

Adopted: 8/22/00

Revised: 9/22/09, 11/28/18

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

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

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

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The Director or such other school official as designated by the Director 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. 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). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district

IV. THRESHOLD AMOUNT

Effective July 1, 2018 the fixed asset (equipment) threshold amount will be \$2,000. The fixed asset (equipment) value determined by a straight-line half year depreciation following ASBO (Association of School Business Officials) depreciation schedule will be followed with the exception of computer hardware and audiological equipment which are for three years.

V. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district for review.

Legal References:

Minn. Stat. § 123B.09 (School Board Powers)

Minn. Stat. § 123B.02 (School District Powers)

Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Cross References:

Policy 702 (Accounting)

MSBA Service Manual, Chapter 7, Education Funding