

## **FIXED CAPITAL ASSETS**

### **Purpose**

The general purpose of these policies is to provide guidance for the safeguarding, stewardship, efficiency and effectiveness of use, and accountability of School District resources invested in fixed assets.

As used herein, the term “fixed assets” refers to the land, buildings, improvements, machinery, equipment, facilities, property and other resources purchased or otherwise acquired by the District to be utilized in accomplishing the District’s goal for a period of time that extends beyond one budget period.

### **General Responsibility for Fixed Assets**

School District personnel at all levels are responsible to the Board of Trustees for the safeguarding, stewardship, efficiency and effectiveness of use and accountability for fixed assets under their jurisdiction and/or control.

### **Acquisition of Fixed Assets**

The purchase or acquisition of all fixed assets shall be in accordance with all applicable federal, state, local and school District statutes, regulations, and policies.

Unless otherwise determined by the Board of Trustees, building principals, program directors, and grant administrators shall be deemed to be responsible for assuring that fixed assets under their control have been acquired in accordance with applicable statute, regulation and policy.

### **Utilization of Fixed Assets**

The use of fixed assets shall be in accordance with all applicable federal, state, local and school District statute, regulations and policy. All District personnel shall share the responsibility for assuring that District fixed assets are used efficiently and effectively in accordance with District policy to achieve the goals and objectives of the District.

It is the general policy of the District that the use of fixed assets may be extended to persons or groups not directly related to or under the jurisdiction of the District provided that such use is compatible with the rules and regulations as established by the District.

**Disposal of Fixed Assets**

The disposal of fixed assets shall be in accordance with all applicable federal, state, local and school District statute, regulation and policy.

**Accounting and Reporting for Fixed Assets**

Accounting records for fixed assets and fixed asset transactions shall be maintained in such a manner as to provide information to promote sound fiscal management, to assess management accountability, and to assist interested parties with decision making about the District's management of fixed assets. The District's accounting system must provide proper accounting of assets and provide proper reporting of those assets whose capitalized values equal or exceed \$5,000.00.

Periodically, at a suitable time, the District management shall conduct a physical inventory of the fixed assets, which shall be reconciled with the accounting records.

Assets valued between \$500 to \$5,000 are not recognized as capital assets but are to be tracked and controlled in inventory records.

Adopted: September 7, 2004 Reviewed: \_\_\_\_\_ Revised: October 5, 2009

Legal Reference: Idaho Code: 33-506(1)