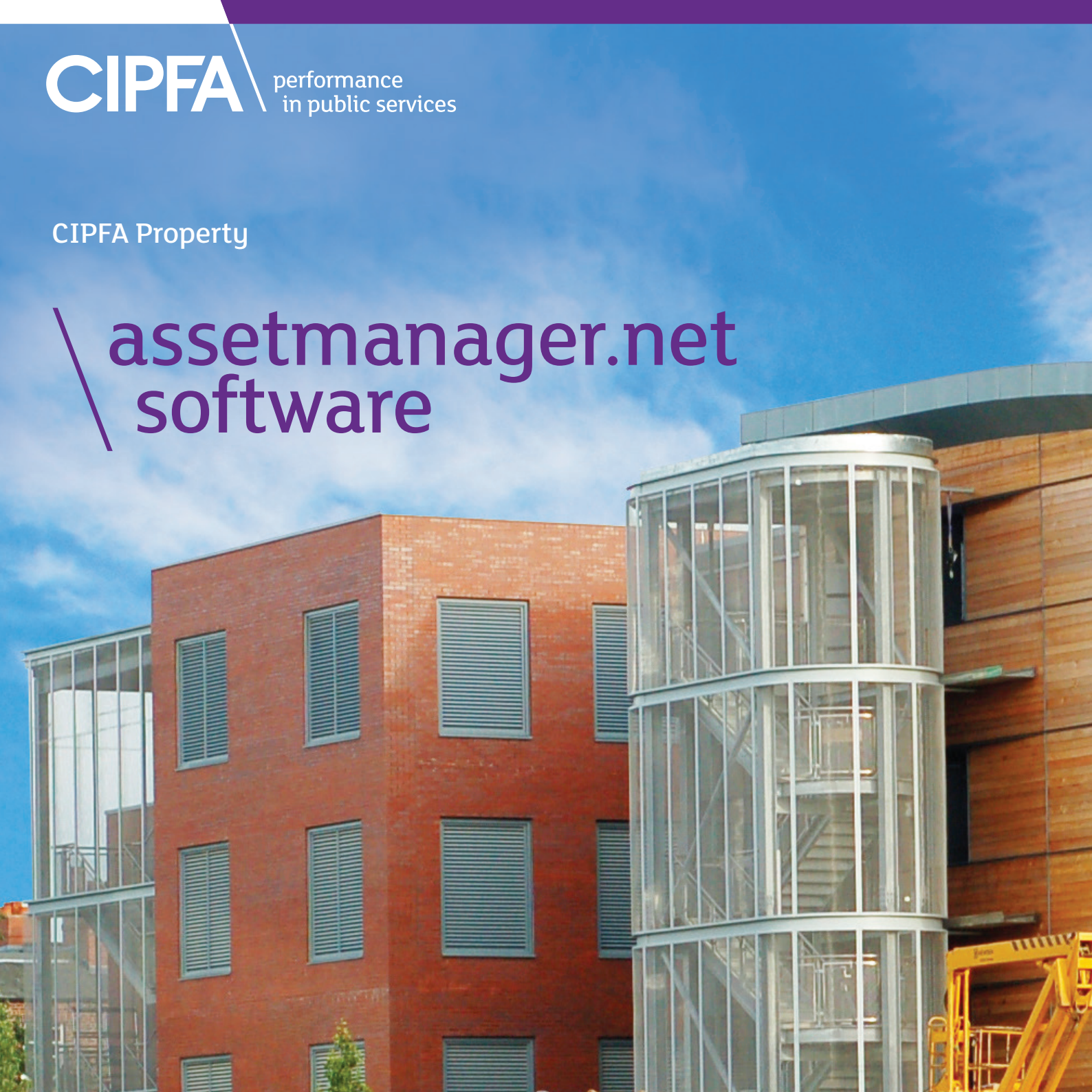


CIPFA performance
in public services

CIPFA Property

assetmanager.net
software



CIPFA assetmanager.net

Introduction

CIPFA Property's AssetManager.NET is a fully integrated finance and asset management package for both capital accounting and asset management, ensuring that your Asset Register and Property Database are compatible at all times.

It is the only asset management software that has been specifically designed for the Public Sector. It has been developed by our experts in finance, IT and property. We use it as standard to undertake; Condition, Suitability, Sufficiency, Disability Access and Fire Risk surveys and to produce comprehensive strategic reports for all our clients.

The software is fully web enabled and can run across the Internet, or over an intranet. This adds flexibility for potential users at remote sites, providing convenient access to service points and the organisation's partners or contractors.

The full software package is our most comprehensive offering delivering best practice and robust systems – AssetManager.NET is flexible and can be built module by module. The Core holds data common to all modules so that the system can be started with a single module suite and then built up as finances and resources allow.

Modules are flexible and you can use them in any combination as well as with a variety of licence profiles, making the system as adaptable and as versatile as the needs of your organisation dictate. New modules can also be developed and added to the software without affecting the functionality.

All data and information can be exported and converted into common formats to make it easier to share across the organisation or imported into other systems in popular formats.

Development and Parentage

We have been developing and refining our software for over 30 years with the Capital Accounting module being released in 1994 and still used extensively across the UK. Our developers have a unique understanding of the issues facing Local Authorities based upon our long term relationships with clients going back over this time.

CIPFA Property has a unique insight on future guidance, policy and legislation, which enables software development to be pro-active to changes as opposed to being re-active. We are able to incorporate the latest legislation and amend modules in line with these changes and to ensure that the software adheres to financial practice in the Public Sector.

This insight is gathered through:

- CIPFA's close contact with policy makers and close connections with standard setters
- Our research and guidance
- CIPFA Property's activities; briefing the public sector on forthcoming changes within asset management and the wider aspects of the Public Sector, through our many Networks and Forums (including the Police, Asset Management Planning and Construction and Property Networks) as well as influencing legislation and guidance

As a wholly owned subsidiary of CIPFA, you can be confident that the software will still be supported in the future and also the funds generated by our activities are channelled back into services for Public bodies.

'We use the CAPs module of CIPFA assets to calculate all the year end accounting transactions needed to comply with IFRS. We have found it a stable and reliable system, intuitive to use, and produces all necessary reports for both internal and statutory use. Our valuers use the Property module to update acquisitions, enhancements, disposals, reclassifications and revaluations. The system generates transactions for the above and also calculates depreciation. The transactions are downloaded to Excel, summarised to asset types and then input into our financial system.'

Laurelie Gifford, Financial Services Manager East Devon District Council

benefits of assetmanager.net

General

- AssetManager.NET has been designed by CIPFA to meet the needs of Local Authorities. The Finance requirements are determined by the CIPFA Policy and Technical team, whilst the Asset Management modules are supported by the CIPFA Asset Management Network team
- AssetManager.NET provides access for multiple users to view, add and edit asset records according to their individual access rights. Contractors, Building Managers, Head teachers etc can all be given access to the system to view their data
- Direct access into the asset register ensures that any changes are carried out in real time, therefore maintaining an up to date, accurate database
- Seamless interface between all modules at property level

Comprehensive Reporting

- Over 120 standard reports are available in PDF, CSV and XML format enabling written reports, data sheets for manipulation, or export files for import into other systems to be easily created
- Data can be downloaded by a wide range of filters for export into excel
- Excel data importing routines are available in a number of modules
- Composite reports can be compiled to produce 'Asset Management' reports drawing data from all modules. These can be stored as templates for future use as well as storing the reports themselves
- Composite overview report can be generated to meet your own specific needs

Document Storage

- All types of electronically stored files such as documents, spreadsheets, drawings, CAD and photographs can be stored with individual records within AssetManager.NET. Documents can be opened directly, or further information can be viewed such as the date it was attached and the document type
- Documents can be accessed by multiple users at the same time
- Additions of new documents and changes to existing ones occur in real time ensuring the most up to date information is instantly available
- Extensive historical information can be stored enabling the archive of paper records

Helpdesk

Our helpdesk facility not only provides support on the use of the software but can also give advice on the 'How do I.....' scenarios both in respect of financial reporting and general asset management advice.

Training

Training can be provided both on site within your Authority or at a number of our office locations throughout the UK.

Advisory Services

In addition to the software CIPFA Property can provide a full range of advisory services in respect of finance, valuation and general property issues. Our advisory team can also provide Healthchecks on your overall Asset Register, Asset Data and property processes.

Bespoke Developments

CIPFA Property can provide specific requirements to meet your Authority's needs in respect of the future development of the software.

User Groups

We hold a user group each year in three locations.

capital accounting, valuation and PVE

Capital Accounting Module

This module handles the accounting entries required to fulfill the capital accounting requirements as laid out by Chartered Institute of Public Finance and Accounting (CIPFA) for tangible fixed assets.

This requires that all assets made up of properties, buildings, housing and plant vehicles & equipment must be valued and included in the Authority's consolidated balance sheet. It is also required that all assets must be charged to their respective users (cost centres) by means of a capital charge. The charges are applied to individual cost centres and there is functionality to set up the necessary asset records.

Componentisation of Assets is provided for in accordance with CIPFA LAAP Guidance.

The balance sheet and charges are generated for a financial year. Within a financial year there are changes to both the asset and cost centre details. The functionality to record this is referred to as 'transactions'. Various transactions can be entered against the assets for enhancements, part disposals or impairment assessments.

There is a rollover function that uses the end of year closing figures to generate the start of the next year's balance sheet. The rollover functionality also clears out the previous year's transactions and archives them in a separate database with view only access.

Regulations also require plant, vehicles and equipment to be included in the balance sheet and the functionality to identify and value such records is contained in this module.

There is a full audit trail on all movement of Property, Building, Housing, PV&E, transactions, cost centres and valuations.

The ability to Forecast

AssetManager.NET includes a Budget Year facility allowing for a copy of the live database to be taken and “what if” scenarios created for future capital asset decisions, or to test the year end figures prior to closing the accounts. These Budget years can be rolled over in the same way as the live financial year. This allows the user to see the effect of changes within the system against both individual assets or categories of assets within the register.

Plant Vehicles & Equipment Module

The Plant Vehicles & Equipment module allows for recording of details of all PVE assets. These assets can then be attached to Properties or Buildings in the Core and revalued in the Valuation module for inclusion in the Capital Accounting module.

Housing Module

The Housing module allows for recording of Housing Groups, Archetypes and individual units. These assets can be revalued in the Valuation module and feed into the Capital Accounting module in order to form part of the balance sheet.

Valuation Module

The Valuation module is designed to allow valuations to be held for properties at land and building level and also valuation of housing stock and plant vehicles & equipment assets. Several methods of valuation can be held but only one of the valuation methods for the asset can be passed to the accounting entries module. Impairment can arise when an asset is re-valued and this is automatically calculated and recorded. A re-instatement valuation for insurance purposes can also be held.

‘Improved asset management across the public sector can clearly deliver efficiencies, even more so when public sector organisations seek to coordinate their work together in local property solutions. But it’s not just about efficiencies, a coordinated approach to asset management focussed on local service delivery can produce significant benefits for communities.’

David Bentley, CIPFA Head of Asset Management

Benefits

- An accounting solution designed by CIPFA to comply fully with CIPFA's guidance and Code
- Dedicated screens for addition and update of assets
- Validated pick lists for ease of data input and accuracy
- Intelligence via automatic rules based defaults
- Prescribed mandatory fields to ensure data is complete
- Transaction types include full and partial disposals, transfers, calculation of changes to life expectancy, revaluations and componentisation
- The CAPs audit file holds a history of all user actions showing which records were affected
- Utilises a full range of reports with multiple filter options for comprehensive enquiries and reporting
- Data links seamlessly with the other modules within AssetManager.NET
- Generation of year end reports and journals enabling considerable time saving
- Provision of a built in forecasting tool to generate 'what if' scenarios

As the part of the commercial arm of CIPFA, CIPFA Property is in a unique position to ensure that all the financial components of the AssetManager.NET software meet the CIPFA guidance.

property management inc. acquisition, disposal and diary

Property Management Module

The Managed module has been designed to hold comprehensive data on agreements including:

- Agreement type
- Rent details including reviews
- Service charges
- Decoration schedules

All aspects of the agreement can be stored along with tenant details. Historic records of previous agreements in a specific managed record can be maintained including details of vacant periods of properties.

Diary

An integrated diary function can be linked to any dates within the Managed module and provides alarms to ensure each case manager is informed of key event dates affecting individual case loads such as rent reviews etc.

Acquisition Module

The Acquisition functionality allows quick access to key deed packet information such as:

- Vendor and/or purchaser details
- Completion date and price
- Land and building areas
- Deed notes

Deed packet information can be linked back to Properties and Buildings in the Core to cross reference the legal information of the purchases with the Core data.

Disposal Module

The Disposal functionality allows quick access to key deed packet information such as:

- Vendor and/or purchaser details
- Completion date and price
- Land and building areas
- Deed notes

Deed packet information can be linked back to Properties and Buildings in the Core to cross reference the legal information of sales with the Core data.

Benefits

- Maintain a centralised database of leased assets
- Fully integrated with AssetManager.NET Core module to enable leases to be appended to the appropriate capital asset record
- Dedicated screens for addition and update of assets
- Validated pick lists for ease of data input and accuracy
- Intelligence via automatic rules based defaults
- Prescribed mandatory field to ensure data is complete
- Utilises a full range of reports with multiple filter options for comprehensive enquiries and reporting
- Data links seamlessly with the other modules within AssetManager.NET

asset management modules

Access Audit Module

The Access Audit module has been developed to the latest guidelines and meets the requirements of BS:8300 2009 (+A1:2010). The software has been designed for use on specific mobile devices and allows Auditors to follow the recommended approach to Auditing whilst recording deficiencies and noting locations, priorities, category of works required and costs together with any comments.

Data is readily transferred into the Access Audit Module.

Data can be easily interrogated to produce a wide variety of reports by various filter options within the system. The data can be accompanied by CAD layouts, digital photographs and executive summary report.

AMP Reporting Module

The AMP Reporting module has two main functions. The first provides the ability to produce Asset Management Plans for properties whose details are held within the AssetManager.NET database. The second provides ability to update a pre-formatted “Investment and Disposal” Decision Making Template spreadsheet with costs from the Condition Survey and DAA data. Data is gathered from a number of sources including the AssetManager.NET database, external data sources (spreadsheets etc) and other documents. The final AMP report produces a composite PDF document. The decision-making template is a Microsoft Excel spreadsheet.

Asbestos Management Module

The Asbestos Management module permits the reporting of asbestos material, identifying the risks to the building users. The module;

- Recognises the present codes of practice and British Standards e.g. HSG227, MDHS100.
- Logs test results
- Produces a comprehensive risk matrix across the Property Portfolio including extensive analysis features
- Tracks asbestos removal
- Provides facility to monitor the changes of rooms or spaces in the Condition Survey and other modules
- Provides year on year records for Health Monitoring and Insurance purposes
- Allows users to identify asbestos locations for inclusion in a programme for the safe and controlled removal of hazardous material

Condition Survey Module

The Condition Survey module holds information and can produce analysis of maintenance needs.

The condition Survey module will allow for

- the collection and retention of data relating to the condition of all major elements of both the external and internal fabric of buildings as well as
- the condition of all plant and services
- the identification of any essential repairs, non-essential repairs and planned maintenance requirements.
- CAD layouts and digital photographs

Data is readily transferred into the Condition Survey module and can be easily interrogated to produce a wide variety of reports. The reports can be accompanied by both CAD Layouts and digital photographs linked to the software. The data can be edited and updated as works are completed giving accurate information on the building stock at a touch of a button.

Fire Risk Audit Module

The Regulatory Reform (Fire Safety) order 2005 brought in the requirement that all premises except single private dwellings will need to be assessed for the risk of fire.

The software has been designed around the PAS 79 Guidance and the use of specific mobile devices allows Auditors to record risks or deficiencies whilst noting locations, priorities, category of work required and cost, together with any comments.

Data is readily transferred into the Fire Risk module and can be easily interrogated to produce a wide variety of reports. The reports can be accompanied by both CAD Layouts and digital photographs linked to the software. The data can be edited and updated as works are completed giving accurate information on the building stock at a touch of a button.

GIS & CAD Drawings Module

The system is designed to integrate with web based GIS systems. Currently links exist to Planweb, ArcIMS and GGP. In addition a generic WMS interface is available for any Open GIS Compliant WMS. The interface allows two-way navigation between the AssetManager.NET system and the GIS system, for land, buildings, acquisitions, disposals and also managed (lease) records.

The system is designed to integrate with CAD drawing plans in DWF format. The interface allows the user to navigate from a CAD plan to different levels in the database – property, block, room and also the location of asbestos samples within rooms subject to the inclusion of hyperlinks on the CAD drawing.

Programme of Works/Works Ordering Module

In order to keep the Condition Survey, Asbestos and Access Audit data “live”, the Programme of Works module allows projects and programs to be created and monitored. The module produces:

- A comprehensive list of project information based upon maintenance needs
- Work profiles for the current and subsequent years set against numerous budgets
- Reports by programme service area, site, programme year, budget, budget year and client priority

The module also allows ad-hoc works to be included in a project.

Works Ordering/Helpdesk

This module provides a facility to record reactive maintenance issues (either by a helpdesk team or online directly by the client) and then selection of an authorised supplier or contractor. The process then creates the order(s) necessary to fulfil the required maintenance needs as well as allocation of a suitable budget. Full tracking of the progress of the order through to receipt and payment of the invoice can be recorded in the module and budget summaries can be obtained based on committed and invoiced work.

Property Performance Indicator (PPI) Module

This module covers the Property Performance Indicators required by the Government for freehold and leasehold property where the local authority has a direct repairing obligation. There are 5 PPI's in total but only PPI1 and PPI2 are covered in this module as the others require data that is not held in AssetManager.NET.

Suitability, Sufficiency & Benchmarking Module

Suitability Module

The Suitability module is designed to provide a PC based application for Suitability Assessment across a whole range of Educational and non-educational Properties.

Sufficiency module

The Sufficiency Module is designed to provide a PC based application for Sufficiency Assessment across a whole range of Educational Buildings.

Benchmarking module

The Benchmarking Module is designed to provide performance indicator methodology across a range of similar properties so that asset management plans can include benchmark comparators.

Water Hygiene Management Module

The Water Hygiene module has been developed to allow Building and Property Managers to record items where there is the potential of a risk to a wide range of water bacteria. Items such as cold water storage tanks, taps or showers can be recorded at room or external block level and then details of the management of potential risks associated with these items can be logged.

The module allows the following details to be recorded;

- Details of water samples taken
- The results of the laboratory analysis of samples

- Regular and adhoc management events and schedules such as temperature checks, maintenance work or unscheduled cleaning
- Photographs and other file attachments
- The module allows you to create your own events and allocate your own risk scores to each item type, event or result. An overall item risk is then calculated to assist in highlighting areas of specific concern.

Benefits of Asset Management Modules

- Maintain a centralised database of Asset Management data which is linked to Finance information
- Fully integrated with AssetManager.NET Core module to enable seamless links throughout
- Dedicated screens for addition and update of records
- Validated pick lists for ease of data input and accuracy
- Intelligence via automatic rules based defaults
- Prescribed mandatory field to ensure data is complete
- Utilises a full range of reports with multiple filter options for comprehensive enquiries and reporting

Mobile Devices

CIPFA Property provide software for use on Tablet PCs using Windows 7 or above for the following modules:

- Access Audit
- Asbestos
- Fire Risk
- Condition Survey

And we also have a 'Bulk Import Routine' available for Asbestos and Water Hygiene.

To find out how the AssetManager.NET software can help you

Email our property team at property@cipfa.org

Or call 01244 399 699

www.cipfa.org/property

Other Property services

- Property Surveys
- Networks
- Events
- Asset Management Annual Conference
- Training and Advisory services

‘As always, CIPFA Property’s annual AMP Conference provided an opportunity to hear from speakers at the forefront of public sector property management and stimulated discussion and debate on current topical issues. Thought provoking and comprehensive coverage of the current issues being faced by us all and a great opportunity to network with colleagues.’

**Miles Hooton, Head of Asset Strategy and Portfolio Management,
London Borough of Hammersmith & Fulham**

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