

	CHAPTER:	POLICY: Controlled assets
		PAGES:
SUBJECT: Assets		
RELATED POLICIES: Capital asset capitalization threshold	ENABLING RESOLUTION: #177-2001	
	RESOLUTION DATE: November 28, 2001	
	REVISED RESOLUTION & DATE:	
OFFICE WITH PRIMARY RESPONSIBILITY: Finance		

I. PURPOSE

This policy establishes authority to maintain information about high-risk capital assets costing less than the amount necessary to be capitalized.

II. POLICY STATEMENT

The financial records of the County will accurately reflect the ownership by county government of capital assets deemed to have a high risk of loss but costing less than the thresholds requiring capitalization.

III. DEFINITIONS

Capital assets. Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, software, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Improvement. An addition made to, or change made in, a capital asset, other than maintenance, to prolong its life or to increase its efficiency or capacity. The cost of the addition or change is added to the book value of the asset.

Infrastructure. Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, drainage systems, sewer systems, dams, and lighting systems.

IV. PROCEDURES

The Chief Financial Officer will identify types of assets considered to have a high risk of loss due to theft or user neglect or abuse.

The Finance Division will develop and implement systems and processes to identify capital assets subject to this policy at the time of acquisition or as soon as is practical thereafter. Records will be maintained in a manner adequate to permit identification of the asset, its physical location, and its acquisition cost.