

Edgemont Union Free School District, New York

Control Deficiencies

- **Capital Assets**

Capital Assets Identification and Year Ending Reporting to Asset System, Inc.

The District should consider a written policy for capital assets to address maintenance and performance. A written policy, adopted by the governing board, should communicate management's objectives. The policy should spell out the duties, records and procedures required to achieve these objectives. It should set general procedures and overall requirements for protecting the District's capital assets.

One person (a "property control manager") should be responsible for tracking the capital assets of the District and for the accuracy and usefulness of the asset records. These procedures should be in writing and should be distributed to the people who will be involved in the control and inventory of assets to ensure accuracy of detail records and proper accountability for assets. Department heads are usually designated as custodians.

The Following should be reported to Assets Systems Inc. prior to the year-end close out:

- description of the item, including make, model and serial numbers
- Assigned identification number (when appropriate);
- Purchase date, amount, vendor and voucher number;
- Department having custody and the location within the department; and
- Source of funds used to purchase the item (particularly important when debt is issued for construction projects or purchases.)

Recommendation

We suggest the District implement the above recommendations to ensure accurate records and timely acquisition and disposal of capital assets as well as timely reporting of construction in progress to be placed in service.

Response:

The Board of Education does have a written policy for capital assets ([Policy #2310 – Fixed Assets Policy](#)). The Board of Education Policy Committee will consider whether revisions to this policy are necessary based on the recommendations above by January 31, 2023.

The District will evaluate its current practice regarding the management of the fixed asset tracking spreadsheet and current assignment of its "property control manager" by January 31, 2023. The District will continue to utilize the services of Assets Systems Inc. to reconcile and depreciate assets according to required schedules, and will provide Assets Systems with all updates to the inventory prior to the close of the fiscal year (June 30, 2023).