

County of Montcalm

Capital Assets Policy

The following provisions will govern the purchasing, accounting, and inventory of capital assets:

Board Policies. The following policies have been separately reviewed and approved by the Board, and are incorporated here by reference:

- Expenditure Procedures Policy

Additional Policies and Procedures. The following policies and procedures will also be applied, to the extent that they do not conflict with or contradict the Board policies listed above:

1. Procurement of capital assets will be governed by the Board's Expenditure Procedures Policy.
2. Donated capital assets will be recorded at estimated fair value at the date of donation.
3. All capital assets will be depreciated using the straight-line method over estimated useful lives.
4. Capital asset records will be maintained by the County Controller's Office and updated at least annually at year-end for audit purposes.
5. A complete physical inventory of capital assets will be completed no less than once every year as part of the year end process:
 - a. Capital assets will be physically inventoried and compared to the records used for financial accounting purposes. Inconsistencies will be investigated and resolved and the financial accounting records will be adjusted accordingly.
 - b. A detailed listing of capital assets from the financial accounting records will be provided to building principals and other department heads for input on accuracy, completeness, and existence of assets. Inconsistencies will be investigated and resolved and the financial accounting records will be adjusted accordingly.
 - c. Remaining useful lives of capital assets will be reviewed for reasonableness and adjusted when considered necessary and appropriate.