

## **POLICY A-4: CAPITALIZATION & SURPLUS**

This policy is intended to specify what types of costs will be capitalized by the Moulton Niguel Water District (District), how to properly account for capital assets, and to comply with the requirements of Governmental Accounting Standard Board (GASB) Statement 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments* and IRS code. This Statement requires the reporting of District capital assets and depreciation in their annual audited financial statements.

### **1. District Expenditures Will Meet Financial Reporting Threshold**

The District maintains a schedule of individual capital assets that meet this threshold within its financial reporting operating system. Items with an original value of less than \$5,000, or with an estimated useful life of less than three years, are recorded as operating expenditures.

This financial reporting system should include:

- Capital asset description
- Location
- Physical dimensions, if possible
- Original value
- Date placed in service
- Original useful life
- Accumulated Depreciation
- Book Value
- Impairments, if any

### **2. Purchasing Department Maintains Inventory**

The Purchasing department safeguards and maintains inventory items. Inventory will be recorded within the District's financial reporting operating system, and the Purchasing department will count the physical inventory regularly. Access to the warehouse will be restricted to those required to perform the duties of their job. The District will measure the value of all inventory items using the perpetual method of accounting, where inventory reflects actual quantities on hand, including new arrivals and items used in operations.

This financial reporting system should include:

- Item description
- Location
- Physical dimensions
- Usage statistics
- Original value
- Quantity on hand

### **3. Depreciation of Capital Assets Using Straight-Line Method**

Depreciation will be calculated using the straight-line method with no salvage value for all depreciable capital assets. The purchasing department determines salvage value through market comparison.

The following estimated useful lives will be used by asset type:

- Water and wastewater systems 10 to 75 years
- Capacity rights 10 to 99 years
- Buildings 20 to 50 years
- Automobiles and equipment 5 to 15 years

The Engineering Department will provide the Accounting Department with the description and type of asset the expenditures qualify for, and the Accounting Department will record the asset in the financial reporting system.

### **4. Capital Assets Are Reported at Historical Value**

The District will report purchased or District-constructed capital assets at their historical cost for financial reporting in audited financial statements. The total cost of each capital asset is the cash outlay (or its equivalent) required to purchase the asset and put it in operating condition.

These costs will include (when applicable):

- contract price
- freight
- sales tax
- licensing fees
- handling and assembling

- installation and testing
- direct and indirect labor and materials
- benefit and overhead allocations
- construction period interest cost

Any cost specifically for a planned capital project (or asset acquisition), including public information costs and costs incurred to get project financing will be capitalized. Contributed capital assets will be recorded at their estimated fair market value at the date the asset was contributed to the District.

#### **5. Repairs and Maintenance Are Classified As Operating Expenses**

Any outlay that only returns a capital asset to its existing condition before the repair or maintenance, regardless of amount, will be classified as an operating expense.

#### **6. The District Will Sell or Dispose of Surplus Property**

Sections 35604 and 65400 of the Water Code (California Water District Act) authorizes the District to dispose of surplus property. The District will sell or dispose of surplus property with the intent to gain the greatest return. Sales will occur in the public market, by public auction, internet sales, consignment, or other public bidding. Property with no net value will be recycled, if practical, or discarded in keeping with environmental and hazardous waste disposal laws.

#### **7. General Manager and Board Decide Whether to Dispose of Real Property**

The General Manager will review the District's real property and decide whether it is surplus. Before disposing of any real property, the General Manager will:

- Determine if an appraisal is necessary, and obtain one independent appraisal if determined necessary
- Obtain authorization from the Board to dispose of real property.
- Solicit offers to purchase or lease the real property at fair market value as determined by the appraisal (or opinion of value), from certain public agencies in accordance with Chapter 5 (commencing with Section 54220) of Part 1, Division 2, Title 5 of the Government Code, or successor provisions.

If no acceptable offer is made within the required 60-day (or other) negotiation period, the General Manager may lease or sell the real property as prescribed by the Board.

#### **8. District Recycles Surplus Scrap Material**

Scrap material will be collected in a designated location on district property, and the General Manager or designee will regularly review the surplus property to determine it has been accurately designated as scrap material or surplus.

The Purchasing department will recycle scrap material as appropriate. Recycling vendors will be reviewed periodically to consider rates, quality of service provided, fees and other applicable factors.

#### **9. All Other Surplus Property Sales Require Approval**

All other surplus property, other than real property and scrap material requires approval of surplus status prior to sale. An "Approval of Surplus Property" form must be completed by staff and approved by a supervisor. Prior to disposal of the approved surplus property, the Assistant General Manager must approve the disposal. The Purchasing department will maintain a list of all approved surplus property. The list of surplus property approved for disposal will be used to sell the items in the public market, by public auction, internet sales, consignment, or other public bidding methods.

#### **10. District Follows California Law When Disposing of Property**

The District will comply with the California Environmental Quality Act and all applicable laws for disposing of property.

#### **11. Staff and Families Are Not Eligible to Acquire District Property**

Board members, District staff, spouses and dependent children may not bid for, purchase, or otherwise have interests in surplus property of the District, directly with the District, or represent any potential bidder or purchaser, under any terms and conditions.

#### **12. Accounting Will Record All Funds Received From Disposal of Surplus Property**

All revenues collected from the disposal of surplus property shall be reported to and deposited by the Accounting Department. All revenues will be recorded in a manner consistent with District procedures and standard accounting practices.



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See also:

6.21.2018

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Last Revised:

8.20.2015

### TABLE 1: Definitions

**Board** – The Board of Directors of Moulton Niguel Water District.

**Capital Asset** – The Government Finance Officers Association (“GFOA”) defines capital assets as “assets that are used in operations and that have initial lives extending beyond a single reporting period.” Capital assets may be intangible (capacity rights) or tangible (buildings, equipment). To be considered a capital asset, a District expenditure must cost at least \$5,000 and have a useful life of at least three years.

**Inventory** - an asset that is intended to be used in the ordinary course of business with a cost of less than \$5,000 per item or does not have an initial life extending beyond three years.

**Salvage value** - the estimated market value once the property has been deemed surplus. The salvage value will be determined by the purchasing department through market comparison.

**Scrap material** - the value of which consists only of intrinsic material content and which has no commercial value for its original purpose as fabricated.

**Surplus property** – property that is excess of the current or planned future needs of the District or no longer has an economic use by the District, including property that which has become worn, broken, deteriorated or obsolete to a point where it is uneconomical for use by the District