

FIXED ASSETS AND CONSUMABLE INVENTORIES

The Board of Education directs the Superintendent of Schools to maintain a continuous and accurate inventory of property and equipment owned by the district in accordance with "The Uniform System of Accounts for School Districts." All supplies and equipment purchased and received by the district shall be checked, logged, and stored through an established procedure.

The Superintendent shall establish administrative systems to monitor the acquisition, deployment, and disposal of assets that will accomplish the following:

1. Establish a record of assets. This enables the Board to easily determine what assets the district has, where they are located, and any transfers.
2. Provide a record of consumable inventory (fuel, oil, tires, automotive repair parts, etc.) acquisition and usage
3. Fix responsibility. This improves the care employees exercise over assets.
4. Identify financing source of assets. This is useful in planning future purchases and how they will be financed.
5. Provide the following useful supplemental information:
 - a. Replacement cost
 - b. Insurance coverage
 - c. Maintenance cost
 - d. Useful life

Such systems shall provide an inventory which identifies and labels all fixed assets valued at \$2,000.00 or more. This inventory shall be updated on an annual basis in order to assure accuracy and, therefore, usefulness.

An annual inventory shall be presented to the Board of Education during the development of the budget. Reports shall be made to the Board regarding losses of equipment and supplies not consumed during use.

Fixed Asset Capitalization - The threshold level for the classification of fixed assets shall be \$5,000.00. This figure is limited solely to fixed asset capitalization and not to the inventory of all fixed assets valued at \$2,000.00 or more as set forth above.

Cross ref: 8330, Authorized Use of School-Owned Materials and Equipment

Date Adopted: 5/16/06