

---

MANAGEMENT SUPPORT SERVICES

Capital Assets/Small and Attractive Assets

Capital Assets

Capital assets include all land, buildings, buses, vehicles, furniture, and equipment with a unit cost of \$5,000 or more.

Small and Attractive Assets

Small and attractive assets are those items that have a unit cost of less than \$5,000 but at least \$300, might be susceptible to loss, theft, or misuse, and have an expected service life of greater than one year. Small and attractive assets may include such items as:

- Desktop computers, laptop computers, and tablet devices
- Monitors, televisions, and portable projectors
- Cellphones and hand-held radios
- Cameras, camera peripheral equipment, and camcorders
- Music instruments
- Portable sound equipment
- Career and Technical Education equipment
- Shop and power tools

Additionally, the District will maintain an inventory identifying small and attractive assets defined as any mobile or portable computing device that stores or has access to data regardless of cost, or any audio/visual equipment over \$1,000.

This list may be modified periodically based on the Business Office assessment of operational risks, loss reports, new asset types, the ease to sell or convert assets to personal use, and replacement cost versus tracking cost issues.

The District's Business Services Director is responsible for inventories of District property. Inventory will be conducted at least once every other fiscal year for all capital assets, except land; infrastructure; buildings; and improvements other than buildings and leasehold improvements. A small and attractive assets inventory will be conducted, reviewed and updated annually. The individual(s) conducting each inventory will have no direct responsibility for assets subject to the inventory count.

Capital assets will be marked with a unique identification number (e.g. bar code, property tag) and identified as District property. All capital assets and small and attractive assets will be identified and marked upon purchase or receipt.

When placing a District asset on the inventory, the building or department designee will record:

- A. Description of the item;
- B. Serial number or other identification number (bar code, tag number, etc.);
- C. Source of the asset;
- D. Who holds title;
- E. Acquisition date;
- F. Cost of the asset;
- G. Percentage of federal participation in the cost of the property and the federal program charged;
- H. Location of the asset;
- I. Use and condition of the property; and
- J. Ultimate disposition data including the date of disposal and sale price, if applicable. Federally purchased items with a per unit fair market value over \$5,000 must reimburse the federal program proportionately. Disposed items with a per unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.

At the conclusion of the physical inventory, the building principals and department administrators will be provided with a written copy of the inventory that lists all the assets that have been assigned to that site. The inventory will clearly identify all assigned items, including those that were not found, not used, or were in an obviously unserviceable condition.

Principals and department administrators are required to attempt to locate items that have been listed as missing. Within 25 working days, the principals and department administrators are expected to return a copy of the inventory report to the purchasing department showing which items have been located and which are still missing.

The missing items will be consolidated on a report of potential write-offs. The business services director will review the report and approve the total amount of assets to be written off. Only write-off items will be removed from the capital assets inventory system.

Items not being used or in an obviously unserviceable condition will be identified during inventory and the operations department will be contacted to pick up the item(s) for auction or disposal.

#### Capital Leases

Capital Leases shall be recorded at present value upon lease inception, in accordance with General Account Standards Board (GASB) statement No. 87. The capitalization threshold for capital leases is \$50,000, over the term of the lease. Leases for similar activities shall be grouped for the purpose of determining the capitalization threshold.

#### Subscription-Based Information Technology Agreements

Subscription-based information technology agreements (SBITA) shall be recorded at present value upon subscription inception, in accordance with General Account Standards Board (GASB) statement No. 96. The capitalization threshold for SBITAs is \$50,000, over the term of the subscription.

---

Adopted:	<u>July 6, 2016</u>
Revised:	December 9, 2020
Revised:	September 6, 2022
Revised:	April 6, 2023