

Miller Place Union Free School District
Miller Place, New York 11764
Board of Education Policy

6245

CAPITALIZATION

The School Business Official shall be responsible for accounting for general fixed assets according to the procedure outlined by the Uniform System of Accounts for School Districts. These accounts will serve to:

- a. Maintain a physical inventory of assets;
- b. Establish accountability;
- c. Provide appropriate insurance coverage.

All fixed assets carrying a minimum value of \$1,000 that have a useful life of five years or more, and physical characteristics, which are not appreciably affected by use or consumption shall be inventoried and recorded on an annual basis. Fixed assets shall include land, building, equipment and materials.

Assets shall be recorded at initial cost, or if not available, at estimated initial cost. Gifts of fixed assets shall be recorded at estimated fair value at the time of the gift. A property record will be maintained for each asset and will contain, where possible, the following information:

- a. Date of acquisition;
- b. Description;
- c. Cost or value;
- d. Location;
- e. Responsible official;
- f. Estimated useful life;
- g. Date and method of disposition.

The School Business Official shall arrange for a periodic inventory and appraisal of school district property, equipment and material as determined by the Board of Education. Any discrepancies between an inventory and the district's property records on file should be traced and explained.

Reference: Government Accounting Standards Board Statement #34

Adopted: 02/09/2005

Reviewed: 10/28/2009 08/26/2015

Revised: 11/18/2009 09/30/2015