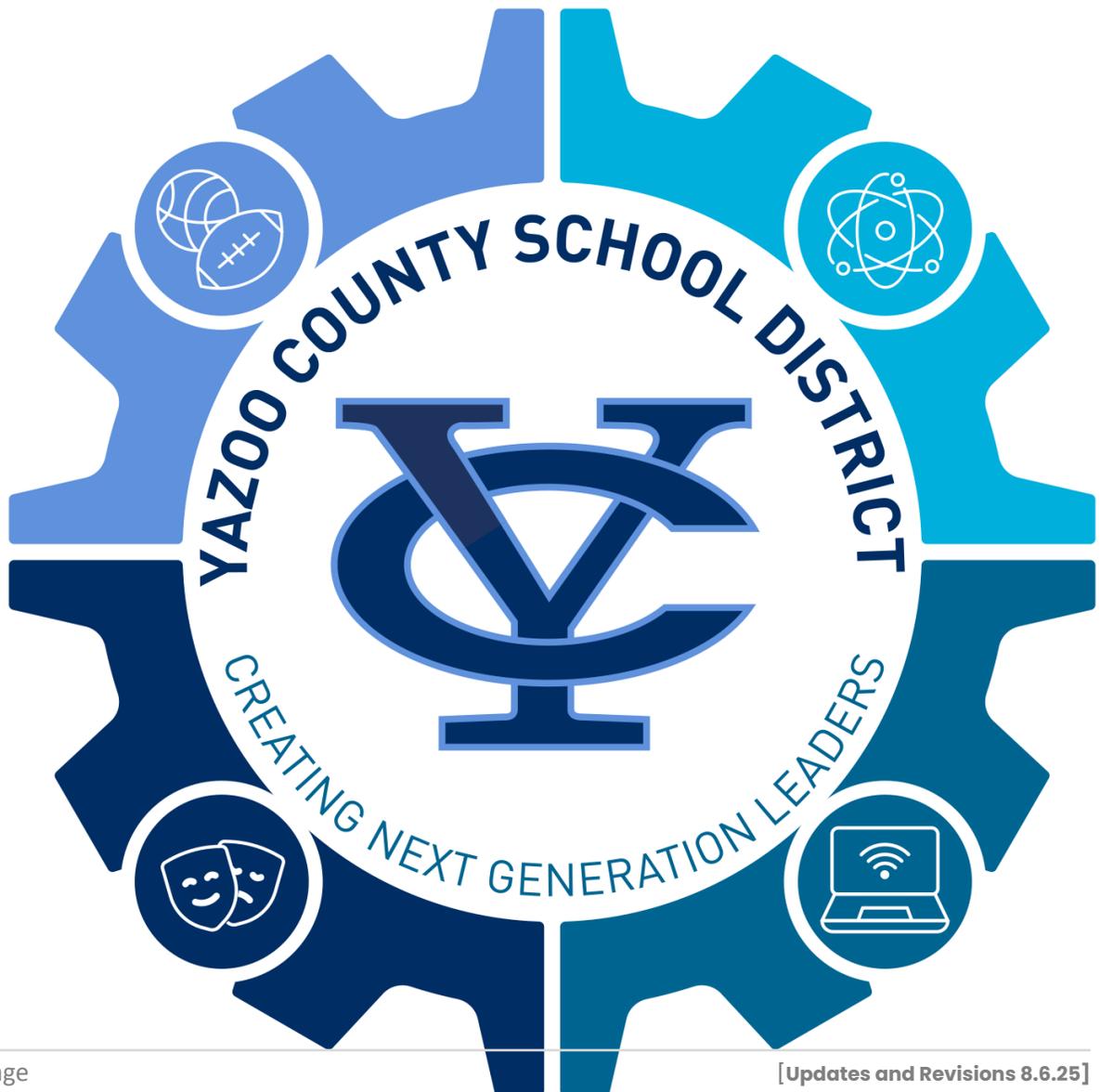


YAZOO COUNTY SCHOOL DISTRICT

Fixed Assets Policy and Procedure Manual

2025 - 2026



GENERAL FIXED ASSETS

INTRODUCTION

Fixed assets are those assets of a long-term nature intended to be held or used by the county. This definition generally includes mobile equipment, other furniture and equipment, land, buildings, improvements other than buildings, construction in progress and leased property under capital leases. Fixed assets are accounted for in an account group called General Fixed Assets. The importance of developing and maintaining a complete and accurate accounting of fixed assets cannot be emphasized too strongly. The county should recognize a great responsibility for custody of its assets. This protective custody cannot be accomplished without complete and accurate records. A second reason for developing and maintaining complete and accurate fixed assets records is to allow for accurate financial reporting. The value of fixed assets for all local governments is substantial and usually far greater in value than current assets. When records are not adequate, an audit opinion will be qualified for fixed assets, which means the auditor does not have enough evidence to offer an opinion. A qualified opinion can lead to loss of state funds. Fixed Assets accounting software is used to record detailed information about various. The Fixed Assets accounting software contains a description of the asset, including any identifying markings, cost or estimated fair value at acquisition, the date purchased, location and identifying numbers. All deletions of fixed assets, regardless of method, shall be entered in the minutes of the Board of Education.

Fixed Assets



Management

Executive Summary:

As a District and School Site Administrative Team, collaborative meetings, as it relates to “Fixed Assets,” occur bi-annually for the purposes of ensuring accuracy of fixed assets, as well as a problem-solving work sessions, to determine the necessity of potential revision(s) of identified problematic, or hard-to-understand sections and/or components of this manual in order for the manual to reflect its role in serving, as a guidance document, of processes and procedures to follow, for all employees of the Yazoo County School District. This document reflects the establishment and continued sustainment of “best practices” of processes and procedures regarding FIXED ASSETS and PROPERTY MANAGEMENT INVENTORY utilizing the online platform to facilitate the process.

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PURPOSE AND HISTORY

As required by the Mississippi Office of the State Auditor, each public school district is required to establish and maintain a system of accountability for its fixed assets. This manual was developed for the district's schools and departments to assist the principals and department directors in accounting for the district's fixed assets.

DEFINITIONS

Fixed Assets are defined as tangible assets such as land, buildings, equipment, furniture, mobile equipment, etc., that have a useful life of more than one year.

Capitalized Fixed Assets are defined as fixed assets that have a historical cost of at least \$1,000 and all highly walkable items listed under the capitalization section below. These assets must be tagged and maintained on an inventory listing.

GASD 34 Capitalized Fixed Assets are defined as capitalized fixed assets that meet the capitalization thresholds (as required by the Governmental Accounting Standards Board Statement #34) under the "Depreciation" section on page 3. For accounting purposes, these assets are required to be depreciated each year.

Non-Capitalized Property is property that cost less than \$1,000 and are not highly walkable items. Non-capitalized property is recorded to object code 740. They do not have a fixed asset tag.

Major Fixed Asset Classifications consist of the following:

- (1) **Land** – This includes all land owned by the school district.
- (2) **Buildings** – This includes all buildings owned by the district, such as school buildings, administration buildings, athletic field houses, gymnasiums, and portable classrooms. The cost of buildings includes architect fees and other related costs.
- (3) **Building Improvements** – Expenditures for major improvements (complete central heat/air units, etc.) to an existing building that would have an estimated useful life of at least 20 years.
- (4) **Improvements other than buildings** – This includes athletic fields, lighting, bleachers, and other improvements that cannot be directly associated with a particular building.
- (5) **Mobile equipment** – This includes all school buses and district-owned automobiles, trucks, and vans. This classification also includes all lawn maintenance equipment, tractors, etc.
- (6) **Furniture and equipment** -- This includes all furniture and equipment that meet the asset capitalization requirements of the school district.

- (7) **Leased property under capital leases** – This includes all fixed assets that are being acquired under a lease/purchase (capital lease) arrangement. A capital lease is an agreement that conveys the right to use property, plant, or equipment, usually for a stated period, that meets one or more of the criteria set forth in “Statement of Financial Accounting Standard No. 13” for lease capitalization.

A lease is a capital lease if it qualifies under one of the following criteria:

- (1) The ownership of the property transfers to the lessee by the end of the lease term;
 - (2) The lease contains a bargain purchase option;
 - (3) The lease term is equal to 75% of estimated useful life of the asset; and/or
 - (4) The present value of minimum lease payments exceeds 90% of the fair value of the asset at the beginning of the lease.
- (8) An operating lease is a month-to-month lease or a lease for a specified period that does not meet any of the four qualifications represented above in #7. Property leased under an operating lease is NOT a fixed asset and therefore is not capitalized.
- (9) Construction in progress – This includes all buildings and facilities that are currently under construction

Repairs and renovations (such as new roofs) that do not extend the life of the building will not be capitalized. Instead, they will be charged to repairs and maintenance (object code 430).

DEPRECIATION OF DEFINED CAPITALIZED FIXED ASSETS

Governmental Accounting Standards Board Statement 34 (GASB 34) requires that certain capitalized fixed assets must be depreciated. Depreciation is the process of allocating a portion of the historical cost to each year of an asset’s useful life.

The straight-line method of depreciation is utilized for the GASB 34 capitalized fixed assets. The straight-line method of depreciation is calculated by allocating the historical cost less the salvage value of the asset over the useful life in equal annual portions.

There is no partial year depreciation. Regardless of when a GASB 34 capitalized fixed asset is acquired, depreciation is charged for the entire year in the year of acquisition. Furthermore, when a GASB 34 capitalized fixed asset is disposed of, depreciation is not charged for the year of disposition.

Please Note: Listed below are the capitalization thresholds for GASB 34 fixed assets and shall be utilized in determining such thresholds:

Capitalization Thresholds:

Land: \$ 0
Buildings: \$50,000
Building Improvements: \$25,000
Improvements other than Buildings: \$25,000
Mobile Equipment: \$5,000
Furniture and Equipment: \$5,000

Please Note: Listed below are the “useful lives” for GASB 34 fixed assets:

Useful Lives:

Buildings: 40 years
Portable Buildings: 15 years
Building Improvements: 20 years
Improvements other than Buildings: 20 years
Cars and Trucks: 5 years
Buses: 10 years
Computer Equipment: 3 years
Other Furniture and Equipment: 7 years
Heavy Outdoor Equipment: 7 years

Please Note: Listed below are the “salvage values” for GASB 34 fixed assets:

Salvage Values:

Buildings: 20% of cost
Building Improvements: 20% of cost
Improvements other than Buildings: 20% of cost
Vehicles / Heavy Equipment: 10% of cost
Computer Equipment: 1% of cost
Furniture and Equipment: 1% of cost

DATA ELEMENTS REQUIRED TO RECORD

In an effort to accurately capture, record, and check for accuracy, please note the importance of recording meticulously accurate data and, at all times, double-checking again for accuracy as new assets are added to the inventory, as transfers are made between buildings, as items have fulfilled their useful lives, etc.. No one component of recording these data elements is any more important than the other. When in doubt or uncertainty exists in the recording of any of the required data, refer to the entirety of this manual and/or YCSD Approved Board Policy.

For all fixed assets acquired, the following data elements will be recorded:

- (1) Asset Number (data element for principal)
- (2) Major Asset Classification
- (3) Asset Description (model year, model number, etc.)
- (4) Manufacturer

- (5) Serial Number (data element for principal)
- (6) Model Number
- (7) Building
- (8) Location Code
- (9) Room Number at Location
- (10) Claim Number
- (11) Acquisition and/or Purchase Date of Asset (data element for principal)
- (12) Purchase Order Number
- (13) Cost
- (14) Vendor Information
- (15) Check Number
- (16) Acquisition Method (Purchased or Donated)
- (17) Expense Account
- (18) User Defined for Federal Purchases
- (19) Acquisition Cost
- (20) Estimated Life of Asset
- (21) Method of Disposition (Includes date and sale price, if applicable)

The Major Asset Classifications are determined by the Office of the State Auditor and are as follows:

Classification Code Descriptions:

- 100 Land
- 600 Buildings
- 601 Buildings Improvements
- 700 Improvements Other than Buildings
- 506 Mobile Equipment
- 250 Furniture and Equipment
- 755 Leased Property Under Capital Leases
- 800 Construction in Progress

Location Code Descriptions:

- 820001 Yazoo County School District Central Office
- 820004 Yazoo County High School
- 820005 Private School (Benton Academy)
- 820007 Yazoo County Middle School
- 820008 Bentonia Gibbs Elementary School
- 820009 Yazoo County Juvenile Detention Center
- 820024 Linwood Elementary School

VALUATION

As required by Generally Accepted Accounting Principles, fixed assets will be recorded at historical cost or estimated historical cost. Donated fixed assets will be recorded at fair market value at the time of donation.

CAPITALIZATION

The District will capitalize all fixed assets with a useful life of more than one year and with a historical cost of \$1,000 or greater. Also, fixed assets (regardless of cost, unless otherwise noted) with a useful life of more than one year that are considered “highly walkable” will be capitalized.

“Highly Walkable” items include, but are not limited to, the following:

- (1) Computers and Computer Equipment (greater than \$250) (Includes only CPU, hard drive, and/or stand-alone terminal and printers)
- (2) Cameras and Camera Equipment (greater than \$250)
- (3) Televisions (greater than \$250)
- (4) Two-Way Radio Equipment
- (5) Lawn Maintenance Equipment
- (6) Cellular Smartphones
- (7) Chain Saws
- (8) Air Compressors
- (9) Welding Machines
- (10) Generators
- (11) Motorized Vehicles

In accordance with the Office of the State Auditor’s *Financial Accounting Manual* for Mississippi Public School Districts, expenditures for capitalized equipment shall be recorded using the following object codes:

- 710 Land
- 721 Buildings (less than \$50,000)
- 725 Buildings (\$50,000 and above)
- 728 Building Improvements (less than \$25,000)
- 729 Building Improvements (\$25,000 and above)
- 731 Computer Equipment (less than \$5,000)
- 733 Computer Equipment (\$5,000 and above)
- 735 Other Furniture and Equipment (less than \$5,000)
- 737 Other Furniture and Equipment (\$5,000 and above)
- 740 Non-Capitalized Property
- 751 Improvements Other than Buildings (less than \$25,000)
- 753 Improvements Other than Buildings (\$25,000 and above)
- 771 Cars and Trucks (less than \$5,000)
- 772 Cars and Trucks (\$5,000 and above)
- 773 Buses (less than \$5,000)
- 774 Buses (\$5,000 and above)
- 775 Other Mobile Equipment (less than \$5,000)
- 776 Other Mobile Equipment (\$5,000 and above)

INTEREST CAPITALIZATION

Interest expense will not be capitalized on fixed assets.

INFRASTRUCTURE

Infrastructure consists of public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems and similar assets that are immovable and of value only to the governmental unit. Infrastructure will not be capitalized unless the cost is material in value.

SOFTWARE

The district currently uses a fixed asset accounting module for the recording and reporting of fixed assets. The software being utilized is a product of Central Access. The product name is that of Asset Connect.

REPORTING

The following reports, relating to fixed assets, must be prepared:

1. **Fixed Asset Additions** – This report is a detailed listing of additions by major fixed asset classification. This report is prepared monthly. Specifically, this report is generated by the Accounts Payable Clerk after the claims docket has been approved by the Yazoo County School District.
2. **Fixed Asset Deletions** – This report is a detailed listing of deletions by major fixed asset classification. This report is prepared monthly. Specifically, this report is generated by the executive assistant to the superintendent, which includes fixed asset items requested for deletion, and has been approved by the Yazoo County School District’s Board of Education.

TAGGING INSTRUCTIONS FOR FIXED ASSETS

Assets to be Tagged:

All fixed assets will be tagged with barcode tags, and the fixed asset number will be written on the asset for identification purposes if the tag is removed/damaged. The only exceptions are buildings, land, and improvements. A tag number will be assigned to these items, but a tag will not be attached.

Type of Tags and Contents:

Silver property tags for capitalized fixed assets read “Property of Yazoo County School District” and list the asset number and bar-code.

Tag Location:

For heavy equipment and furniture, the property tag should be placed in a location whereby the equipment or furniture does not have to be moved for the tag to be in plain sight and viewed.

Tagging Instructions:

All fixed asset tags will be issued and maintained by the finance department.

New Assets:

When a fixed asset is purchased, a *Fixed Asset Acquisition* form (Form FA-1) must be completed. This form must be submitted with the corresponding purchase order or with the Activity Fund Transmittal, if purchased with school activity funds. Once the purchase order or Activity Fund Transmittal has been processed, the finance department will assign a property tag to the item.

Upon acceptance of a donated fixed asset, a *Fixed Asset Donation* Form (Form FA-5) must be completed and submitted. Donated items, regardless of value requires a Board Approval. A property tag will be assigned to a donated fixed asset in the same manner as above.

PROCEDURE FOR DONATED ITEMS

Per Board Policy DFK, the Yazoo County School District accepts all donations. This includes purchases made with DonorsChoose.org and EEF Procurement Cards that require a fixed asset tag.

It is the school/department's responsibility to initiate a board memo for the donation of such items. The business and/or finance department will issue a fixed asset tag upon approval of the submission of the memo. For donated devices needing wired or wireless internet access, a set-up work order must be processed. Work orders will only be processed once the donated device has been tagged as a fixed asset of the district.

Things that need to be considered prior to purchasing with an EEF card or completing a DonorsChoose request:

- Chromebooks require a management license for each Chromebook; and
- Laptops, workstations, and/or MacBooks require software to be loaded as the district does not provide this software except in specific circumstances.

Any fixed Assets item acquired through donations, PTA, booster clubs, etc. must follow the procedure outlined below:

- (1) Complete a "Fixed Asset Donation Form" signed by the administrator, for the item that is donated.

- (2) Submit the “Fixed Asset Donation Form” with the documented value to the fixed assets manager at the District Office.
- (3) The fixed assets manager will forward the form to the YCSD Board for approval.
- (4) Once approved, the fixed assets manager will add the item to the fixed assets management inventory.
- (5) The district office will assign a fixed asset label.
- (6) The school-level fixed assets manager will then affix the fixed asset label to the item, verify the item in the system, and reprint the fixed assets room list for posting.

****ACCEPTABLE DOCUMENTED VALUE IS A STORE QUOTE, SALES AD, REGISTER RECEIPT, OR COPY OF CHECK FOR THE ITEM DONATED.**

Tagging Computers:

A tag will be assigned only to the central processing unit of a computer/docking station. However, the total cost of the computer will include the keyboard and the monitor. These three components are considered one unit. Printers are also considered computer equipment.

MAINTAINING THE FIXED ASSET SYSTEM

Recording the Fixed Assets

The fixed asset clerk is responsible for entering all acquisitions, disposals, from one location to another, and transfers into the accounting system.

The principal, or the principal’s designee is responsible for maintaining and filing ALL documentation related to fixed assets and preparing the required reports on a monthly and an annual basis.

The Business/Finance Department also reconciles the purchases charged to capitalized fixed assets in the general ledger with the fixed asset subsidiary records each month.

Fixed Asset Room Sheet

In each classroom or workroom, at each school, a “Fixed Asset Room Sheet” must be maintained and must be maintained accurately. Room Sheets are printed by principals, or the principal’s designee, from the fixed asset accounting system.

The original signed form is to be kept and maintained by the principal/director. A copy must be posted in the classroom/work area. It is located on the back of the classroom door in a plastic sleeve. The room sheet contains a list of all fixed assets assigned to the room. This form is signed by the responsible employee verifying that the fixed assets are in the employee’s work area and stating the employee’s full responsibility, to include personal and financial, for the items listed.

Specifically stated as a summary for complete clarification and transparency, the employee's signature indicates that he/she understands that if a fixed asset item on said "Fixed Asset Room Sheet" rises to the level of "no appropriate documentation, in regard to, and corresponds to what has taken place with the fixed asset in question; the employee will be required to pay for the fixed asset item.

If a fixed asset is transferred to another room within the same campus, new room sheets for each room must be printed, signed, and put in the place of the previous room sheets.

Transfers Between Schools/Different Locations

Transfers, between schools/different locations, are initiated by the department /school sending the fixed asset. A transfer form (Form FA-4) is sent to the fixed assets manager. Once signed, this form is turned into the Finance Department at the District Office for approval. After approval, the asset is transferred in the inventory management system.

If the fixed asset is being temporarily sent away for repair off-campus to another place and not anywhere in the school district, the school Fixed Assets Designee will complete the Asset Transfer Request Form FA-4 for documentation of that fixed asset being off-campus.

If an asset cannot be repaired and is replaced by the vendor:

1. A Request for Disposal of Property (FA-2) needs to be completed and Board approved and include a document stating why the asset cannot be repaired.
2. The replacement item will need an Add Asset Form (FA-1) completed and submitted for the asset to be tagged.

****At no time should any asset tags be removed from assets, even if asset has been approved for disposal.***

Transfers Between Rooms at Same Location

Transfers of equipment between rooms within the same school/campus/location are handled in the following manner:

- (1) Bookkeepers, at each school site, will enter the transfer request into the fixed asset system. After entering the request into the system, the supervising principal is, at that time, required to approve the transfer as well.
- (2) The principal must be cognizant of funding codes and the labeling system (see pages 6-8) for the said transfer item. For example, a fixed asset purchased with a "2610" code (SPED) can't be transferred into a classroom for gifted studies due to the funding requirements of that item.
- (3) Once the required information is entered into the system and approved by the principal, the request for transfer will then be sent to the Finance Department, at the District Office, for approval.

- (4) If an unallowable fixed asset transfer is entered “denied” by the school principal, then a denial, including the reason and rationale for the denial, is added to the capital asset system and the fixed asset in question IS NOT transferred.
- (5) If approval is granted by the District Office (CFO), the electronic approval is sent to the appropriate department/school by the CFO, for documentation, and the “go ahead” to physically move/transfer the fixed asset in question is given.

Proper Disposal of Fixed Assets

All deletions of fixed assets, regardless of method, must be approved by the school board PRIOR to disposal.

Technology items, for disposal, must be approved by the Technology Department before being placed on the agenda of the monthly YCSD School Board Meeting for consideration of approval.

A *Fixed Asset Disposal* form (FA-2) must be prepared, in its entirety, and submitted to the school board. Form FA-2 REQUIRES the YCSD Board President’s signature after the Board of Trustees has approved the disposal of the fixed asset.

There are three types of fixed asset disposals:

- (1) **Stolen Fixed Assets** – If a fixed asset has been stolen, a police report must be obtained from the local law enforcement agency within the Yazoo County School District. A “lost or stolen property affidavit” must be prepared, signed, notarized, and submitted to the school board along with the police report. These forms, along with the *Fixed Asset Disposal* Form (FA-3), should be submitted to the Finance Department. If complete and in proper order, the affidavit is sent to the superintendent for his/her approval. Once approved by the superintendent, a list of lost and/or stolen fixed assets (along with a copy of the affidavits) is presented to the school board for final approval.

Directions for Completing Form FA-3:

- (1) Fixed Assets personnel at the school site completes Form FA-3 and lists his/her name on the “Prepared By” line.
- (2) The school site principal signs off on the form and submits it to:
 - a. Technology Director—upon receipt, the Technology Director will sign off on the form attesting that the technology equipment cannot be used, transferred, or surplused, and in fact, needs to be disposed of. Then, the Technology Director passes/gives the form to the District Fixed Asset Manager;

- b. If the fixed asset in question is not technology, the form is then given to the District Fixed Asset Manager. The District Fixed Asset Manager will determine if the fixed asset(s) in question, cannot be used, transferred, or surplused and does, in fact, need to be disposed of. The District Fixed Asset Manager will sign off on the sheet/form, in the appropriate place, and then give the form to the executive assistant to the superintendent to be placed on the upcoming board agenda for board meeting to address and approve.
 - (3) Once the board approves of the disposal of the fixed asset, the YCSD Board President will sign and date the document. Then, the YCSD Board Executive Assistant will send a copy of the form to the fixed asset manager, finance department, and school site.
- (2) **Lost Fixed Assets** – If a fixed asset has been lost (after searching for it in a diligent manner and providing an accurate written account of the investigation), a *Lost or Stolen Property Affidavit* (FA-3) must be prepared, signed, notarized. Next, a District Fixed Asset Determination Committee, after reading, discussing, and conducting a preponderance of the evidence, investigation, and thoroughness of the completed form will then approve for the form to be submitted to the school board. This form should include an explanation of the circumstances of the fixed asset being lost. Additionally, this form, along with the *Fixed Asset Disposal Form* (Form FA-2), should be submitted to the Finance Department. The employee is aware that he/she is financially responsible for the lost asset. Payment should be made to Yazoo County School District within 30 days. If all documentation is complete and in order, the affidavit is sent to the superintendent for his/her approval. Once it is approved by the superintendent, a list of lost and/or stolen fixed assets (along with a copy of the affidavit) is presented to the school board for approval.

If a stolen or lost item is subsequently found; then, it is the responsibility of the school or department to turn in the item to the District Fixed Asset Manager for disposal.

- (3) **Fixed Assets to be Surplused/Sold or Junked** – If a fixed asset is no longer useful to the school district, then the Chief Financial Officer (CFO) or his/her designee, decides whether the item has any value to the district.

If the fixed asset does have value, then the CFO or his/her designee will determine if the asset can be surplused/sold according to state and federal laws (MS State Law Sec 37-7-451, et. seq., and Sec 17-25-25, et. seq., of the Mississippi Code).

In summary, these code sections state that an asset with a value of more than \$1,000.00 must be advertised for sale or sold at a public auction. An asset with a value of \$1,000.00 or less may be sold at a private sale.

The District may also transfer the asset to another governmental entity upon approval by the school board only if deemed obsolete within the school district ALL uses of said equipment should be completely exhausted prior to deeming the item obsolete or transferable. Any fixed assets paid with federal funding must have the approval of the Federal Programs Director and follow federal guidelines in the EDGAR manual for disposal or transfer.

Stewardship for Fixed Assets:

The responsibility for the physical custody of fixed assets will be entrusted to the principal (Form FA-7) at each school or to the department head of each department for those assets assigned to that location. Any employee having custody and responsibility of any fixed assets will exercise due professional care in managing, maintaining, and controlling fixed assets. If an employee is negligent in this duty, he/she shall be held personally liable for any fixed assets missing or damaged (Form FA-8).

For each work area/classroom, a fixed asset log will be maintained and placed on the back of the room's door. This form is to be signed by the employee verifying the fixed assets are in the employee's work area and stating full responsibility, personally and financially for the items listed.

Annual Physical Inventories:

A physical inventory shall be taken at least 2 times throughout the year. Administrators and principals are required, each year, to certify that the physical inventory at their location has been reviewed and that the explanation for unallocated item(s) is clear, complete, and correct at the beginning and at the end of the school year. All inventories shall be kept on file in the principal's office. A copy is also kept with the fixed asset manager. The Finance Department will reconcile the inventory listing from the building locations to the district's fixed asset records.

The Fixed Asset Manager (under the Federal Programs department) shall also go to building locations during the year and test, in the form of an internal audit, (on a random sample basis) inventory items from the district's records to the actual fixed asset. The Fixed Asset Manager will also trace (on a sample basis) actual fixed assets in the building to the district's records.

FIXED ASSET FORMS

The following forms are used in maintaining the Fixed Asset system:

Fixed Asset Acquisition (Form (FA-1)) – This form must be completed when a fixed asset is purchased. It must be submitted with the corresponding purchase order or Activity Fund Transmittal. Primarily, this form originates at the District Office.

Request for Disposal and Removal of Property (Form FA-2) – This form should be completed documenting the school board’s approval to remove the deleted item from the campus. This form is to be kept at each school site, on file, with the school principal.

Lost or Stolen Property Affidavit (form FA-3) – This form must be prepared, notarized, and submitted to the school board for any fixed assets lost or stolen.

Fixed Asset Transfer Between Locations (Form FA-4) – This form is to be used when an item is transferred to another location to another location. This will be used to document when items are moved from assigned location to be repaired. It is the responsibility of the sending location to complete and maintain this form.

Fixed Asset Donation/EEF Acquisitions (Form FA-5) – This form must be submitted upon acceptance of any donated item or EEF purchase considered a fixed asset. All technology equipment must be approved by the Director of Technology or the Technology Coordinator prior to acceptance of the donation.

Electronic Device Check-Out (Form FA-6) – This form must be completed by any employee taking a fixed asset off-site (to and from home, etc.). It is to be signed by both the employee and supervisor. While the fixed asset is not on the school district premises, the employee is responsible for the fixed asset and agrees to reimburse the district for any loss or damage due to negligence. The original form is kept by the employee and a copy is given to the principal or principal’s designee at the employee’s location. This form must be completed and submitted annually.

Fixed Assets Assurance for Site Principals (Form FA-7) – This is a statement of assurance for the school principal to sign.

Fixed Assets Assurance for Employees (Form FA-8) -- This is a statement of assurance for YCSD employees to sign if applicable.



EXHIBIT I

FIXED ASSET FORMS

**YAZOO COUNTY SCHOOL DISTRICT
FIXED ASSET ACQUISITION**

MUST ACCOMPANY A PURCHASE ORDER OR ACTIVITY FUND TRANSMITTAL

**SECTION I
(TO BE COMPLETED BY ADMINISTRATIVE OFFICE)**

ASSET NUMBER: _____

CHECK NUMBER: _____ **DATE PAID:** _____

**SECTION II
(TO BE COMPLETED BY SCHOOL/DEPARTMENT)**

CHECK ONE: _____ **PURCHASED THROUGH DISTRICT FUNDS**
 _____ **PURCHASED THROUGH ACTIVITY FUND**
 _____ **PURCHASED THROUGH CREDIT WITH ASSET #** _____

ITEM DESCRIPTION: _____

MANUFACTURER: _____

SERIAL NUMBER: _____

MODEL NUMBER: _____

VENDOR NAME: _____

VENDOR NUMBER: _____

SCHOOL/DEPARTMENT: _____

ITEM LOCATION: _____

PURCHASE ORDER NUMBER: _____

FUND/FUNCTION/OBJECT/DEPARTMENT: _____

PURCHASE AMOUNT: _____

FORM FA-1
(Revised 08/18/2022)

YAZOO COUNTY SCHOOL DISTRICT
REQUEST FOR DISPOSAL OF PROPERTY

To: The Yazoo County School Board Members
Yazoo County Superintendent of Education

Prepared By School Fixed Assets/Bookkeeper: _____

Technology Director (if applicable): I attest all technology equipment listed should be junked (as not suitable for transfer, surplus, or other use: _____ **Date:** _____

(Principal and /or Administrator)

(School and/or Location of Assets)

(Date of Request)

(Board's Signature and Approval Date to Dispose)

ASSET T#	PURCHASE DATE	COST	ASSET DESCRIPTION	SERIAL NUMBER	REASON FOR DISPOSAL			SURPLUS (Possible Re-Sale Value)
					Obsolete	Junk	Lost/ Stolen	

LOST or STOLEN assets must have a completed "Lost or Stolen Property Affidavit" attached.

(FORM FA-3)

YAZOO COUNTY SCHOOL DISTRICT
FIXED ASSET TRANSFER BETWEEN LOCATIONS

TO BE USED FOR ITEMS TRANSFERRED TO ANOTHER LOCATION. Utilize space below if transferring multiple assets to one location.

ASSET NUMBER: _____

ITEM DESCRIPTION: _____

SERIAL NUMBER: _____

ASSET TRANSFERRED FROM: _____

ASSET TRANSFERRED TO: _____

DATE OF TRANSFER: _____

REASON FOR TRANSFER: _____

SIGNATURE OF PERSON SENDING: _____

SIGNATURE OF PERSON RECEIVING: _____

Printed Name of Supervising Principal

Signature of Principal

School Name

District Fixed Asset Manager

Date of Completion of Transfer

(Form FA-4)
YAZOO COUNTY SCHOOL DISTRICT
FIXED ASSET DONATION/EEF ACQUISITIONS
REPORTING FORM

MUST BE SUBMITTED UPON ACCEPTANCE OF DONATED ITEM

SECTION I
(TO BE COMPLETED BY ADMINISTRATIVE OFFICE)

ASSET NUMBER: _____ **ADDED TO INVENTORY:** ___ YES ___ NO

SECTION II
(TO BE COMPLETED BY SCHOOL/DEPARTMENT)

TYPE OF ACQUISITION: _____ **DONATION** _____ **EEF CARD**

ITEM DESCRIPTION: _____

DATE OF DONATION: _____

MANUFACTURER: _____

SERIAL NUMBER: _____

MODEL NUMBER: _____

DONATED BY: _____

SCHOOL/DEPARTMENT: _____

ITEM LOCATION: _____

VALUE AT TIME OF DONATION: _____

(ANY DONATION VALUED AT FIVE HUNDRED DOLLARS (\$500) OR MORE MUST BE ACCOMPANIED BY AN AGENDA REQUEST FORM FOR BOARD ACKNOWLEDGEMENT.)

PLEASE NOTE: ALL TECHNOLOGY EQUIPMENT (COMPUTERS, PRINTERS, ETC.) **MUST BE APPROVED BY THE DIRECTOR OF TECHNOLOGY OR THE TECHNOLOGY COORDINATOR PRIOR TO ACCEPTANCE OF DONATION.**

APPROVED BY (INITIAL ONE): _____ **DIRECTOR OF**
TECHNOLOGY _____ **TECHNOLOGY COORDINATOR**

DATE OF APPROVAL:



FORM FA-5

EXHIBIT II

DEVICE CHECK-OUT

FORM

YAZOO COUNTY SCHOOL DISTRICT
Electronic Device Checkout

Device Type: _____ Approximate Value: _____

Serial No.: _____ Tag No.: _____ Condition: _____

Check Out Date: _____ Return Date: _____

Name (first and last): _____

School: _____ Rm. No.: _____

Home Address (street, city, state, zip): _____

Home Phone: _____ Cell Phone: _____ Email: _____

Signature _____

Yazoo County School District expects the users of district-owned devices to use them in a responsible, appropriate, and legal manner. By signing below the user understands the following:

- The device listed above is the property of Yazoo County School District and issued for the purpose of conducting school business. It is intended only for the use of the person to whom it is assigned. It shall not be loaned to anyone, including family members.
- The device may be taken home or to other locations after school hours; however, the user is responsible, at all times. For the care and appropriate use of this device.
- The user will report to their immediate supervisor immediately if the device is lost, stolen or damaged, **and may be held financially responsible, if negligence is suspected.**
- The user will not leave the device in a car for extended periods of time, as it can promote theft and damage from temperature extremes.
- The user will sign and adhere to the district's Internet Appropriate Use Policy.

- The user is responsible for the appropriate use of the device and will not add any content that is profane, pornographic or offensive in nature.
- The user will return the device to the school office at the end of the school year, or if no longer employed with the district, or if planning to be absent for longer than two weeks.

**FORM FA-6
(Revised 08/06/2025)**

EXHIBIT III

**STATEMENT OF
ASSURANCE FORMS**



Fixed Asset Assurance Form “Statement of Responsibility for School Principals”

By signing this “**Statement of Responsibility**” for the entirety of the fixed asset property management inventory at _____ school site, I am accepting responsibility if any asset is lost, damaged, or stolen due to **MY** negligence.

Additionally, if the asset is lost, damaged, or stolen and is **due to an employee’s negligence**, I **ONLY** accept responsibility for ensuring that the proper documentation has been completed and processed and that the employee, in question, has been held personally and financially responsible for the fixed asset.

I understand that “**responsibility**” means that I have been entrusted, as the school site supervising principal, to assure that all of the assets assigned to the school location are in their assigned location, with the correct assigned employee, and in good condition and working order.

I further understand that it is **my responsibility** that the employees at _____ understand that everyone, including myself (for assets **ONLY** assigned to me), are personally and financially responsible for said items.

I agree to report and document any changes in the status of any fixed asset that I am accountable for on the school site campus in which I serve as the supervising principal by obtaining the correct documentation from the specific employee(s), checking the documentation for accuracy, and forwarding on to the District Office if required to complete the process.

I have read, understand, and have a working knowledge of the information in the **YCSD Fixed Asset Policies and Procedures Manual** and agree to always adhere to its contents. Additionally, if an item is stolen, I agree to immediately report such theft and obtain the necessary documentation, including an executed police report, as defined in the **YCSD Fixed Asset Policies and Procedures Manual**.

Printed Name of Supervising Principal

Signature of Supervising Principal

Name of School Site

School Year



(Form FA-7)

Fixed Asset Assurance Form

“Statement of Responsibility for Employees”

By signing this **“Statement of Responsibility”** for the entirety of the fixed asset property(ies) at _____ school site, **ONLY** assigned to me, I am accepting responsibility if any of these specific assets are lost, damaged, or stolen due to my negligence.

I agree to report and document any changes in the status of any fixed asset that I am accountable for to the school site principal and will submit the required documentation when applicable.

I have read, understand, and have a working knowledge of the information in the **YCS D Fixed Asset Policies and Procedures Manual** and agree to adhere to its contents at all times.

Additionally, if an item is stolen, I agree to immediately report such theft and provide the necessary information to assist in obtaining the required documentation, including an executed police report, as defined in the **YCS D Fixed Asset Policies and Procedures Manual**.

Printed Name of YCS D Employee

Signature of YCS D Employee

Signature of Supervising Principal

Name of School Site

School Year

(Form FA-8)

EXHIBIT IV

**“CERTIFICATION”
OF PROPERTY
LETTER**



TO: YCSD Board of Education
Dr. Terri Rhea, Superintendent

FROM: Davis Dalton, Associate Superintendent of Finance

SUBJECT: 2025 - 2026 Annual Fixed Assets Board Report

DATE: August 6, 2025

The Yazoo County School District fixed assets inventory contains furniture and equipment items that are purchased by, or donated to, the district. In general, items must be added to the fixed assets inventory if the item's life expectancy is one year or longer and the purchase amount per item is \$1,000 or higher. There are some exceptions that require inclusion in the fixed assets inventory regardless of cost, or at a lower cost threshold. District fixed assets procedures and guidelines are based on the Mississippi Public School Asset Management Manual published by the Mississippi Office of the State Auditor.

Currently, beginning the year as of 07/01/2025, the beginning inventory for 2025-2026 contains **4,941** items totaling **\$31,899,890.60**.



EXHIBIT V

CONTACT INFORMATION

Please contact Mr. Ben Justice, Dr. Shundria Shaffer, and/or Mr. Davis Dalton if you have any questions or problems with the asset management inventory process.

Mr. Ben Justice

YCSO District Office

(662) 746-4672

ben.justice@yazook12.org

Dr. Shundria Shaffer

YCSO District Office

(662) 746-4672 (ext. 1025)

Shundria.shaffer@yazook12.org

Mr. Davis Dalton

YCSO District Office

(662) 746-4672 (ext. 1099)

Davis.dalton@yazook12.org