

## FIXED ASSET MANAGEMENT SYSTEM

### Section I: GENERAL

The Jackson Public School District, as a part of the continuing effort to enhance accountability and control of public expenditures and assets in order to permit increased government operating efficiency, has established a comprehensive Fixed Asset Management System. While it is the primary responsibility of the Property Accounting Department to serve as custodian for the entire district-wide asset management system and its operation, it is also the duty of each principal or administrative department head or the designee at each location within the district to insure that the proper accounting is executed for all fixed assets under their supervision.

### Section II: DEFINITION

Fixed assets are those tangible properties subject to repeated or continual usage whose useful life may reasonably be expected to exceed one year and whose unit cost is \$150.00 or more. Fixed assets should be distinguished from supply or inventory items intended to be consumed or expended. Fixed assets generally may be categorized as land, land improvements, buildings, or furniture and equipment. Equipment items permanently attached to the building are valued with the main building.

### Section III: TRANSFERRING OF ASSETS

An "on-line" operations division job ticket shall be entered by designated parties, indicating the asset(s) to be transferred and where the asset(s) is to be relocated. A job ticket shall be entered for all assets prior to their relocation.

### Section IV: RETIREMENT OF ASSETS

The "retirement of asset" is defined as any change of an asset from the active status it was given at the time of purchase. The correct form must be completed and the prescribed routing must be followed before any asset may be retired from active duty. No employee has the right to remove from service any asset which has not been designated as such by the proper designee of the superintendent.

### Section V: FISCAL PHYSICAL INVENTORY

A physical inventory shall be conducted by the property accounting office at least once each fiscal year, with the assistance of school and office personnel.

Inventory checks assigned to the property accounting office, with the assistance of school and office personnel, shall locate and tag all assets with an acquisition cost of \$150.00 or greater. Upon completion of the physical inventory at each location, the compilation of the results of the inventory process shall be submitted as part of the district's annual audit.

#### Section VI: SALE OF SURPLUS PROPERTY

"When, in the opinion of Jackson Public School District Board of Trustees, the use of any property, other than real property, owned or held by the board, is unnecessary or undesirable for public school purposes, the board may sell such property either through bid or at public auction. The property shall be sold to the highest bidder for cash, but the board reserves the right to reject any and all bids." (DEK)

The state purchasing statutes call for a list of items which are no longer needed in the operation of the district to be presented to the board with recommendation for approval that said assets be declared surplus and that competitive bids be publicly taken to sell assets at what is deemed to be "fair market value" relative to the utility which remains with each asset sold. The results of the bid procedure are then presented to the board for final approval. A bill of sale is executed by the Purchasing Department and the monies collected from the sale are submitted to the Finance Department for deposit in the appropriate budget account.

If there exists an unusual number of surplus assets which are not appropriate for the bid process, a public auction may be conducted to dispose of all assets at what is deemed a fair and reasonable price. All payments are made in cash and all sales final. All buyers must sign a "nondiscriminatory disclosure", prior to the final sale of any surplus asset, to insure that surplus items purchased will not be resold to any organization or group which practices racial discrimination in any form or manner.

#### Section VII: MISSING/STOLEN EQUIPMENT

**Stolen Property** shall be reported to the Jackson Public School District Campus Enforcement. Items identified will be entered in the National Crime Information Center (NCIC). Disposition of stolen property shall be reported on the board minutes.

**Requests for disposal of property** will be submitted to the property manager before the items are discarded to ensure the Board of Trustees has proper documentation to make informed decisions about the District's fixed assets. The Board of Trustees must authorize the disposal and deletion of fixed assets.

Section VIII: DISCIPLINARY ACTION

Deviation from adherence to the policies and procedures for inventory counts and other practices as stated in the "Fixed Asset Management System Procedures Manual" is subject to disciplinary action. Procedures as stated in the "Fixed Asset Management System Procedure Manual" are mandatory.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Section 37-7-451 through 37-7-481; Mississippi Code of 1972

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August 16, 1993

December 4, 2016

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