

### **FIXED ASSET ACCOUNTING POLICY**

The Board, as steward of the District's property, recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The District shall conduct a complete inventory every two (2) years by physical count of all District-owned equipment and supplies. For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus, or articles which retain shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit.

The District shall maintain and/or contract for a fixed asset accounting system. The fixed asset system shall maintain sufficient information to permit the:

1. Preparation of year-end financial statements in accordance with generally accepted accounting principles;
2. Adequate insurance coverage and
3. Control and accountability.

Each building and additions to buildings are identified by location or name and are described in detail (e.g., size, number of floors, square footage, type of construction, etc.) with the value shown for all individual structures.

Fixed equipment is inventoried by building, floor and room name or number; each item to be listed individually. (Leased equipment that the District will eventually own must be inventoried.)

Movable equipment is inventoried by building, floor and room name or number; each item to be listed individually. Any item that has a model number or serial number has that number noted in the description for full identification. All items assigned to a building are the building administrator's responsibility.

All equipment purchased, after the initial inventory, as capital outlay or replacement with a cost of Five Thousand Dollars (\$5,000.00) or more and with an estimated useful life of five (5) years or more is tagged and made part of the equipment inventory.

Verification for computers, audio visual and similar equipment should be verified every year. Televisions, VCRs, computers and any other items highly susceptible to theft have a permanent number engraved on them and/or affixed with a permanent inventory identification tag.

Audio visual equipment and computer equipment are inventoried through the library with a sub-listing of location. Each component is inventoried and a number is engraved on each and/or affixed with a permanent inventory identification tag. An accurate official record of textbooks, computer software, and library books shall be kept.

A computer-generated listing of all equipment is supplied to each building and department. This listing is updated annually by the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Business Manager's office for computer update.

A physical inventory of supplies is taken at the building level at the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Business Manager's office for computer update.

The Treasurer shall be assisted by the Business Manager, principals, directors, supervisors, and professional and support staffs in the performance of this function.

LEGAL REF.: ORC 117.38

Adopted: August 12, 2014