



GROTON AREA SCHOOL DISTRICT 06-6

POLICIES AND REGULATIONS

NEPN Code: DID

## INVENTORIES

The school district shall annually cause an inventory of personal property to be made and placed on file with the business manager by July 10. For insurance purposes, all non-consumable items are to be included in the inventory, including resource books, textbooks and equipment, regardless of acquisition cost. Personal property with an original value greater than \$5,000 shall be included in the inventory as required by ARSD 10:02:01:01.

General fixed assets are divided into five main classes: land, buildings, improvements other than buildings, equipment, and construction work in progress. Equipment items of \$1,000 or more shall be recorded as fixed assets. Fixed assets may be marked by a permanent method of identification. Periodic inventories should be taken by personnel designated by the superintendent. Generally accepted accounting principles require that each school adopt a dollar value indicating which fixed assets should be capitalized. (File: DID-A)

In the acquisition of or additions to real property, plant, or equipment, any expenditure of one thousand dollars or more shall be paid from the capital outlay fund as required by SDCL 13-16-6. The one thousand dollar limitation shall apply to the total of each asset type on an invoice. Equipment purchases per invoice of less than \$1,000 may be acquired from either the general or capital outlay fund.