

*Adopted: September 20, 2004*  
*Reviewed: December 2015*



## **402 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

### **I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

### **III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The director or such other school official as designated by the director or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed assets accounting system. The accounting system shall be operating in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

### **IV. REPORT**

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board. This inventory may be utilized to prepare the annual report to the Commissioner required by Minn. Stat. § 123B.14, Subd. 7

**Legal References:** *Minn. Stat. § 123B.09 (School Board Powers)*  
*Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)*  
*Minn. Stat. § 123B.02 (School District Powers)*  
*Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)*

**Cross References:** *MSBA/MASA Model Policy 702 (Accounting)*  
*MSBA Service Manual, Chapter 7, Education Funding*