LEWIS & CLARK LIBRARY
ACQUISITION AND DISPOSAL OF PROPERTY

FIXED ASSET POLICY

Fixed Asset Definitions

Lewis & Clark County has agreed to maintain Library assets with a historical value of $5,000 or more. Such assets will be capitalized and recorded as fixed assets on the Lewis & Clark County's fixed asset records and financial statements. Lewis & Clark Library will maintain a listing of fixed assets and inventory that will not require capitalization.

Records of fixed asset with an original purchase price of $5,000 or over will be maintained by the County Treasurer's Office. The Library will ensure that the County Treasurer's Office has the information needed to accurately record and track each asset. In addition, once a year, the Library will reconcile a listing of assets provided by the County Treasurer's Office to the actual asset. Any changes noted will be given to the Treasurer's Office for correction of the records. Each year the Treasurer's Office will conduct random audits of the fixed assets listed. The audit will include a physical inspection of each asset listed on the records.

Additions, Transfers and Disposals

A. **Current Year Additions**:

1. **Definition:** Assets recorded during the current fiscal year are defined as current year additions and include purchases of new as well as used assets, all donated assets, and assets acquired through capitalized leases.

2. Purchase and Accounting Process for assets over $5,000

   a. Capital Outlay Purchases:

      1. The Library's Administrative Services will complete a County fixed asset form and forward it to the Treasurer's Office.

      2. The Library will identify the item as a capital asset in the system.

      3. The Treasurer's Office will input the pending asset processing and update the computerized system.

      4. Treasurer's Office will send the Library an updated listing of the department's assets annually, indicating any changes.

      5. The Library will keep current and accurate records of all capital asset purchases.

6. Any disposal of capital outlay items must be done by resolution of the Library Board of Trustees.

3. Equipment Purchases: (item purchases costing less than $5,000)

A. The Library will maintain records of equipment purchases and will maintain a list of all items purchased.

B. Prior Year Additions:

Definition: Any asset acquired in a period prior to the current fiscal year reporting period is a prior year addition and these assets will be added to the asset records reflecting the prior date of acquisition.

D. Disposals:

1. **Definition:** All items sold, traded-in, scrapped, abandoned or removed from service during the current fiscal reporting period are classified as disposals.

2. Purchase and Accounting Process:

a. All disposals must be declared surplus property by the Library Board of Trustees at a regularly scheduled monthly meeting.

b. The Library will complete a County form, if the asset is listed on the County's system and forward it to the Treasurer's office for processing as indicated in their Fixed Asset Policy.

c. Items declared surplus by the Library Board will be prepared for auction.

d. Any surplus property declared as having no value by the Library Director will be properly disposed of without auction.

e. Library Administrative Services staff will remove all property tags. County Administrative Services will return the listing of property auctioned to the Library's Administrative Services Office.

f. The County Administrative Services Office will record the deletion of assets sold at auction in the fixed asset system.

g. The County Administrative Services Office will update the property listing after all transfers and/or deletions have been completed.

Lewis & Clark Library Policies

Adopted by the Board of Trustees November 19, 2002
Reviewed and approved by the Board of Trustees September 15, 2009
Reviewed and approved by the Board of Trustees October 16, 2012