

Inventories

The Superintendent or his or her designee (Business Manager) will provide for a continuing inventory of all property of the district – capital assets, physical facilities, equipment, materials, and supplies.

Ongoing Equipment-Supply Inventories

An annual inventory of District assets will be taken by personnel in each department/location.

- a) At Start of School Year: When responsibility for equipment is assigned to an employee (such as instructional equipment or classroom furniture to a teacher), the inventory of such assigned equipment shall be verified at the beginning of the school year or whenever the employee first reports for work.
- b) Inventory Shortages: Employees shall report any equipment or supply shortages to their building principal or supervisor immediately upon discovery.
- c) At End of Year: An inventory of all equipment in each building or department will be taken. Each employee will be responsible for inventories of supplies and equipment in his care. Principals shall not check a certified or other employee out in the spring until the employee's equipment inventory has been verified.

Fixed Asset Tracking/Depreciating

Adequate accounting procedures and records for fixed assets are essential to School District No. 2 for the fixation of responsibility for custody and for proper use of property and for providing adequate reporting on the financial status of the District.

Classes of District assets for accounting purposes shall be: Land, Buildings, Improvements Other than Buildings, Equipment, Construction in Progress, Vehicles and Infrastructure. To be categorized as a fixed asset (that is to be capitalized and depreciated), a piece of property must 1) be tangible in nature, 2) have an estimated economic life of more than one year. District fixed assets in all funds will be both tracked for accountability and insurance purposes and capitalized and depreciated for compliance with Governmental Accounting Standards Board (GASB) Statement No. 34 (07/01/02) as shown below (Fig. 1).

Fixed assets shall be recorded at cost, with such cost including not only the purchase price or construction cost, but also ancillary charges necessary to place the asset in its intended location and condition for use, including freight and site preparation charges, professional and legal fees. Acquisitions by gift are to be capitalized at their estimated fair market value at the time of receipt.

Figure 1

Capitalization Thresholds*

	Tracking and Inventory	Capitalize and Depreciate
Land	\$1	Capitalize Only
Land Improvements	\$5000	\$25,000
Buildings	\$5000	\$50,000
Building Improvements	\$5000	\$50,000
Construction in Progress	\$5000	Capitalize Only
Machinery and Equipment	\$500	\$5,000
Vehicles	\$5000	\$5,000
Infrastructure, if applicable	\$5000	\$250,000

*Assets with a high risk of loss or theft with a purchase price less than the assigned limit may also be included in tracking inventory.

**Schedule of Estimated Useful Asset Lives
(Straight-line accounting using no salvage)**

Asset Class	Examples	Useful Life in Years (est.)
Land		No depreciation
Site Improvements	Paving, parking lots, flagpoles, retaining walls, sidewalks, fencing, outdoor lighting	20
School Building		50
Portable Classrooms		25
HVAC Systems	Heating, ventilation, and air conditioning systems	20
Roofing		20
Interior Construction		25
Carpet Replacement		7
Electrical/Plumbing		30
Sprinkler/Fire System	Fire suppression systems	25
Outdoor Equipment	Playground, radio towers, fuel tanks, pumps	15
Machinery and Tools	Shop and maintenance equipment, tools	15 to 20
Kitchen Equipment	Appliances	12
Custodial Equipment	Floor scrubber, vacuums, other	5
Science and Engineering Equipment	Lab equipment, scientific apparatus	10
Furniture and Accessories	Classroom and office furniture (desks, tables, chairs)	5
Business Machine	Fax, duplicating and printing equipment	5
Copiers		5
Communication Equipment	Mobile, portable radios, non-computerized	5
Computer Hardware	PCs, printers, network hardware	5
Computer Software	Instructional, other short-term	3
Computer Software	Administrative or long-term	10 to 20
Audio Visual Equipment	Projectors, cameras (still and digital)	5
Athletic Equipment	Gymnastics, football, weight machines, wrestling mats	10
Musical Instruments	Pianos, string, brass, percussion	10
Library Books	Collections	5 to 7
Busses		
Type A		8
Type B		8
Type C		10
Type D	Under 30,000 lbs. GVWR	10
Type D	Over 30,000 lbs. GVWR	12
MPV		8
Cars and Light Trucks		5
Contractors Equipment	Major off-road vehicles, front-end loaders, large tractors, mobile air compressors	10
Grounds Equipment	Mowers, tractors, attachments	15
Telephone Equipment		10

Technology Equipment

The Technology equipment will be tagged, assigned to staff members, and tracked by the District's Technology Department. Periodic and random checks at each location will be made by the Business Manager to account for the equipment.

Inventories

Transportation, Food Service and Maintenance inventories will be maintained by the respective departments. Transactions will be made in a timely manner with internal physical counts done monthly. The Business Manager will make periodic counts.

Disposal of Fixed Assets

The District Superintendent or Business Manager shall approve the disposal of all District fixed assets.

Adopted: December 11, 1973

Revised: February 12, 1985

Revised: March 12, 1996

Revised: June 11, 2002

Revised: March 11, 2008

Revised: July 17, 2013