

POLICY

Effective Date: March 6, 2007

Approved By: President's Council

Authority: OFM-SAAM 30

Cancels:

See Also:

POL-U5346.04 ACCOUNTING FOR UNIVERSITY ASSETS

This policy applies to Business and Financial Affairs employees and to all departments with university assets.

Definitions:

Assets – items of economic value owned by the university. Assets include:

Capital Assets – items valued in excess of \$5,000, such as buildings, construction in progress, improvements other than building infrastructure, collections, fixtures and equipment.

Small and Attractive Assets – non-consumable items (valued at \$300 - \$5000) which are particularly vulnerable to loss, such as computers, digital equipment, etc.

Firearms – all weapons, signal guns, accessories and ammunition, regardless of value.

Art Collection – individual works of art or group of items of original artwork such as paintings, sculptures, craftwork or other materials commonly identified as works of art.

Library Reserve Collection – items of historical or literary significance, such as documents, maps, photos and original books.

Financial Repository – refers to the university's primary system for recording, processing, and maintaining financial data.

1. Equipment Inventory Reconciles Inventory Records to Financial Repository

Equipment Inventory personnel reconciles the detail of the official inventory records to the Financial Repository on a quarterly basis.

2. Equipment Inventory Records Asset Depreciation

Equipment Inventory personnel calculates depreciation on assets according to the Office of Financial Management (OFM) useful life schedule.

EXCEPT: Depreciation is not recorded for the art collection or the library reserve collection as these assets are inexhaustible.

POLICY

3. **Financial Reporting Monitors Inventory And Depreciation Reconciliations**

Financial Reporting will regularly monitor Equipment Inventory personnel activities to ensure that reconciliations are performed and that required action has been taken.

4. **Vice President for Business and Financial Affairs Monitors Completion of Annual Report of Recorded Assets**

The Vice President for Business and Financial Affairs ensures that Equipment Inventory personnel completes the state's Annual Report of Recorded Assets.

5. **Equipment Inventory Personnel Counts Inventory**

The Equipment Inventory personnel counts inventory of all assets every two years. Inventory records are updated for any discrepancies identified during the count process.

EXCEPTION: No count is taken of land, buildings and fully depreciated assets.

6. **Financial Manager Provides Access to Assets During Inventory Count**

The Financial Manager will provide access to assets for Equipment Inventory personnel in a timely manner for completion of the inventory process.

The Financial Manager will also assist the Equipment Inventory personnel in locating misplaced assets.