

**Fixed Assets Management**

To serve the functions of conservation and control, as well as to meet the requirements of Governmental Generally Accepted Accounting Principles and the Governmental Accountings Standards Board Statement 34, the Ashland School District shall maintain a fixed asset management system. The fixed asset management system shall maintain sufficient information to permit the preparation of year-end financial statements in accordance with the generally accepted accounting principles.

Fixed assets are defined as those tangible assets, either as an individual item or group of similar items, of the School District with a useful life in excess of three (3) years and an initial cost equal to or exceeding ten thousand dollars (\$10,000) per item, or for like-kind aggregate purchases for all classes except infrastructure assets which are capitalized and depreciated if over \$50,000.

Capital assets may be acquired through donations, purchase, or may be constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value when purchased will be the initial costs, plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The asset value of constructed assets will include all cost of construction.

The fixed assets to be monitored shall be classified as follows:

- |                             |                           |
|-----------------------------|---------------------------|
| 1. Land and Improvements    | 6. Furniture and Fixtures |
| 2. Buildings                | 7. Technology Equipment   |
| 3. Building Improvements    | 8. Machinery & Equipment  |
| 4. Construction in Progress |                           |
| 5. Educational Equipment    |                           |

Fixed assets that are leased but not purchased will be identified and recorded in the Fixed Asset Management System by its full value and depreciated over the life of the lease and disposed at end of lease upon return of items.

The Principal and/or their designee, is responsible for providing all information necessary for the Assistant Superintendent or designee to maintain and update the school district's fixed asset management system. The Principal and Assistant Superintendent or designee shall work together to ensure that the Ashland School District policy is followed to ensure proper purchase, transfer, and disposal of fixed assets as defined in this policy.

For all assets that qualify as a depreciable asset, the straight-line, full year depreciation method should be utilized to depreciate the capital asset, over the estimated useful life of the asset.

The fixed asset management system will be brought up to date as needed, but not less than once per fiscal year.

The following information shall be maintained for all fixed assets:

- |  |                                   |
|--|-----------------------------------|
| 1. Asset tag ID number                 | 6. Purchase price                 |
| 2. Description                         | 7. Serial number and model number |
| 3. Asset classification                | 8. Estimated life of Asset        |
| 4. Location (site, building, and room) | 9. Fund Number                    |
| 5. Acquisition date                    | 10. Disposal or trade-in of asset |

When assets are sold or otherwise disposed of, the inventory of capital assets should be relieved of the cost of the asset and associated accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.

*Reference:*

*GASB Statement 34*

Approved: 10/04/16

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