

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

ASSET MANAGEMENT (Includes Inventories)

This policy is established to safeguard assets, enhance accountability and provide more accurate and uniform financial reporting in compliance with generally accepted accounting principles (GAAP), the Governmental Accounting Standards Board Statements 34 (GASB 34), and the Wisconsin Uniform Financial Accounting Requirement (WUFAR).

Fixed assets:

Fixed assets are defined as those capital items with an original acquisition value of \$1,000 or more and which shall, in normal use, be anticipated to last more than one year.

Inventory:

1. An inventory of all fixed items with an original acquisition value of \$1,000 or more shall be maintained. The inventory may include items with an acquisition value of less than \$1,000. Responsibility for the maintenance of inventories shall be the responsibility of the District Administrator/Designee.
2. The inventory shall be updated annually and accurate records maintained on file in the District/Business Office
3. All District employees may be required, as directed by the District Administrator or his/her designee to participate in the annual updating of the inventory.
4. Allocation of the Cost of Fixed Assets
 - a. All items with a value of \$1,000 or greater shall be recorded as fixed assets on the District's financial accounting system. Like items, such as computers, with an individual value of less than \$1,000, but with an aggregate value of more than \$15,000 on an annual basis may be recorded as fixed assets as one purchase.

Capitalization and Depreciation

1. All fixed asset purchases in excess of \$5,000 for items that have a useful life of more than one year shall be capitalized.
2. In accordance with GAAP, fixed assets must be depreciated over their estimated useful lives.
 - a. Computer Equipment 5 years
 - b. Vehicles 10 years
 - c. Other Equipment 10 – 20 years
 - d. Site Improvements 20 years
 - e. Buildings Life of Building
 - f. Subsequent Modernization to Buildings 50 years

Repair costs versus replacement costs will be considered before items are replaced. The trade-in value (if applicable) will be considered before the item is disposed of. Furniture, equipment, and supply items no longer needed by the District are to be disposed of by making them available on a reasonable basis to any charitable organization or by periodically holding public sale of these items. Materials no longer needed by the District and those not disposed of through public sale or trade-in may be recycled, incinerated, or scrapped as deemed necessary by the District Administrator. All monies received from the sale of these items will be deposited in the General Fund.

The District's annual meeting shall authorize any sale of property belonging to and no longer needed by the District.

Professional appraisers may be employed to determine the value of furniture and equipment when so designated by Board action.

Legal References: Wisconsin Statutes Sections 120.10 (1) (12)

Cross References:

Adoption Date: 2/16/2015

Date Revised:

Date Reviewed: