

Capital Asset Policy

Board of Trustees Approved: February 2013

I. Introduction

A. Purpose

The purpose of this capital asset policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. The Forest Park Public Library capital asset policy is herein established to safeguard assets and to insure compliance with GASB34 for governmental financial reporting.

B. Overview

1. This policy is herein established to safeguard and address the Forest Park Public Library's investment in property, which comprises a significant resource. This policy is meant to ensure compliance with various accounting and financial reporting standards including Generally Accepted Accounting Principles (GAAP), and Governmental Accounting, Auditing, and Financial Reporting (GAAFR).
2. Further, this policy is meant to reflect the Forest Park Public Library's desire to meet the reporting requirements set forth in the Governmental Accounting Standards Board (GASB) Statement No. 34. Specifically, the GASB Statement No. 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. The Statement also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current- period depreciation expense.

II. Inventory, Valuing, Capitalizing, and Depreciation

A. Inventory

1. Responsibility for control of capital assets will rest with the operating department wherein the asset is located. The Director shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases which fall below the capitalization threshold will not be included in the capital asset inventory.
2. Each department will be responsible for control of capital assets for their department. The department head shall ensure that such control is maintained by establishing a capital asset inventory schedule. In addition, the director will maintain a centralized capital asset inventory, which will be reviewed annually by a board member. The inventory schedule will include the following for each asset:
 - Asset Description: A description of the asset (serial #, model#)
 - Asset Classification (Land and Land Improvements, Building and Building Improvements, Vehicles, Machinery and Equipment, and Infrastructure Assets)
 - Department name and physical location of asset
 - Date asset was purchased/acquired and or disposed
 - Cost of Asset
 - Method of acquisition (purchased or donated)
 - Estimated useful life

This list will be maintained, updated, and reviewed by the department head and given to the Director on an ongoing basis.

B. Valuing Capital Assets

Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges.) In the absence of historical costs information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

C. Capitalizing

Assets are capitalized at the time of acquisition. Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal period)
- Cost exceeds designated threshold (see schedule in section F)

D. Capital assets include the following major classes of assets:

1. Land and Land Improvements: Capitalized value is to include the purchase price plus costs such as legal fees and filing fees; improvements such as parking lots, fences, pedestrian bridges, landscaping.
2. Building and Building Improvements: Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.
3. Machinery and Equipment: Assets included in this category are heavy equipment, traffic equipment, generators, office equipment; phone system, and kitchen equipment.
4. Infrastructure Assets: Infrastructure Assets are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.
5. Furniture and Fixtures: Assets included in this category are items that typically have no permanent connections to the structure of a building or utilities.
6. Collections: Assets in this category include the items available for library patrons to check out or use in the library, such as books, magazines, newspapers, etc.

E. Depreciation

1. Depreciation is computed on a straight-line method with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life.
2. Projects in process will be added to the asset base as the projected expenses are incurred. However, the project will first need to meet its individual threshold.

F. Capital assets useful lives are as follows:

	Useful Life (years)	Capitalization Threshold
Land (and Inexhaustible Land Improvements)	N/A	\$1
Buildings	45	\$50000
Building Improvements	10-30	\$20000
Machinery & Equipment	5-15	\$5000
Furniture & Fixtures	5-15	\$5000
Infrastructure	50	\$250000
Collections	5	\$5000

III. Other

- A. Removing Capital Assets from Inventory: Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the department inventory listing and reported to the Director.
- B. Donations or Transfer: Each department must add additions and deletions from donated or transferred assets to the inventory listing.
- C. Surplus Property: Each department must report all capital assets classified as surplus to the Director. The Forest Park Public Library will have an auction or sealed bid as needed to sell the surplus property.
- D. Lost or Stolen Property: When suspected or known losses of inventoried assets occur, the department should conduct a search for the missing property. The search should include transfer to another department, storage, scrapping, surplus property. If the missing property is not found, the department must contact the Director.

