

### INVENTORY CONTROL – FIXED ASSETS

The District shall maintain a perpetual inventory of all fixed assets. This fixed asset control system will be made available by Professional Underwriters of Albany, which provides the district with access to a computerized inventory control system, an appropriate schedule of depreciation, and will conduct an annual physical inventory as well.

All district fixed assets with a minimum value of \$500 have been bar-coded and entered into the system. Additional items acquired by the district will be bar-coded and entered into the system by designated business office staff. Items considered to have completed their useful lives will be removed (date and reason recorded) from the system by designated business office staff.

The School Business Official shall be responsible for accounting for general fixed assets according to the procedures outlined by the Uniform System of Accounts for School Districts and GASB Statement 34 Regulations. These accounts will serve to:

- a. Maintain a physical inventory of assets;
- b. Establish accountability;
- c. Determine replacement costs; and
- d. Provide appropriate insurance coverage.

Fixed assets with a minimum value of \$500 that have a useful life of one (1) year or more and physical characteristics not appreciably affected by use or consumption shall be inventoried and recorded on an annual basis. Fixed assets shall include land, building, equipment and materials with a minimum value of \$500.

Fixed assets acquired having a value equal to or greater than the established threshold are considered depreciable assets and shall be inventoried for the purposes of GASB 34 accounting practices and placed on a depreciable schedule according to its asset class and estimated useful life as stipulated by the New York State Comptroller's Office or the IRS.

Assets shall be recorded at initial cost or, if not available, at estimated initial cost; gifts of fixed assets shall be recorded at estimated fair value at the time of the gift. A property record will be maintained for each asset and will contain, where possible, the following information:

- a. Date of acquisition;
- b. Description;
- c. Cost or value;
- d. Location;
- e. Asset type;
- f. Estimated useful life;
- g. Replacement cost;
- h. Current value;
- i. Salvage value;
- j. Date and method of disposition; and
- k. Responsible official.

The School Business Official shall arrange for the annual inventory and appraisal of school district property, equipment, and material. Any discrepancies between an inventory and the District's property records on file should be traced and explained.