Asset Management Policy

PURPOSE

As a governmental entity in the state of Washington, the Fort Vancouver Regional Library District (District) is responsible for having an approved Asset Management policy. The purpose of this policy is to establish criteria for the identification, depreciation, inventory, protection and disposition of District assets and to comply with the Washington State Office of Financial Management’s Financial and Administrative Policies, Regulations, Procedures and Guidelines. The District shall have procedures and guidelines identifying the processes used to safeguard, control and account for inventories of supplies and fixed assets; and a capital maintenance and replacement schedule. The Finance Director is responsible for managing the District’s fixed assets.

CAPITALIZATION

The Library Board of Trustees authorizes the purchase of all assets, whether capitalized or not, with the approval of the District’s annual budget per RCW 27.12.210. All assets purchased by or donated to the District valuing $5,000 or more per single item (including sales tax, accessories and shipping) and an estimated life of one (1) year or more shall be considered a Capital Asset. This threshold is applied to individual assets rather than to an aggregation of assets.

Small and Attractive Assets

Although small and Attractive Assets (individual assets costing less than $5,000) do not meet the District’s capitalization threshold, they are considered assets for purposes of marking and identification, records keeping, and tracking. These assets are particularly vulnerable to loss such as electronic devices (e.g. computers, tablets, printers, cell phones) and equipment. A list of small and attractive assets shall be maintained.

Library Collections

Print materials, DVDs, CDs, and other library collection material intended for customers’ use are not considered Capital Assets or Small and Attractive Assets for the purposes of this policy.

Depreciation

In accordance with the Budgetary, Accounting and Reporting System (BARS) for Library Districts, Capital Assets are expensed during the year of acquisition. There is no calculation or application of depreciation over the useful life of the asset. All Capital Assets will be expensed when purchased.

MAINTENANCE AND REPLACEMENT SCHEDULES

A maintenance schedule shall be established for all capitalized assets. This may include maintenance contracts and regularly scheduled vehicle maintenance.

A general facility maintenance program shall be established. This program will include both owned and non-owned facilities that the District is responsible for maintaining.

A replacement schedule shall be identified for all capitalized assets and other significant equipment.
DISPOSITION

The Board of Trustees must approve the disposition of all Capital Assets prior to the asset being removed from inventory, including but not limited to real property such as land, buildings, building improvements, etc. The Finance Director is authorized to declare any single item of District personal property with a current fair market value of $1000 or less as surplus property without Board approval. Surplus property items will at a minimum be past their useful life (see WA Office of Financial Management’s Useful Life Schedule). Furthermore, surplus property shall consist of District assets that are no longer usable, are no longer of value to the District, or are otherwise surplus to the District’s needs. Following approval, the District may utilize the most efficient means of disposition, and either sell (including private sale), donate, or discard the asset without prioritizing any one method unless specified by the Board of Trustees. Prior to disposition, all tags and other identifying information must be removed. The notification for sale can be accomplished through notices in the local newspaper(s) or on the District’s web page. The Finance Director or her/his designee shall establish the current fair market value prices for any surplused items.

Disposition of library resources are addressed in the District’s Collection Policy.

If another governmental entity expresses an interest in acquiring the surplused item(s), then the District may transfer these items via an intergovernmental transfer prior to making the item(s) available for sale.

IMPLEMENTATION

Inventory

The District shall adequately maintain its Capital and Small and Attractive Assets to protect its investment and to minimize future maintenance and replacement costs. All Capital and Small and Attractive Assets shall have a numbered identifying tag attached when purchased. A record of these assets and related tag number shall be maintained.

A physical inventory of all Capital and Small and Attractive Assets will be conducted on a three year revolving basis. Certain Capital Assets, such as land, infrastructure, buildings, and improvements other than buildings, do not require a physical inventory due to their stationary nature.

The Executive Director is responsible for the administration of this policy and for establishing administrative procedures for its implementation.

Board approved:

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