

California Pines CSD

POLICY HANDBOOK

POLICY TITLE: Fixed-Asset Accounting Control

POLICY NUMBER: 2165

2165.1 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

2165.2 An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the General Manager shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.

2165.3 Applicable purchases for inclusion in said accounting shall be the following:

2165.3.1 Equipment, tools, and vehicles that individually have an original total cost of more than \$500;

2165.3.2 All land and building acquisitions regardless of price; and,

2165.3.3 Additions or major improvements to the District's service infrastructure.

2165.4 When any item defined in Section 2165.3.1 above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

2165.5 Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

2165.6 Information to be maintained in said inventory records shall include at least the following:

2165.6.1 Asset number;

2165.6.2 Description;

2165.6.3 Manufacturer's serial number;

2165.6.4 Storage location;

2165.6.5 Original cost;

2165.6.6 Acquisition date;

2165.6.7 Life expectancy; and,

2165.6.8 Classification code (e.g., office equipment, vehicle, etc.).