ROCORI SCHOOL DISTRICT NO 750
COLD SPRING, MN 56320

731 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

ROCORI Public Schools First Adoption: September 11, 2006
ROCORI Public Schools Last Revision: January 5, 2026
ROCORI School Board Approval Record: February 23, 2026

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of this school district that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

A. The Superintendent or such other school officials as designated by the Superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system.

B. The fixed asset threshold is $10,000 per individual item. For group purchases for technology, furniture, or other equipment that is purchased per quantity that may otherwise be below the individual item threshold, the total threshold is $25,000.

C. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts. (UFARS)

D. The District may account for multiple leased assets as a single lease when the underlying assets have similar characteristics, are subject to the same or substantially similar lease terms and conditions, commence at or near the same time, and are managed as a group. When assets are grouped, the lease liability and right-to-use asset will be measured and recognized on a collective basis. For multiple leased assets for technology, furniture, or other equipment that is leased per quantity that may otherwise be below the individual item threshold, the total threshold is $25,000.

IV. CAPITALIZATION

A. ROCORI School District General Fixed Asset Account Group includes assets valued at $10,000.00 and above with a useful life of more than three years.

V. DEPRECIABLE LIVES

A. In determining the useful life of an asset the district uses ASBO (Association of School Business Officials) GASB 34 Implementation Recommendations for School Districts guidelines. The guidelines are listed below.

Asset Class	Estimated Useful Life (Yrs)	Asset Class	Estimated Useful Life(Yrs)
Land	N/A	Science & Engineering	10
Site Improvements	20	Furniture & Access.	20
School Buildings	50	Business Machines	10
Portable Classrooms	25	Copiers	5
HVAC Systems	20	Communication Equipment	10
Roofing	20	Computer Hardware	5
Interior Construction	25	Computer Software (inst)	5-10
Carpet Replacement	7	Computer Software (Adm)	10-20
Electrical/Plumbing	30	Audio Visual Equip	10
Sprinkler/Fire System	25	Athletic Equipment	10
Outdoor Equipment	20	Musical Instruments	10
Machinery & Tools	15	Library Books	8
Kitchen Equipment	15	Grounds Equipment	15
Custodial Equipment	15		

VI. DEPRECIATION METHOD

ROCORI School District will depreciate all classes of fixed assets based on the straight line depreciation method.

VII. DONATIONS/GIFTS

ROCORI School District will assign a value to donations or gifts based on the current market value of that item at the time of receipt.

VIII. MAINTENANCE

The inventory database is to be maintained and updated annually and upon receipt of any new equipment.

IX. REPORT

The administration shall annually update the property records of the school district and provide a summary of the inventory of the fixed assets of the school district to the School Board. This inventory may be utilized to prepare the annual report to the Commissioner of Education required by Minnesota statute. Source: MSBA Model Policy 731