**BELGRADE-BROOTEN-ELROSA PUBLIC SCHOOLS**

**CAPITAL ASSET POLICY**

1. **PURPOSE**

The purpose of this policy is to provide for the development of an inventory of the capital assets of the school district and the establishment and maintenance of a capital asset accounting system.

1. **GENERAL STATEMENT OF POLICY**

It is the policy of this school district that an asset accounting system and an inventory of capital assets be developed and maintained.

1. **DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The business manager or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the uniform financial accounting and reporting standards for Minnesota school districts. .

1. **CAPITALIZATION**

Belgrade-Brooten-Elrosa Public Schools capital assets include assets valued at $1,500 and above with a useful life of more than one year.

1. **DEPRECIABLE LIVES**

In determining the useful life of an asset the district uses the following:

Asset Class. Useful Life (yrs) Asset Class Useful Life (yrs)

Land N/A Site Improv. 20

Buildings 40 Leasehold Imp. 20

Equipment 15 Const. Eq. 15

Furniture 15 Office Eq. 8

Audio Vis. Eq. 6 EDP Eq. 5

Telephone System 10 Sci. Eq. 10

Medical Eq. 10 Athletic Eq. 10

Food Service Appl. 15 Communications 10

Library Books 7 Music Eq. 20

Piping 20 Mobile Eq. 12

Asset Class. Useful Life (yrs) Asset Class Useful Life (yrs)

Vehicles 8 Maint/Grounds 15

Uniforms 10

1. **DEPRECIATION METHOD**

Belgrade-Brooten-Elrosa Public Schools will depreciate all classes of fixed assets based on the straight line of depreciation method.

1. **MAINTENANCE**

The inventory database will be maintained annually to ensure current information is available in the database.

1. **REPORT**

The business manager shall annually update the property records of the school district and shall keep on file an inventory of the fixed assets of the school district.

***Legal References:*** Minn. Stat. 123B.09; Minn. Stat. 123B.02

Minn. Stat. 123B.14, Subd. 7; Minn. Stat. 123B.51