

POLICY NO. 3400
Adopted: 3-27- 96
Revised: 6-9-99
Revised: 3-10-04
Revised: 10-22-08
Replaced: 3-25-09

PROPERTY RECORDS

POLICY:

CAPITAL ASSETS

The District shall maintain a comprehensive capital assets record-keeping system. The goal of the Capital Assets Program is to protect the District against losses that would significantly affect the District's students, staff, property, budget, or the ability of the District to continue to fulfill its stewardship responsibilities.

For purpose of this policy, "capital assets" shall mean land, improvements to land, easements, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible and intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period which:

- Retains its shape and appearance with use;
- Is nonexpendable, meaning if the item is damaged or some of its parts are lost or worn out, it may be more feasible to repair it than to replace it with an entirely new item;
- It does not lose its identity when incorporated into a more complex unit;
- Is valued no less than \$5,000; and
- Has a life expectancy of at least one year.

Federal law requires a physical inventory of federally-funded assets at least once every two years. Reconciled inventory reports shall be provided to the Board. Such reports shall identify lost, damaged, or stolen capital assets. Missing capital assets will be removed from district property records by a vote of the Board.

No equipment shall be removed for personal or non-school use.

Theft-Sensitive Assets

For purpose of this policy, “theft-sensitive” are those items identified by the District as most subject to loss (e.g., audio-visual equipment, laptop computers, digital cameras, laser jet printers, power tools, electronic and science equipment). The District should establish procedures for internal controls and conduct an annual inventory of theft-sensitive assets.

The Board will be provided a report identifying equipment not accounted for in the annual inventory. This equipment will be removed from the district property records through Board action annually.

The Superintendent shall develop procedures to implement this policy, including maintenance requirements and sales procedures to ensure the highest possible return.

Legal References:

RCW 28A.335.090 Conveyance and acquisition of property — Management — Appraisal

34 CFR § 80.32 Uniform Administrative requirements for grants and Cooperative agreements to state and local governments – Equipment

7 CFR § 3015, 3016 Agriculture

45 CFR § 92.32 Health and Human Services Office of Management and Budget (OMB) Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, Attachment B(19)

Management Resources:

Policy News, June 2008 Capital Assets/Theft-Sensitive Assets

Policy News, April 2006 Fixed Assets

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PROCEDURES:

1. Individual Responsible:

- 1.1 The District's Business Office is responsible for inventories of district property.
- 1.2. The individual conducting the inventory shall have no direct responsibility for assets subject to the inventory count.

2. Frequency of Inventory:

- 2.1. Inventory shall be conducted at least once every other fiscal year for all capital assets, except land, infrastructure, buildings, and improvements other than buildings and leasehold improvements. A theft-sensitive assets inventory shall be conducted annually.

3. How to record items:

- 3.1. District assets will be marked with a unique identification number (e.g., bar code, property tag) and identified as district property. All capital assets and theft-sensitive assets will be identified and marked upon purchase or receipt.

4. What information to record:

- 4.1. When placing a capital asset on the inventory, the Business Office will record:
 - Description of the item;
 - Serial number or other identification number (bar code, tag number, etc.);
 - Source of the property;
 - Who holds title;
 - Acquisition date;
 - Cost of the property;

- Percentage of federal participation in the cost of the property and the federal program charged;
- Location of the asset;
- Use and condition of the property; and
- Ultimate disposition data including the date of disposal and sale price, if applicable. Federally purchased items with a per unit fair market value over \$5,000 must reimburse the federal program proportionately. Disposed items with a per unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency.

When placing a theft-sensitive asset on the inventory the district shall record the information needed by the district. This should include, at a minimum, a description of the item and identification number, location, and federal participation, if any.

5. What to do when questions arise:

- 5.1. When questions arise during the process of the inventory, the Purchasing Department or building administrator will be contacted.

6. Procedures to follow when the inventory is completed:

- 6.1. At the conclusion of the physical inventory, the building principals and department administrators will be provided with a written copy of the inventory that lists all the assets that have been assigned to that site which clearly identifies all assigned items that were not found during the physical inventory.

- 6.2. Principals and department administrators are required to attempt to locate items that have been listed as missing. Within 25 working days, the principals and department administrators are expected to return a copy of the inventory report to the Purchasing Department showing which items have been located and which are still missing.

- 6.3. The missing items will be consolidated on a report of potential write-offs. The Business Office will review the report and approve the total amount of assets to be written off. Only write-off items will be removed from the capital assets inventory system.

7. Attestation to Accuracy:

- 7.1. The staff person conducting the inventory shall sign the bottom of each inventory page.

8. How to record assets not being used or in an obviously unserviceable condition:

- 8.1. Items not being used or in an obviously unserviceable condition shall be identified during the inventory and the Business Office will be contacted by pick up for auction or disposal.