

## **Business/Non-Instructional Operations**

### **Fixed Assets and General Inventory Records**

The Capitol Region Education Council (CREC) shall maintain accurate and complete records of all fixed assets and general inventory in compliance with state and federal laws, professional accounting standards, and insurance requirements.

#### **Capitalization Threshold**

All fixed assets with a purchase price or fair market value (FMV) of \$5,000 or more shall be capitalized, depreciated, and included in CREC's fixed asset register, consistent with federal Uniform Guidance and GASB standards.

#### **Asset Register – minimum data elements**

- Item description and name
- Acquisition date
- Identification number (inventory tag/serial number)
- Original cost or FMV (if donated)
- Funding source (if purchased with grant funds)
- Assigned location and responsible department
- Estimated useful life and depreciation method
- Date and method of disposal (when applicable)

#### **Inventory**

An inventory of all fixed assets shall be maintained and reconciled to the asset register, and reported to Business Services according to schedule.

#### **Construction in Progress:**

All costs incurred for construction in progress shall be capitalized as part of the total project value, regardless of individual transaction amount.

#### **Non-CREC Assets**

Assets purchased by CREC on behalf of external organizations (and paid for by those organizations) shall not be recorded in CREC's financial records.

#### **Insurance and Risk Management**

For insurance purposes, CREC shall also maintain inventory records for non-capitalized assets with an original cost below the capitalization threshold, to ensure adequate coverage.

#### **Grant-Funded Assets**

Assets acquired under state or federal grants shall be recorded as CREC property unless the terms of the grant specify otherwise.

Legal Reference: Connecticut General Statutes  
7-391 et seq. – Municipal Auditing Act  
4-36 – Reports of receipts, expenditures, and balances  
11-8a – Retention, destruction, and transfer of documents  
Federal  
2 C.F.R. Part 200 (Uniform Guidance), esp. § 200.1 & § 200.313 – Equipment and real property management  
Professional Standards  
Governmental Accounting Standards Board (GASB) Statements  
Generally Accepted Accounting Principles (GAAP)  
GFOA Best Practices in Asset Management

Policy adopted: CAPITOL REGION EDUCATION COUNCIL  
Re-adopted: February 17, 2021 Hartford, Connecticut  
Revised: March 16, 2022  
Revised: January 21, 2026

## **Business/Non-Instructional Operations**

### **Fixed Asset and General Inventory Records - Procedures**

#### **Definition of Fixed Assets**

- Are tangible in nature,
- Have a useful life beyond one fiscal year, and
- Have an acquisition cost or FMV at or above the capitalization threshold (\$5,000).

#### **Asset Recording Requirements**

Asset name and description

Serial number or CREC-issued asset tag number

Date of acquisition

Acquisition cost or FMV (for donations/gifts)

Funding source and grant identifier (if applicable)

Assigned location (school/program)

Department/program manager responsible for custody

Estimated useful life (per GASB guidelines)

Depreciation method (straight-line unless otherwise required)

Insurance classification (if required)

#### **Depreciation and Useful Life**

CREC shall use depreciation methods consistent with GAAP and GASB standards. Standard useful lives shall be assigned by asset type (e.g., furniture 7 years, computers/technology 5 years, vehicles 7 years, buildings 39 years).

#### **Inventory Management**

Tagging – All capitalized assets shall be tagged with a unique CREC inventory number.

#### **Disposal of Assets**

Assets shall remain on the register until formally disposed of or sold. Disposals must follow CREC's Policy (3260) on Sale and Disposition of Assets. Records shall document: disposal date; method (sale, donation, recycling, destruction); proceeds, if applicable; administrative approval authority.

#### **Grant-Funded Assets**

In accordance with 2 C.F.R. § 200.313, title to property acquired under a grant vests with CREC, unless otherwise specified. Disposition of grant-funded assets must follow federal or state guidelines, including possible reimbursement to the granting agency.

### **Oversight and Accountability**

Business Services: Maintains the official asset register and oversees compliance.

Facilities & Technology Services: Assists with tagging, physical inventories, and asset tracking.

Program Administrators: Responsible for safeguarding assets assigned to their location.

Auditors: Review asset records and verify compliance annually.

Regulation issued:

Re-issued: January 20, 2021

**CAPITOL REGION EDUCATION COUNCIL**

Hartford, Connecticut

Revised: February 16, 2022

Revised: November 19, 2025