

FIXED ASSET MANAGEMENT POLICY:

A permanent property log or database is to be maintained by the Finance Manager for all fixed assets valued at over \$5,000 with an estimated useful life of five (5) years or more. This log shall contain the following information:

- Date of purchase
- Description of item purchased
- Received by donation or purchased
- Cost or fair market value on the date of receipt
- Donor or funding source, if applicable
- Funding source restrictions on use or disposition
- Identification/serial number (if appropriate)
- Depreciation period
- Vendor name and address
- Inventory tag number (all fixed assets shall be tagged with a unique identifying number)

At least annually a physical inspection and inventory shall be taken of all District fixed assets and reconciled to the general ledger balances. Adjustments for dispositions shall be made.

The Finance Manager shall be informed, in writing or email, of any material changes in the status of property and equipment. This shall include changes in location, sale of, scrapping of and/or obsolescence of items and any purchase or sale of real estate.

Normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized.

All capital items which have a cost greater than \$5,000 and a life of five (5) years or more will be capitalized and depreciated.