

INVENTORIES  
(Fixed Assets)

This District maintains a fixed asset system sufficient to permit the following:

1. the preparation of year-end financial statements in accordance with generally accepted accounting principles;
2. provide property insurance information and
3. provide control and accountability.

The District develops and maintains a fixed asset system and develops procedures to insure compliance with all fixed asset policies. To insure control over entity property, an individual in each building and/or department shall be assigned fixed asset responsibilities and be designated to work with the Treasurer and Director of Business Affairs.

Fixed assets are classified as follows:

1. land
2. building and improvements
3. furniture, fixtures and equipment
4. vehicles (autos, trucks and buses)
5. construction-in-progress

Fixed assets are defined as those assets that are deemed to be tangible with a useful life in excess of five years and an initial cost exceeding \$500. Exceptions for control and insurance purposes extend this definition to include audio/visual equipment, musical instruments and computers with an initial cost exceeding \$100. For purposes of financial reporting, fixed assets are defined as those deemed to be tangible with a useful life in excess of five years and an initial cost of \$1,500; \$5,000 per improvement on land improvements, and \$5,000 and 25% or more of the cost of the original component on building improvements. A straight line method of depreciation shall be used in determining current values of assets.

Leased fixed assets and fixed assets, which are jointly owned are identified and recorded on the fixed asset system.

Fixed assets are recorded at historical cost, or, if that amount is not predictably determinable, at estimated cost. The method(s) to be used to estimate historical cost shall be established by the Director of Business affairs.

Donated fixed assets shall be valued at their (estimated) fair value on the date received.

The purchase of fixed assets, the transfer of fixed assets between buildings or departments and the disposal of fixed assets shall be initiated by the building principals or department heads and approved of by the Director of Business Affairs.

The District assigns to each new asset meeting the criteria above and as deemed necessary a District inventory tag.

The District conducts through an independent contractor a complete fixed asset inventory every five years by physical count, of all District-owned fixed assets. Staff members shall participate in the continuous updating of the fixed asset inventories and values as may be deemed necessary. The Fiscal Officer is authorized to contract for the annual and/or five year fixed asset inventory and establishment of values for all real estate and equipment.

A computer generated listing of all furniture, fixtures and equipment will be supplied to each building and department. This listing will be updated annually by the close of school, or not later than the second Friday in June of each year.

[Adoption date: August 14, 2001]

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