

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Fixed Asset Accounting Control

POLICY NUMBER: 3030

The purpose of this policy is to ensure accounting control resulting in the maintaining of accurate financial reports of fixed assets.

Expenditures for property or equipment that are to be recorded as permanent Fixed Assets of the El Dorado County Fire Protection District shall consist of:

3030.10

Expenditures greater than \$1,000.00 (one thousand dollars each, including sales tax) and equipment whose useful life exceed 5 (five) years.

3030.20

An accounting, or inventory, of all fixed assets shall be conducted on an annual basis and shall be recorded in the Fixed Asset Property Record. After the conclusion of said inventory, the Fire Chief shall certify its completeness and report the results to the Board of Directors at its next regular monthly meeting.

3030.30

Applicable purchases of inclusion in said accounting shall be the following:

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Equipment, tools, and vehicles that individually have original total cost of more than \$1,000.00, excluding sales tax.

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All land and building acquisitions regardless of price, and;

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Additions or major improvements to the District's service infrastructure.

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When any item define in section 3030.31 above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the Fixed Asset Property Record.

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Information to be maintained in said Fixed Asset Property Record shall include at least the following:

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Asset number;

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Description;

3030.53

Manufacturer's serial number;

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Storage location;

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Original cost;

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Acquisition date;

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Life expectancy, and;
3030.58 Classification code (e.g., office equipment, vehicle, etc.)

3030.60 Maintenance, repairs and renewals of minor nature which do not extend the useful life of the related asset, should not be added to the value of the asset:

3030.61 Replacement of hoses or repairs to fixed assets whose purchase price exceeded \$1,000.00. Replacement and/or repairs for these purposes shall be charged to Class II-Object-4140 (Maintenance-Equipment).

3030.70 Equipment expenditures in excess of \$500.00 (five hundred dollars) and less than \$999.00 (nine hundred ninety-nine dollars) excluding sales, shall be charged to Class II Object 4461 (Small Tools and Instruments) and shall not be capitalized.

3030.80 Acquisition of Fixed Assets

Equipment purchases by and/or donated to the El Dorado County Fire Protection District which meet the criteria of the Capitalization Policy shall be recorded in the Fixed Asset Property Record. The Secretary to the Board of Directors shall provide and updated report to the Board of Directors, adding the acquisition/donation of the Fixed Asset to the Fixed Asset Property Record, no later than the month following the acquisition/donation.

3030.90 Sales of Fixed Assets

The District shall remove all Fixed Assets that meet the criteria of the Capitalization Policy from the Fixed Asset Property Records upon sale, surplus, donation, or disposal of the Fixed Asset. The Secretary to the Board of Directors shall provide and updated report to the Board of Directors no later than the month following the action.