

Fixed Asset Guidelines

Fixed assets (aka Capital assets) are assets that are purchased with the intent of long term use. They include the following:

- Land Improvements
- Infrastructure (Roads, Bridges, Sidewalks, etc.)
- New Buildings and Improvements on Old Buildings
- Leasehold Improvements
- New Equipment and Repairs (repairs that extend the life of the equipment)
- New and Used Vehicles
- Computers
- Computer Software
- Construction in Progress (new projects/construction that is not yet completed)

The accounting varies depending on the dollar value of the asset.

Refer to the chart below to see cost thresholds that will determine if an item will be classified as a fixed asset. **The items that meet or exceed the threshold listed should be coded to an account within the 65000-65999* range** and a copy of the invoice forwarded to Doug Delecki in the Controller's Office by the end of the month in which the purchase was made.

*65000-65999 may not have a budget established. Any fixed asset over \$5,000 requires board approval and a budget amendment.

Capital Asset	Capitalization Threshold	Applied to
Land Improvements	\$100,000	Individual Item
Infrastructure (roads, bridges, sidewalks, etc.)	\$100,000	Individual Item
Buildings	\$100,000	Individual Item
Building Improvements	\$ 50,000	Individual Item
Leasehold Improvements	\$ 50,000	Individual Item
Equipment/Repairs (furniture, machinery, other)	\$ 10,000	Individual Item
Vehicles – New (including outfitting)	\$ 20,000	Individual Item
Vehicles – Used (including outfitting)	\$ 10,000	Individual Item
Computers (desktop, laptop, tablet including software) – Individual purchase	\$ 1,500	Individual Item
Computers (desktop, laptop, tablet including software) – Group purchase	\$ 50,000	Individual Item
Computers (other than desktop, laptop, tablet)	\$ 10,000	Individual Item
Computer Software (other than desktop, laptop, tablet)	\$ 10,000	Individual Item
Construction in Progress	All	All

Anything falling below the thresholds should be charged to an account ranging from 35000-35999.

There may be times several smaller costs go into "building" one asset. For example, outfitting police vehicles with sirens and equipment. Contact Doug Delecki at 3063 for assistance with this or any other guidance needed with fixed assets.