

CALIFORNIA STATE UNIVERSITY, FRESNO ASSOCIATION, INC.
Fixed Asset Policy and Procedures

It is the policy of the California State University, Fresno Association, Inc. (Association) to establish a system to maintain, control and protect the physical assets acquired through the Association. This policy seeks to record, control and manage all existing Association assets and those assets acquired in the future. To accomplish this, the following procedures have been implemented.

Capitalization and Depreciation Threshold: The limit for capitalizing a fixed asset is \$2,500. A fixed asset is any capital asset purchase with an effective usable life of more than one year and a cost of \$2,500 or more. Certain repairs of equipment may be capitalized if the repair prolongs the usable life of the capital asset to more than one year.

Computers and computer related equipment are generally depreciated over three years. Furniture and fixtures are generally depreciated over five years. Building improvements and leasehold improvements are depreciated over their estimated useful life or the term of the lease, whichever is shorter. All assets are depreciated using the straight-line method of depreciation. If the Chief Financial Officer (CFO) of the Association, in consultation with the Director of the purchasing department, determines at the time of acquisition that an asset may have an estimated life longer/shorter than the suggestions above, the useful life may deviate from the prescribed term.

Tracking of Assets: All Association assets which have a service life of one year or more remaining and an estimated current value of \$2,500 or more shall be assigned a tag id# by the Association's Accounting Office. A database including the tag id#, description of item, model/serial number, original purchase price, estimated useful life, and annual depreciation record will be maintained by the Association. When a new item is purchased, the Unit Director will be provided with the tag id # to place on the item once it is shipped and received.

Each Director shall be the authorized custodian for the assets located in his/her department.

Periodic Inspection: The Association's Accounting Office will update the equipment listing with new assets that have been purchased since the end of the prior fiscal year. However, Directors should report all physical movement of assets at the time it occurs. An updated equipment listing and depreciation schedule will be provided to each Unit Director for their use in developing the annual budget for the next fiscal year. It is each Director's fiduciary responsibility to visually identify every asset on the list, record any changes or corrections, note any assets that have been disposed of or may be missing, and identify any new assets that were not included in the database. Annually, a physical inventory will be conducted to verify the fixed asset records.

Transfer of Assets to the State: Assets transferred to the State/University require approval by the Board of Directors.

Disposal of Assets: Assets can be sold for cash or used for trade-in value.

Policy and Procedures for Fixed Assets for the University Student Union and the Student Recreation Center

The Association receives student fee revenue annually for the operations of the University Student Union (USU) and the Student Recreation Center (SRC). In addition, the University is the custodian of a Capital Repair and Replacement account. The Capital Repair and Replacement fund held by the University should be the primary fund source for capital improvements/equipment for the USU and the SRC so as not to impact cash flow for other Association operations that are not funded with student fees.

Effective July 1, 2008, both the USU and SRC are required to depreciate any new assets that have a value of \$2,500 or more. The Association Accounting Office will determine the useful life of the asset and the number of years allowable for depreciation.

Prior to expending any funds or issuing purchase orders, all capital improvement projects must have the prior approval of the Associate Vice President for Student Affairs/Dean of Students, the Director of Student Involvement, and the Executive Director of Auxiliary Services.