

#### **Learning Objectives**

- State reasons <u>why</u> a school district should perform a fixed asset inventory.
- State the definition of a fixed asset along with the difference between a capital threshold and inventory threshold.
- State <u>where</u> an inventory should occur.
- State when an inventory should occur (frequency of performing the inventory and period of time to complete).

#### **Learning Objectives**

- Identify entities that need inventories.
- Identify the best resource for performing the physical inventory.
- State Best Practices for performing an inventory.
- Identify methods for maintaining assets post-inventory.

#### **WHY**

is an Inventory Important?

### Financial Reporting Accuracy



## Financial Reporting Compliance



	1
Excerpt from recent Missouri State Audit report:	
Records and policies to account for district	
property were not adequate. District policies	
document procedures for property located at the	
school buildings; however, other district buildings	
and departments, facilities, vehicles, and equipment were excluded. As a result, some	
district assets were not accounted for and capital	
asset records were not complete.	
	1
Procedures had not been developed to identify capital asset purchases and dispositions throughout the year.	
Capital asset records and annual inventories were not	
reviewed by district officials each year to ensure accuracy and completeness or to account for additions and	
dispositions.	
School principals also did not adhere to the policies	
established for the disposition of district property. Schools	
recorded all dispositions in the transferred out section on their inventory; however, they did not indicate the date or	
method of disposal or if the item was transferred to	
another building.	
The Board of Education should ensure complete	
and detailed capital asset records are maintained,	
assets are properly tagged for identification, and	
annual physical inventories are performed and compared to detailed records.	
topa. cu to detailed records.	
In addition, the Board should follow established	
policies and procedures when capital asset items	
are disposed of or moved to a different location.	
4	
The state of the s	

Don't become a News Story

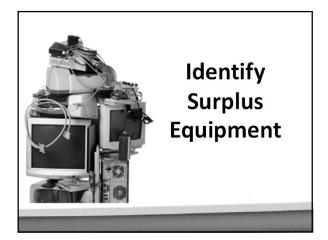
#### **Capital Budgeting**



#### **Accurate Asset Listing**

Equipment Code	Description	Building		Location	Location Description	Manufacturer	Model Number	Serial Number	Notes	CatelO	SubCeterio	TypelO
1697	DOWNUST FAN - BELT DRIVEN - HM	PPO	4	PARKING DECK	ELECTRICAL ROOM	LORENCOOK	360 AP 36P17D	5345F35467000000713	V4-13	2039	1887	176
1616	DOWNUST FAN - BELT DRIVEN - HM	990	3	PARKING DECK	BLECTRICAL ROOM	LOREN COOK	160 AP 16P170	3365/35467000000712	VF-12	2029	1887	176
7900	DOWNUST FAN - BELT DRIVEN - HM	990	54	PARKING DECK	BLECTRICAL ROOM	LOREN COOK	160 AP 16P170	3365/35467000000702	VF-2	2019	1887	134
1951	EXHAUST FAN - BELT DRIVEN - HM	PPO	2	PARKING DOCK	ELECTRICAL ROOM	LOREN COOK	160 AP	3165F35467400	VF-11	2039	1887	174
1902	AIR HANDLER - SPUT SYSTEM AC - HM	PPO	54	PARKING DECK	ELEVATOR / ELECTRICAL	MTSUBSHI	562-KD12NA4	425400526	55-8	1777	1745	174
1923	AIR HANDLER - SPUT SYSTEM AC - HM	PPD	56	PARKING DECK	ELEVATOR/ELECTRICAL	MTSUBSHI	562-KD12NA4	43NA00553	55-32	1777	1745	134
1952	AIR HANDLER - SPUT SYSTEM AC - HM	990	3	PARKING DECK	ELEVATOR/ELECTRICAL	MTSUBSHI	562-KD12NA4	.ca	55-28	1777	1345	134
1927	DOWNUST FAN - BELT DRIVEN - HM	990	55	PARKING DECK	BUDYATOR/BUDCTRICAL	LOREN COOK	340 AP 16P170	3365/35467000000703	VF-3	2039	1887	174
1926	HEATER - ELECTRIC CEILING - HM	990	53	PARKING DECK	ELEVATOR/ELECTRICAL	TRANE	UHEC-0310000	.09	1364	2053	1896	124
9913	ELEVATOR - TRACTION - EV	PPO	54	PARKING DECK	ELEVATOR / MECHANICAL	THYSSEN KRUPP	TAC-50/04	C82928	,	3408	1872	183
1912	ELEVATOR - TRACTION - EV	990	53	PARKING DECK	BLEVATOR/MEDIANICAL	THYSSEN KRUPP	TAC-50/04	CCE178	3	3406	1872	183
7913	ELEVATOR - TRACTION - EV	990	5	PARKING DECK	ELEVATOR/MECHANICAL	THYSSEN KRUPP	TAC-99/94	C82900	,	3406	1872	183
7914	ELEVATOR - TRACTION - EV	PPO	3	PARKING DECK	ELEVATOR/MECHANICAL	THOSSEN KRUPP	TAC-00/04	C82929		3406	1872	181
1179	ELEVATOR - TRACTION - EV	PPD	54	PARKING DECK	ELEVATOR / MECHANICAL	THYSSEN KRUPP	TAC-95/94	C82927	4	3406	1872	183
1939	EXHAUST FAN - BOLT DRIVEN - HM	990	52	PARKING DECK	EXHAUST FAN ROOM 2	LOREN COOK	5/WR 2541/AD-21013	3165/36674-02	114	2039	1887	134
1177	GENERATOR EMERGENCY - GENERAL - LSUP	PPO	56	OUTSIDE PARKING DECK	OPPOSITE SIDE OF HOSPITAL	CAMMS	POWER GENERATION	.01		1817	1779	134
1799	AIR HANDLER - SPUT SYSTEM AC - HM	PPO	1	PARKING DECK	PARKING ATTENDANT	TRANE	GAFZAGASHS115BA	140528F08V	55-29	1777	1745	174
1761	AIR HANDLER - SPUT SYSTEM AC - HM	990	2	PARKING DECK	PARKING GARAGE BRIDGE	TRANE	TW50908300AA	34423M548A	55-26	1777	1345	134
1342	AIR HANDLER - SPUT SYSTEM AC - HM	PPO	2	PARKING DECK	PARKING GARAGE BRIDGE	TRANS	TW60908300AA	14421MCD8A	55-25	1777	1745	134
7916	AIR COMPRESSOR - PNEUMATIC CONTROL - HM	990	54	PARKING DECK	SPRINGER ROOM	GENERAL.	LTK20500A	1742013580996		2025	1479	124
7904	FLOW PRESSURE SWITCH LSAF	990	54	PARKING DECK	SPRINCERROOM	POTTER	P530-2	.01		A000		
1905	FLOW PRESSURE SWITCH LSAF	990	54	PARKING DECK	SPRINKLERROOM	POTTER	P530-2	.09		A001		
2906	FLOW PRESSURE SWITCH USAF	990	54	PARKING DECK	SPRINKER ROOM	POTTER	P540-2	.01	SUPERVIS	A009		
1907	FLOW PRESSURE SWITCH LSAF	PPO	54	PARKING DECK	SPRINCERROOM	POTTER	P540-2	.01	SUPERVS	A000		
7917	FLOW PRESSURE SWITCH LSMF	PPD	56	PARKING DECK	SPRINKLER ROOM	POTTER	P535-2			A001		
1925	TAMPER LSAF	990	56	PARKING DECK	SPRINGER ROOM	NISCO	BOYN			A002		
1960	BOILER - GAS & OIL - HM	POWER	1	MEDIANICAL	BOUER ROOM	CLEAVER BROOKS	CBI-200-700-150	0,102291	BOLER 1	1792	1746	134
1963	BOILER - GAS & OIL - HM	POWER	1	MECHANICAL	BOLER ROOM	CLEAVER BROOKS	CB-200-700-150	0.352294	BOLER 2	1792	1746	134
1962	BOILER - GAS & OIL - HM	POWER	1	MICHANICAL	BOLERROOM	CLEAVER BROOKS	CBI-200-700-150	0.302283	BOLER 3	1782	1746	134
1963	BOLER - GAS & OL - HM	POWER	1	MICHANICAL	BOLER ROOM	CLEAVER BROOKS	CBI-200-300-150	0.102292	BOLER 4	1792	1706	134
1965	DEADRATOR - GENERAL - HM	POWER	5	MICHANICAL	BOUR ROOM	CLEAVER BROOKS	06009534	.01	PUMPS	2075	1906	124
1364	EMERGENCY EYE WASH - GENERAL - PPE	POWER	5	MECHANICAL	BOLERBOOM	SPEAKMAN	8580123	0044616	SHOWER	1814	1.772	134
1359	FUEL LEVEL MONITOR - GENERAL - OT	POWER	3	MICHANICAL	BOLERROOM	VEEDER-ROOT	TL5-300	012150651505001		2064	1998	184
1966	HEAT EXCHANGER - HEAT EXCHANGER - HM	POWER	1	MICHANICAL	BOUER ROOM	BELL & GOSSETT	BA29506167200	905795000	TURK	2047	1895	124
1967	HEAT EXCHANGER - HEAT EXCHANGER - HM	POWER	1	MECHANICAL	BOLERROOM	BELL & GOSSETT	BY524200101500	.cr	TUBE	2047	1895	134
1268	PLANT - CONDENSATE - HM	POWER	3	MECHANICAL	BOLER ROOM	SHIPCO	32703	32385	CP-1	2068	1905	174





# Accurate Insurance Premiums | Premiums | 1235 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1245 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 1255 | 12



#### **WHAT**







IS TYPICALLY INVENTORIED?

#### **ASSET CLASSES**

- Information Technology
- Audio Visual Equipment
- Furniture & Fixtures
- Health & Fitness Equipment
- Industrial Arts Equipment
- Science Lab Equipment
- Kitchen Equipment
- Office Equipment
- Maintenance Equipment
- Musical Instruments

#### **CONTROLLED ITEMS**

- PCs
- Laptops
- Tablets
- Monitors
- Wireless Tablets
- LCD Projectors
- Televisions
- DVD Players

#### WHAT ABOUT THESE?





#### **WHERE**

Should an Inventory be Performed?

#### **WHEN**

Should an Inventory be Performed?

#### Who's

There are two Who's

#### **W**HO

**Needs an Inventory?** 

#### **W**HO

Should perform the Inventory?

#### How

Best Practices for insuring an accurate inventory

Prior Planning is Paramount

# Determine Threshold

# Determine Threshold Determine Included/Excluded

#### **Data To Collect**

- Property Tag Number
- Description
- Building
- Room
- Manufacturer
- Model
- Serial Number
- Federal Fund
- Condition

### **Process** Communications Checking in Floor Plans Access - Timeframe Personnel (internal or outsourced) If outsourced - background Valuation Reconciliation **CONTINUED TRACKING Managing Assets Going Forward**

#### **Process and Procedures?**

- Do you have written policies and procedures?
- If so, who will enforce these?

#### **Maintaining Ledger**

- As items are received, moved, and disposed.
- System: Doesn't matter if it's a spreadsheet, paper, or asset tracking system you still need to maintain the ledger.
- One line per item (except "grouped" items).

#### **QUESTIONS?**

For more information, please contact me.

913-383-2738 x102

Tim.Michener@AssetServices.com