

Business/Non-Instructional Operations

Fixed Assets and General Inventory Records

An inventory listing of fixed assets shall be maintained in a manner authorized by the State of Connecticut and the State Board of Education. All items whose purchase price exceeds \$1,000 shall be capitalized, depreciated and included in the fixed asset register. The fixed asset register shall include at least the description, name, date of acquisition, identification numbers, original cost, and location of use of all items. A record of the date and mode of disposal of all fixed assets removed from the register shall also be kept.

CREC shall take an annual physical inventory of all property once per fiscal year and reconcile the results to the fixed asset register.

For construction in progress, all costs (regardless of dollar amount) will be included in the total value of the project and capitalized.

Assets purchased by CREC on behalf of other organizations (and paid for by these organizations) are not recorded or maintained on CREC's books and records.

Legal Reference: Office of the Secretary, Education Department General Administrative Regulations, 7-1-95 Edition paragraph 80.32

Business/Non-Instructional Operations

Fixed Asset and General Inventory Records - Procedures

Fixed assets include items obtained by purchase, donation or gift which are not permanently affixed to the building and which possess all of the following three attributes:

- A tangible nature;
- A use expectancy beyond the current fiscal period;
- A current value amount in excess of (\$1,000).

Each item identified as a fixed asset will be entered into the fixed asset register with the following information (assuming all this information is available and applicable to the asset):

- Name of item
- Description of asset
- Date of acquisition
- Value (purchase price or FMV at date of donation or gift)
- Serial number
- Inventory asset number
- Location

Fixed assets shall be added to the fixed asset register as they are acquired and shall remain in the register until they are disposed of or sold. Please refer to the policy of sale and disposition of assets for guidance on these procedures.

CREC shall use appropriate useful lives and depreciation methods for asset types in accordance with generally accepted accounting principles.

An annual inventory of fixed assets will be conducted. For insurance valuation purposes, this register shall also include assets with an initial purchase price of less than \$1,000.

According to the Education Department General Administrative Regulations, assets acquired under a grant or subgrant will vest upon acquisition to the grantee. Thus, assets purchased by CREC with federal or state grants will be the property of CREC and recorded on the books and records of CREC unless the grant specifies otherwise.

Regulation approved: No Date