

POLICY RELATING TO BUDGET/FINANCE

INVENTORY CONTROL

The Wachusett Regional School District shall maintain an inventory control system to establish an orderly record of the District's fixed and capital assets.

The inventory control system shall provide an automated depreciation schedule for all capital assets that reflects annual depreciation, accrued depreciation, and depreciation reserves for use in financial reporting, budget preparation, maintenance control, and insurance purposes.

The inventory control system shall allow the District to comply with generally accepted accounting principles and mandated standards, such as statements issued by the Governmental Accounting Standards Board.

The District shall maintain an inventory of all fixed assets. A fixed asset is defined as an asset with a purchase price of \$500 or more and a service life greater than one year. Fixed assets shall include, but are not limited to, furniture, equipment, machinery, and software. All technology and audio-visual equipment shall be considered fixed assets. All fixed assets shall be tagged with a Wachusett Regional School District inventory control tag. All gifts and donations with a value over \$500 and a service life greater than one year shall be tagged with a Wachusett Regional School District inventory control tag and entered into the inventory control system.

All assets with a purchases price over \$25,000 shall be recorded as a capital asset. Capital assets shall include, but are not limited to, land, land improvements, buildings, building improvements, leasehold improvements, construction in progress, machinery and equipment, vehicles, infrastructure, and easements. A capital-asset cost shall include all necessary costs incurred to place the asset in service. Costs include the invoice price plus insurance during transit, freight, capitalized interest, duties, title search, registration fees, and installations costs. All capital assets, including depreciation schedules, shall be maintained in the inventory control system.

First Reading: 01/14/02
Second Reading: 01/28/02

Amendment First Reading: 12/10/07
Amendment Second Reading: 01/16/08