# SOCORRO COUNTY
# BOARD OF COUNTY COMMISSIONERS
# RESOLUTION № 2011-37
# CAPITAL ASSET POLICY

A Resolution Relating to the proper accounting for capital assets, the adoption of the state statutory capitalization limit; and, the proper disposal of those assets in accordance with applicable statutes.

**WHEREAS**, the Board of County Commissioners of Socorro County met in a regularly scheduled meeting on March 22, 2011 at the Socorro County Annex Building, 198 Neel Avenue, Socorro, New Mexico; and,

**WHEREAS**, NMSA 1978, Section 12-6-10 (2005) requires that the County "at the end of each fiscal year, conduct a physical inventory of movable chattels and equipment costing more than five thousand dollars ($5,000)" under its control" and that its capital asset inventory list any item costing more than $5,000, effective June 17, 2005; and,

**WHEREAS**, Section 2.20.1 of NMAC requires agencies to properly account for capital assets; and,

**WHEREAS**, Section 2.20.1.8 of NMAC describes the required capital asset accounting system; and,

**WHEREAS**, Section 2.20.1.15 of NMAC describes the proper controls over capital assets; and,

**WHEREAS**, Section 2.20.1.16 of NMAC describes the statutory annual inventory requirement; and,

**WHEREAS**, Section 2.20.1.18 of NMAC describes the requirement to follow the applicable statutes when disposing of capital assets; and,

**NOW THEREFORE, BE IT RESOLVED** that the Board of County Commissioners adopts the statutory capitalization limit for asset items costing $5,000 or more that were acquired since June 17, 2005.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Board of County Commissioners adopts the attached Capital Asset Policy.

**APPROVED, ADOPTED, AND PASSED** on this 22nd day of March, 2011.

**BOARD OF COUNTY COMMISSIONERS**

Assent
DANIEL P. MONETTE, CHAIRMAN

PAULINE JARAMILLO, VICE-CHAIR

PHILLIP ANAYA

RUMALDO J. GRIEGO

JUAN JOSE GUTIERREZ

ATTEST BY:

Rebecca E. Vega
REBECCA (BECKY) VEGA, COUNTY CLERK

COUNTY CLERK SOCORRO COUNTY NEW MEXICO

## Contents



# I. Purpose.

The purpose of this policy is to provide guidelines and regulations for the recording and depreciation of capital assets.

Capital assets include land, buildings and improvements, roads and bridges, machinery, vehicles and equipment, and construction in progress. The amount represented in the financial statements should be documented by an inventory listing supported with available detailed records of each asset maintained by the Finance Director.

It is also the county's responsibility to ensure proper accountability of certain other purchases made with funds that do not represent investment in general fixed assets. This policy will encompass that responsibility as well.

# II. Administrative Policies

## a. Fiscal Responsibility

### i. County Commission

1. Determine policy for proper disposal, transferal and depreciation of fixed assets and policy for notification to the State of New Mexico.
2. Review findings related to internal audits conducted by internal and external auditors.
3. Approve list of items declared surplus and suggested disposal methods pursuant to NMSA 1978, Section 13-6-1 (2007) (i.e., sale, scrap, etc.).

### ii. Finance Office

Areas of responsibility are outlined below:

1. Provide administrative officials with listings of inventory for which they are held accountable.
2. Maintain inventory listings of all assets determined to be tracked.
3. Copies of available documentation on all assets will be maintained in separate files as long as asset is actively on the books.
4. Tagging of all assets as determined by this policy and input of all relative information to the computer system.
5. Removal of tags and retirement of assets from computer records upon proper notification by appropriate departments.

### iii. Department Heads and Elected Officials

Department heads and elected officials are responsible for the custody and maintenance of all assets purchased for or assigned to their office.

1. Report the theft or loss of property immediately to the Finance Director by telephone to be followed by a letter or memorandum to the Finance Director. A police report should be obtained on all losses suspected of being stolen and submitted to the Manager's office for insurance reporting.
2. Report to the Finance Director any assets deemed to be surplus and unneeded by this department so that transferal or disposal can proceed.
3. Any transferal or disposal of assets by department heads and/or elected officials shall be documented in writing to relieve that official of said responsibility.
4. Allow Finance Director access to all records necessary to aid in the determining of proper disclosure of fixed assets for reporting purposes.
5. Designate person(s) for the custody and control of departmental property. The name of this person shall be submitted to the Finance Director for direct communication purposes. If a name is not

submitted, the Department Head/Elected Office will serve in this role.
6. Notify Finance Director of new asset acquisitions not currently tagged.
7. Reconcile and report differences between annual fixed asset inventory and actual physical inventory to Finance Director.

## b. Assets

### i. Recording Land

Land is to be capitalized but not depreciated. It is recorded at actual cost, or a historical cost estimate if actual cost is unknown, and remains at that cost until disposal.

### ii. Recording Land Improvements

1. Non-Exhaustible — Expenditures for improvements that do not require maintenance or replacement are capitalized but not depreciable. Such expenditures are to bring land into condition to commence erection of structure, expenditures for improvements not identified with structures, and expenditures for land improvements that do not deteriorate with use or passage of time are additions to the cost of land and are not exhaustible and therefore not depreciable.
2. Exhaustible — Other improvements that are part of a site, such as parking lots, landscaping, and fencing are depreciable.
3. Recording Buildings — Buildings should be recorded at either their acquisition costs or construction costs. When improvements are made to major components, each building component (e.g., roof, air conditioner systems, etc.) may be recorded separately when significant because these have different useful lives. If components are used, the value of each component will be determined and placed within its own category.
4. Recording Building Improvements — Building improvements that extend the useful life of a building and meet the capitalization threshold should be capitalized. (For retroactive recognition of site and facility improvements, only those projects completed within the last five years will be considered unless meaningful data is readily available for preceding years.)
5. Recording Construction in Progress — Construction in progress should be capitalized and not depreciated.
6. Recording Vehicles — Vehicles should be identified, inventoried, and, if applicable, depreciated.
7. Recording Furniture and Equipment — Assets such as furniture, machinery and equipment should be identified and inventoried. If they meet the threshold levels ($5,000 or more), they should be capitalized and depreciated.

c. **Costs**

Fixed assets shall be recorded at actual cost. If the actual cost is unknown, cost is estimated based on available information provided. Otherwise, estimated historical cost based on Marshal and Swift will be used where applicable. Donated fixed assets should be recorded at their estimated fair value at time received.

i. Actual Cost — This will include not only the purchase or construction cost (which can be obtained through invoice, purchase order, and paid check files) but also charges necessary to place the asset in its intended location. This includes costs such as freight and transportation, site preparation expenditures, interest costs, professional fees, and legal claims directly attributable to asset acquisition.

ii. Estimated Cost — This will be based on as much documentary evidence that can be found to support the cost such as interviews with personnel and price level adjustments for each asset.

iii. Donated Cost — These assets will be based on their estimated fair value at a time of acquisition. A determination as to be the fair value basis will be included with property records.

d. **Accumulated Depreciation**

Depreciation is a method for allocating the cost of buildings and equipment over their useful lives. Generally accepted accounting principles dictate that the value of capital assets must be written off as an expense over the life of the asset as an indirect cost. Annual depreciation expense will be calculated using the straight-line method and useful life schedules are attached.

e. **Dollar Value and Life Expectancy Tests**

Assets purchased with a dollar value of $5,000 or more and with a life expectancy of three years will be included in the inventory record. Items under this dollar value will not be presented in the financial statements. However, controllable assets will be tracked in inventory records for accountability purposes.

f. **Controllable Assets**

Controllable assets are assets which do not meet the criteria for a fixed asset but will be included in the inventory record for control purposes. Such property would include individual technology items, such as computers with a replacement dollar value of at least $500.

g. **Cancelable Lease Assets**

Capital assets leases, where the intent is to make a capital purchase at the end of the lease, will be included in the inventory record.

h. **Asset Ratio**

Assets no longer owned by or in the possession of the County shall be removed from the inventory record.

i. Sold and/or Retired - These assets will be removed from the inventory record upon formal notification from the responsible party of such disposition. Departments should be cautious about retiring assets still depreciating on the books. This will result in the County having to write off a loss in the year the asset was retired.

ii. Obsolete — These assets will be removed from the Inventory record upon formal notification and upon said determination by responsible party whether sold or not.

iii. Transferred or Proprietary or Trust Fund — Assets in good working order may be removed from one department's responsibility and placed in storage for future use by other departments. These assets will be removed from the inventory record upon formal notification from responsible party.

iv. Missing Assets — Assets not seen for two consecutive annual inventories will be classified as missing and will be removed from the inventory record upon formal notification to the Finance Director. These assets will no longer be searched for in regular annual inventories. However, if an asset is located at some time in the future, it will be reactivated in the system. A list of missing assets by departments will be presented to the full County Commission.

### i. Surplus Equipment

i. Each department may bid out or auction any surplus equipment upon approval by the Finance Director and County Commission. A complete accounting of the assets and any proceeds must be reported back to the Finance Director so that these items can be removed from the system. County employees will be prohibited from personally taking possession of any items declared surplus, other than those purchased through the sealed bid process or public auction.2. Be cautious of co-mingling County owned assets with other assets in possession of departments. A clear record must be kept of ownership.

ii. Items for which no bids are received or their salvage value is determined to be less than the cost of handling/advertising, and will create a negative cash flow, may be destroyed or sold as scrap. A list of these items must be forwarded to the Finance Director so they can be removed from the system.

iii. A list of surplus equipment removed from inventory record will be presented to the full County Commission.

## III. ACCOUNTING POLICIES

### a. Capitalization and Depreciation

The following items will be capitalized as listed:

| | | |
|---|---|---|
| 1. Land | $ 1 | Capitalize Only |
| 2. Land Improvements | $ 25,000 | Capitalize and Depreciate |
| 3. Buildings | $ 50,000 | Capitalize and Depreciate |
| 4. Building Improvements | $ 50,000 | Capitalize and Depreciate |
| 5. Roads and Bridges | $ 250,000 | Capitalize and Depreciate |
| 6. Vehicles | $ 5,000 | Capitalize and Depreciate |

| | | |
|---|---|---|
| 7. Machinery and Equipment | $ 5,000 | Capitalize and Depreciate |
| 8. Furniture and Fixtures | $ 5,000 | Capitalize and Depreciate |
| 9. Construction in Progress | $ 1 | Capitalize Only |

### b. Tracking and Inventory

The following items will be tracked and inventoried:

| | | |
|---|---|---|
| 1. Land | $ 1 | |
| 2. Land Improvements | $ 1 | |
| 3. Buildings | $ 1 | |
| 4. Building Improvements | $ 1 | |
| 5. Roads and Bridges | $ 50,000 | Capitalize and Depreciate |
| 6. Vehicles | $ 5,000 | |
| 7. Machinery and Equipment | $ 5,000 | |
| 8. Furniture and Fixtures | $ 5,000 | |
| 9. Construction in Progress | $ 1 | |

### c. Capital Assets Useful Lives & Depreciation

All depreciation is straight line depreciation. Useful life timetables will comply with GASB Statement 34 and attached default asset life tables.