

F7/2/95

29 August 1996

**Circular 14/96 - Valuation of Lands and Buildings for purposes of the Appropriation  
Accounts**

**A Dhuine Uasail**

1. I am directed by the Minister for Finance to refer to the three-year programme to expand the information available from the Appropriation Accounts. This circular outlines an approach to assist Departments who were unable to arrive at a valuation of lands and buildings for purposes of their assets register and the 1995 Statement of Capital Assets. (The policy on which lands and buildings should be included in a Department/Office's assets register is set out in paragraph 7 (i) of Circular 1/96.)
2. We have been advised that, as a prerequisite for valuation such Departments should compile the following information: -
  1. Full Address of property;
  2. Use of property;
  3. Date Acquired and How Acquired;
  4. Gross floor area of buildings;
  5. Site area;
  6. Occupier;
  7. Details of tenure;
  8. Details of lettings (if any);
  9. Age of buildings.
3. The information should be available to auditors in the course of the audit of the 1996 Appropriation Accounts
4. In addition, a copy of the information should be forwarded to Mr Paddy Cooney of the Valuation Office to enable that office, in conjunction with this Department, to assess the scale of the property/land portfolio requiring valuation.

**Mise le Meas**

**Colm Gallagher  
Assistant Secretary**

To/ All Departments/Offices