

INVENTORIES

In order to provide a reasonable measure of control whereby district fixed assets are properly safeguarded, an inventory control system shall be implemented as required by statute.

It shall be the duty of the business manager to prescribe an inventory control system and provide for the implementation thereof. It shall further be the business manager's duty to provide the necessary performance checks.

The school district shall annually cause an inventory of personal property to be made and placed on file with the business manager by July 10. Personal property with an original value greater than \$5,000 shall be included in the inventory.

General fixed assets are divided into five main classes: land, buildings, improvements (other than buildings), equipment, and construction work in progress. Fixed assets may be marked by a permanent method of identification. Periodic inventories should be taken by personnel designated by the superintendent. Generally accepted accounting principles that require that each school adopt a dollar value indicating which fixed assets should be capitalized.

In the acquisition of or additions to real property, plant, or equipment, any expenditure of one thousand dollars (\$1,000) or more shall be paid from the capital outlay fund. The \$1,000 limitation shall apply to the total of each asset type on an invoice. Equipment purchases per invoice of less than \$1,000 may be acquired from either the general or capital outlay fund.

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| Adopted | 12/15/81 |
| Reviewed | 05/24/88 |
| Reviewed | 01/11/94 |
| Reviewed | 10/27/98 |
| Revised | 10/26/15 |

Legal References:

SDCL 5-24 - Receipt, care and accounting for public property
SDCL 5-24-1 - Annual inventory of personal property
SDCL 5-24-3 - Place of filing of duplicate inventories
SDCL 13-16-6 - Definition and use of capital outlay fund
ARSD 10:02:01:01 - Public personal property requiring inventory