

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Policy Statement # 5425 (Business) of the Board of Education
Regarding Property Accounting**

- I. Purpose
 - A. To provide effective and efficient management of, to promote accountability for, and to provide for the responsible use of Board owned property.
- II. Definitions
 - A. Capitalization – an accounting process wherein an item is recorded as an asset on the balance sheet rather than as an expense of the current period in accordance with Government Accounting Standards Board (GASB) requirements.
- III. Policy Statement
 - A. The Board of Education recognizes that all applicable property owned and controlled by Calvert County Public Schools must be properly accounted for and inventoried; therefore, Calvert County Public Schools will establish and maintain appropriate fixed asset inventory procedures. Furthermore, the Calvert County Public Schools Finance Department shall capitalize property with an acquisition cost of \$5,000 or more per item as fixed assets. In addition, assets below this cost will be inventoried if required by its funding grant.
- IV. Delegation of Authority
 - A. The Superintendent is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state, and federal laws and regulations, and to communicate this policy and accompanying procedures to all relevant parties.
- V. Exceptions
 - A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent local, state, and federal laws and regulations or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.
- VI. Review
 - A. This policy will be reviewed at the end of four years, or sooner, if approved by majority vote of the Board of Education in public session.
- VII. Effective Date
 - A. This policy is effective August 10, 2023.

Business 5425

Adopted: 4/27/06

Revised: 4/16/09; 4/12/12; 5/12/16; 6/13/19; 8/10/23

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Citations:

State Law:

State Reg.:

Federal Law:

Adm. Reg.:

Neg. Agr.:

Other Citation: Governmental Accounting Standards Board; MSDE Financial Reporting Manual

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