

Category: 200  
Number: 213  
Adopted: October 1, 2001  
Revised: February 18, 2003

Subject: **FIXED ASSETS RECORD MAINTENANCE POLICY**

PURPOSE: The purpose of this policy is to:

- 1.1 Formulate a written County policy and define a clear policy direction for the County with respect to the County's fixed asset records.
- 1.2 Assure that the County maintains an accurate fixed asset listing for the current year and in future years.
- 1.3 Communicate to County Elected Officials, Department Heads, and the Public, the formal fixed asset record policy of the Board Commissioners.
2. AUTHORITY: The Gratiot County Board of Commissioners.
3. APPLICATION: This policy applies to all County Elected Offices, Agencies, Authorities, Boards, Commissions and Departments of Gratiot County.
4. RESPONSIBILITY: The Administrator and the Treasurer will have the responsibility of administering this policy.
5. DEFINITION(S):

Fixed Asset: A "Fixed Asset" is any expenditure for items such as a computer, computer equipment, furniture, equipment, radio or communication equipment, vehicle(s), building purchase or construction, building improvements, land purchase, land improvements, drain projects, and public works project with a cost of \$10,000 or more.

6. POLICY:
  - 6.1 Purpose: This policy shall be used to establish the dollar threshold for defining a fixed asset and to identify individuals responsible for maintaining accurate records for the County's General Fixed Asset Account Group.
7. ADMINISTRATIVE PROCEDURES:
  - 7.1 All proposed expenditures for a fixed asset as defined above shall be identified during the budget process on the attached "Capital Project Request Form" (except drain and public works projects). It shall be the Administrator's Office responsibility to ensure that a fixed asset expenditure approved by the Board of Commissioners is budgeted for in

the capital improvement fund (#245), general fund capital outlay (101-999) or in another appropriate expenditure account. An example of an item that would not be budgeted for in capital outlay or the capital improvement fund would be the purchase of a vehicle or copy machine through annual installment payments. This item would either be placed in a separate debt fund or the department budget.

7.2 It shall be the Drain Commissioner’s responsibility to ensure that a drain project or public works project that meets the dollar threshold is properly accounted for in the fixed asset group.

7.3 The Treasurer and the Administrator shall annually review the actual capital item purchases made during the fiscal year to update and maintain the fixed asset account listing.

8. ADMINISTRATOR/LEGAL COUNSEL REVIEW: The Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted complies with all applicable laws, rules and regulations.

Approved as to Substance:

Approved as to Legal Content:

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Gratiot County Administrator

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Gratiot County Civil Counsel