

**DISTRICT ASSET MANAGEMENT****Introduction**

The Board acknowledges the significant investment in equipment, furniture, supplies and materials and recognizes the importance of insuring proper management of such assets to effectively contribute to achieving the district's goals. According to section 120.12(1) of the Wisconsin Statutes, school boards generally are responsible for the possession, care, control and management of the property of the district. This authority is also subject to the resolutions approved at the annual meeting.

In particular the Board is responsible for the protection, recordkeeping, monitoring, and disposing of assets. The district provides for the protection of assets by providing adequate insurance, providing for security of equipment, controlling the use of school equipment for non-school purposes, and adopting rules relating to the proper care of school property. Recordkeeping requires that assets be recorded in accordance with the Wisconsin Uniform Financial Accounting Requirements (WUFAR) and other applicable requirements such as the new Governmental Accounting Standards Board Statement #34 (GASB 34).

Monitoring assets is essential to insure that equipment is delivered as ordered. Monitoring is also necessary to guarantee that equipment and facilities are in proper working order and that hazardous conditions are identified and promptly corrected. Eventually when the district no longer needs material, equipment, and furniture, a plan for the proper disposal of such assets is also required.

**Guidelines for Managing District Assets**Protection of Assets

1. Insurance
  - a. The Board will provide insurance adequate to cover district assets including material, equipment, furniture, and facilities.
  - b. Insurance bids will be requested and considered for a three-year period.

2. Security
  - a. All doors to district schools will be locked except on days when school is in session when custodians will unlock designated doors beginning at 7:50 AM.
  - b. Custodians will lock all doors with the exception of a door nearest each building office at 8:10 AM.
  - c. On school days all doors will be locked at 4:00. The only exceptions will be doors needed to provide access for extra-curricular events and practices or public meetings.
  - d. Building and room keys will be issued to all teachers and administrators and to all support staff who require access to buildings. Keys may neither be duplicated nor loaned to any other person including family members.
  - e. Teachers are responsible for securing any outside door they use after school hours. Teachers are also responsible for securing their classroom door at all times. Classroom doors are never to be left unlocked whenever the classroom is unattended.
3. Use of Equipment for non-School Purposes
  - a. Use of school equipment by district employees is determined by Policy EDC-Authorized Use of School Equipment and by Policy EEBA-Use of School-Owned Vehicles.
  - b. Use of equipment by anyone not an employee of the district is determined and limited as listed in Policy KG-Community Use of School Facilities.
4. Property Use
  - a. Consequences for students damaging school property will include but will not be limited to repairs to and or reimbursement for the damaged equipment as specified in Policy JFCB.
  - b. Student lockers are the property of the district and their use is controlled by Policy JFGA

#### Recordkeeping

1. Fixed or capital assets are items of a permanent nature having an original value of \$3,000 or greater. Fixed assets must have an extended period of use generally beyond one year.
  - a. The value of newly acquired fixed assets will be recorded at their original cost or, if donated, at their fair market value.

- b. The district administrator with the assistance of supervisors, building principals, and other appropriate school employees will determine the historical costs and useful operational period based on accepted depreciation methods for existing fixed assets.
  - c. All fixed assets will be reported on the statement of net assets as required by GASB 34.
  - d. Items considered as fixed assets will be depreciated or capitalized based on guidelines contained in GASB 34.
2. Non-fixed assets are items of a permanent nature having an original value greater than \$500 but less than \$3,000. Non-fixed assets must have an extended period of use generally beyond one year.
- a. The value of newly acquired non-fixed assets will be recorded at their original cost or, if donated, at their fair market value.
  - b. The district administrator with the assistance of supervisors, building principals, and other appropriate school employees will determine the historical costs and useful operational period based on accepted depreciation methods for existing non-fixed assets.
  - c. All non-fixed assets will be reported on the statement of net assets as required by GASB 34.
  - d. Items considered as non-fixed assets will be depreciated or capitalized based on guidelines contained in GASB 34.

#### Monitoring Assets

Equipment, furniture and supplies arriving in the district, will be received by office or custodial staff and distributed to the staff member who ordered the item. The staff member who ordered the item will be responsible for verifying that the correct item was received and arrived in acceptable condition and will forward this information to the district office.

A physical inventory of all district buildings, fixed and non-fixed assets including computer equipment, and library media center materials will be completed by district staff and maintained in the district office. New purchases of fixed and non-fixed assets will be added to the inventory as purchases are received and invoices paid by the district bookkeeper. The district office staff will also be

responsible for revising the asset inventory to indicate the disposal or casualty loss of such assets. This district inventory will be updated and reviewed annually.

The district administrator, supervisors, and building principals are responsible for inspecting annually all fixed assets and facilities. If hazardous conditions are found appropriate corrective action will be taken as required by PI 8.01(2)(i) of the Wisconsin Administrative Code. Inspections will also be conducted regularly of equipment, furniture, and other fixed assets for damage or malfunctions and necessary repairs completed or replacements made as expeditiously as possible.

#### Disposing of Assets

The district administrator or his/her designee shall consider the following factors in determining if a district asset should be disposed:

1. The asset cannot be repaired.
2. The cost to repair the asset is excessive in relationship to its worth.
3. It is not feasible to use the asset for trade-in purposes.
4. The asset is obsolete.
5. The asset has been replaced by a different kind of asset, process or procedure.
6. The asset is surplus and will remain surplus in the foreseeable future.

Prior to the disposal of any district asset, the district administrator or his/her designee shall determine the fair market value of the asset, if the asset has any trade-in value, or could be used in any other district facility. If the asset is of no further use and has no trade-in value it will be disposed of as follows:

1. Assets with an estimated value of \$250 or less shall be sold or disposed of by the district administrator or his/her designee, in a manner deemed appropriate by the district administrator.
2. Assets with an estimated value greater than \$250 shall be brought to the attention of the Board and the Board shall determine the method of sale or disposal.
3. All funds received from the sale of district assets shall be deposited in the appropriate fund revenue account.