

INVENTORIES

The school district shall annually cause an inventory of personal property to be made and placed on file with the CEO/Business Manager by the last day of the school year. Personal property with an original value greater than \$5,000 shall be included in the inventory.

General fixed assets are divided into five main classes: land, buildings, improvements (other than buildings), equipment, and construction work in progress. Fixed assets may be marked by a permanent method of identification. Periodic inventories should be taken by personnel designated by the superintendent. Generally accepted accounting principles require that each school adopt a dollar value indicating which fixed assets should be capitalized.

Fixed assets to be included in the school's fixed asset schedule will have an equal to or greater value than \$5000 and have a useful life of greater than 1 year.

In the acquisition of or additions to real property, plant, or equipment, any expenditure of one thousand dollars (\$1,000) or more shall be paid from the capital outlay fund. The \$1,000 limitation shall apply to the total of each asset type on an invoice. Equipment purchases per invoice of less than \$1,000 may be acquired from either the general or capital outlay fund.

Legal References:

ARSD 10:02:01:01	<u>Public personal property requiring inventory</u>
SDCL 13-16-6	<u>Definition and use of capital outlay fund</u>
SDCL 5-24-1	<u>Annual inventory of personal property</u>
SDCL 5-24-3	<u>Place of filing of duplicate inventories</u>

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