



Windham Central Supervisory Union

Capitalization of Assets Policy

F23

Policy:

In order to provide for the proper control and conservation of Windham Central Supervisory Union property as well as proper accounting for financial reporting purposes, the Business Manager shall maintain a schedule of capitalized assets reported in conjunction with Windham Central Supervisory Union's annual audit.

Procedure:

Capitalization of assets, inclusive of computing devices, equipment, general purpose equipment, information technology systems, special purpose equipment and supplies, occurs when all of the following criteria are met:

- The asset is tangible and complete. Construction in progress is capitalized but not depreciated until construction is completed;
- The asset is used in the operation of the district's activities;
- The asset has a value and useful life at the date of acquisition that meets or exceeds the following: \$1,000 individual component value (\$10,000 group value) and one year of useful life;
- All buildings and land must be reported regardless of value and useful life at date of acquisition.

Assets acquired through donation will be recorded at their estimated fair market value on the date of donation and capitalized according to the criteria above.

Annual depreciation will be charged in equal amounts over the estimated useful lives of all capital assets. The asset's estimated useful life will be assigned by management in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) rulings.

At the end of their useful lives, assets are to be recycled whenever possible. Retired assets are stored in the WCSU basement, and are brought to the Windham Solid Waste Management District on an annual basis for recycling and disposal.

Windham Central Supervisory Union

will ...place students at the center of our decision-making.
...build trust and respect by acting ethically, transparently, and with integrity.
...operate as a community of learners, committed to developing the skills and capabilities of all.
...collaborate, share and seek creative solutions.

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Date Warned: 5-24-17

Date Adopted: 9-27-2017

Date Revised:

Legal Reference(s): 2 CFR 200.33

Adoption of this policy is recommended by a joint VASBO/Agency of Education working group on federal grant compliance.