

When ESCAPE Fixed Assets System became available years ago, Dan B. assisted me with a 'cross-walk' of our old FA spreadsheets from the firm who completed property valuations through RESIG (Valuation Resource Management, Inc.) This imported all current assets into ESCAPE. The first year ESCAPE Fixed Assets were included in my audit I had to give an explanation of the variance in values since they were different from prior year values – a simple statement was fine.

Account Coding is a key factor as this will determine whether you are to track as an Asset or not. If an expense will not meet your threshold (usually Board designated at \$5,000) then make sure you do not code it to a 6xxx object.

At start of CLOSING do a trial import into SACS - You will run the 'Conversion Entry' report out of SACS in order to balance your account coding to your Fiscal 03 and eventually your FA in ESCAPE.

In SACS go to TAB Reports, Government Wide Reporting, ENTRY (Conversion Entries), print CE001 Data by Function and CE001 Data by Object tabs at bottom of form.

Go into ESCAPE, print Fiscal 03 for all 6xxx objects, sort by account component that will identify your activity by site, project etc. Verify that both of these reports balance to each other. You may find items with lesser than a \$5,000 value, review both reports to determine whether they should be coded as a 4xxx object instead of 6xxx.

Use your FISCAL 03 to identify whether an expense is for a Building, Land, Site Improvements, Furniture and Equipment or Construction in Progress. You will use this identification later for adding these assets into ESCAPE FA system.

Keeping current in ESCAPE:

When equipment/ items over our \$5,000 threshold are purchased and coded to a 6xxx object, keep a copy of the purchase order and invoice which will identify Model and Serial numbers along with costs in a file and add into ESCAPE (not construction project expenses yet)

You may code items using a sequence of year/site/description in order to identify the year an item was purchased/completed, i.e.:

0708SMMOD = 2007/2008 San Miguel Modernization.

I do not add construction projects to FA until year end in order to capture the full cost of the project for the fiscal year – in this case I would key in my Asset as a Depreciable Asset if the project is **completed** by June 30th. It would be coded as a Capital Asset (non-depreciable) if it is **not complete** by June 30th but is 'Construction in Progress'. You don't need to code each invoice as a separate Asset, you may code an entire cost of a building as 1 Asset.

Construction in Progress (CIP) as a FA: Use the Fiscal 03 by component but lump total of the project that is going to be Depreciable as 1 Asset. When the project is complete (i.e. 'Notice of Completion' date), you will 'Dispose' of the CIP as of the completion date and then add as a new Asset under Buildings and/or Site Improvements/Equipment and chose Asset Type of Depreciable Assets in order for the completed project to now start depreciating (which ESCAPE calculates for you!). For example all work that relates to a building and all of it systems including the contractor, architect, inspector, construction management firm etc would be added as 1 Asset under category – Buildings. Any Site work not attached to a Building including sidewalks, playgrounds, retaining walls, fencing, outdoor lighting, etc. would be coded to Category Site Improvements, these may be separate Assets. Be descriptive in your keying, add the Requisition #, PO #, Contractor name, etc. as this will help you find invoices at a later date, or scan the contract, P.O. and invoice and add as an attachment.

Before you key in any CY Assets into ESCAPE, go to the FA reports and print out FA09a (and any others that may be helpful) to make sure what is in your ESCAPE FA system balances to what your Audit Report states from the prior year, this will be your beginning balances. This way when you run reports after you key all in, it will be clear that any additions/increases and decreases are new year activity and balance to your SACS, and Fisc03 reports.

When you run your FA reports, make sure you choose 'Asset Cost Minimum' \$5,000 as your threshold to eliminate anything in the system of lesser value.

Attachments:

Audit Report, Fixed Assets, SACS, Fiscal 03 Reports

Table of Useful Lives, Function/Object Coding examples

NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

NOTE 5 - INTERFUND ACTIVITIES (CONCLUDED)

B. Interfund Transfers

Interfund transfers consist of operating transfers from funds receiving revenue to funds through which the resources are to be expended. Interfund transfers for fiscal year 2014-15 were as follows:

<u>Funds</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General	\$ 109,943	\$ 1,724,290
Capital Projects - Special Reserve	1,697,824	
Cafeteria	16,466	
Charter School	<u>10,000</u>	<u>109,943</u>
Totals	<u>\$ 1,834,233</u>	<u>\$ 1,834,233</u>

Transfer of \$1,697,824 from General Fund to Capital Projects - Special Reserve Fund to make a one-time transfer of the District's basic aid supplemental funds.

Transfer of \$16,466 from General Fund to Cafeteria Fund to supplement the child nutrition program.

Transfer of \$10,000 from General Fund to Charter School Fund to compensate for Mark West Charter School's loss of Title I funding.

Transfer of \$109,943 from Charter School Fund to General Fund to reimburse facility related costs and services.

NOTE 6 - CAPITAL ASSETS AND DEPRECIATION

Capital asset activity for the year ended June 30, 2015, is shown below:

	<u>Balances</u> <u>July 1, 2014</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balances</u> <u>June 30, 2015</u>
Land	\$ 1,045,254			\$ 1,045,254
Sites and Improvements	4,135,536	\$ 35,999		4,171,535
Buildings and Improvements	33,666,610			33,666,610
Furniture and Equipment	307,372	46,807	\$ 18,000	336,179
Work-in-Progress	<u>0</u>	<u>16,876</u>		<u>16,876</u>
Totals at Historical Cost	<u>39,154,772</u>	<u>99,682</u>	<u>18,000</u>	<u>39,236,454</u> ✓
Less Accumulated Depreciation for:				
Sites and Improvements	2,983,751	62,302		3,046,053
Buildings and Improvements	10,275,736	823,994		11,099,730
Furniture and Equipment	<u>107,289</u>	<u>23,240</u>	<u>18,000</u>	<u>112,529</u>
Total Accumulated Depreciation	<u>13,366,776</u>	<u>909,536</u>	<u>18,000</u>	<u>14,258,312</u> ✓
Governmental Activities				
Capital Assets, net	<u>\$ 25,787,996</u>	<u>\$ (809,854)</u>	<u>\$ 0</u>	<u>\$ 24,978,142</u>

Fiscal Year 2015/16				
	Beg. Balance	Increase	Decrease	Ending Balance
Buildings	33,666,610			33,666,610
Construction in Progress	16,876	1,082,774		1,099,650
Furniture and Equipment	302,315			302,315
Land	1,045,254			1,045,254
Site Improvements	4,171,535	97,050		4,268,585
Vehicle-Truck/Van	33,864			33,864
Totals at historical cost	✓ 39,236,454	1,179,824	0	40,416,278
Less accumulated depreciation for:				
Buildings	11,099,730-	823,994-		11,923,724-
Furniture and Equipment	111,931-	22,338-		134,269-
Site Improvements	3,046,053-	66,672-		3,112,725-
Vehicle-Truck/Van	598-	4,838-		5,436-
Total accumulated depreciation	✓ 14,258,312-	917,842-	0	15,176,154-
Net Asset Value	24,978,142	261,982	0	25,240,124

By Object

<u>Fund</u>	<u>Resource</u>	<u>Project Year</u>	<u>Goal</u>	<u>Function</u>	<u>Object</u>	<u>Value</u>
Total, Certificated Personnel Salaries (Objects 1000-1999)						0.00
Total, Classified Personnel Salaries (Objects 2000-2999)						0.00
Total, Employee Benefits (Objects 3000-3999)						0.00
Total, Books and Supplies (Objects 4000-4999 except 4400)						0.00
Total, Noncapitalized Equipment (Object 4400)						0.00
Total, Services and Other Operating Expenditures (Objects 5000-5999)						0.00
Total, Land (Object 6100)						0.00
Total, Land Improvements (Object 6170)						0.00
21	9010	0	0000	8500	6200	465,333.26
25	0000	0	0000	8500	6200	335,253.88
35	7710	0	0000	8500	6200	6,611.60
40	0000	0	0000	8500	6200	372,625.60
Total, Buildings and Improvement of Buildings (Object 6200)						1,179,824.34
Total, Books and Media for New School Libraries (Object 6300)						0.00
Total, Equipment (Object 6400)						0.00
Total, Equipment Replacement (Object 6500)						0.00
						1,179,824.34

new Assets

Detail for Dates 07/01/2015 to 06/30/2016

Fiscal Year 2015/16

Ref#	Pay to Name	Journal #	Description	Trans Date	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General Fund									
01-0000-0-1110-1000-6441-120-TECH	Computers & Hdw/Instrucl								
P16-00092	CDW Government	EN16-00211	staff desktop computers Q# GHLE	07/13/15			8,469.50		8,469.50-
P16-00092	CDW Government	EN16-00350	staff desktop computers Q# GHLE	08/07/15			51.08-		8,418.42-
P16-00092	CDW Government	EN16-00351	staff desktop computers Q# GHLE	08/07/15			4,284.75-		4,133.67-
P16-00092	CDW Government	EN16-00352	staff desktop computers Q# GHLE	08/07/15			20.45-		4,113.22-
P16-00092	CDW Government	EN16-00353	staff desktop computers Q# GHLE	08/07/15			1,713.91-		2,399.31-
P16-00092	CDW Government	EN16-00354	staff desktop computers Q# GHLE	08/07/15			20.45-		2,378.86-
P16-00092	CDW Government	EN16-00355	staff desktop computers Q# GHLE	08/07/15			1,713.94-		664.92-
P16-00092	CDW Government	EN16-00356	staff desktop computers Q# GHLE	08/07/15			152.14-		512.78-
P16-00092	CDW Government	EX16-00169	staff desktop computers Q# GHLE	08/07/15				51.08	563.86-
P16-00092	CDW Government	EX16-00170	StaffDsktpCptrs @8.25% tax	08/07/15				4,284.75	4,848.61-
P16-00092	CDW Government	EX16-00171	InstallHdw/StaffsktpCptr@1.75%	08/07/15				20.45	4,869.06-
P16-00092	CDW Government	EX16-00172	StaffDsktpCptrs @ 8.25% Tax	08/07/15				1,713.91	6,582.97-
P16-00092	CDW Government	EX16-00173	StaffDsktpCptrsHdwInsl@1.75%	08/07/15				20.45	6,603.42-
P16-00092	CDW Government	EX16-00174	StaffDsktpCptrs&MstTaxed @ 8.25%	08/07/15				1,713.94	8,317.36-
P16-00092	CDW Government	EX16-00175	Adapters & Mounts	08/07/15				152.14	8,469.50-
P16-00092	CDW Government	EN16-01067	staff desktop computers Q# GHLE	10/26/15			512.78-		7,956.72-
P16-00092	CDW Government	IFC16-00004	SPEND EEG FUNDS PER SPENT	12/29/15				7,956.72	7,956.72-
P16-00092	CDW Government	IFC16-00005	REVERSE Link 57569 (no post at	12/29/15				7,956.72-	0.00
P16-00092	CDW Government	IFC16-00006	#1 (re) Spend EEG Funds	01/20/16				0.00	0.00
				Account Total	06/30/16		.00	.00	.00
				Total for Fund 01, Expense accounts, and Object 6441			.00	.00	.00

Spindle

Fund 21 - Building Fund									
Ref#	Pay to Name	Journal #	Description	Trans Date	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
21-9010-0-0000-8520-6210-222-0813	Architect Fees,Fa&c - Pla								
B15-00067	QuattrocnkKwok Archite	EN16-00125	Year End Closing	07/01/15			30,714.80		30,714.80-
B15-00067	QuattrocnkKwok Archite	EN16-00455	Construction Contract:MWCS Phas	08/19/15			3,685.80-		27,029.00-
B15-00067	QuattrocnkKwok Archite	EX16-00259	Construction Contract:MWCS Phas	08/19/15				3,685.80	30,714.80-
B15-00067	QuattrocnkKwok Archite	EN16-00781	Construction Contract:MWCS Phas	09/18/15			12,286.00-		18,428.80-
B15-00067	QuattrocnkKwok Archite	EX16-00520	Construction Contract:MWCS Phas	09/18/15				12,286.00	30,714.80-
B15-00067	QuattrocnkKwok Archite	EN16-01046	Construction Contract:MWCS Phas	10/28/15			12,286.00-		18,428.80-
B15-00067	QuattrocnkKwok Archite	EX16-00742	Construction Contract:MWCS Phas	10/28/15				12,286.00	30,714.80-
B15-00067	QuattrocnkKwok Archite	BR16-00015	update fund 21 for interim	10/30/15			30,714.80		0.00
B15-00067	QuattrocnkKwok Archite	EN16-01171	Construction Contract:MWCS Phas	11/13/15			2,457.00-		2,457.00

Selection Filtered by User Permissions, (Org = 34, Online/Offline = N, Fiscal Year = 2016, Unposted JEs? = N, Ref#? = Y, Assets and Liabilities? = N, Restricted? = Y, Object = 6, Object Digits = 4, Page Break Lvl =)

Procedure 430 Capital Assets

Table of Estimated Useful Lives

The following table is used by permission. It is provided as general guidance regarding reasonable estimated useful lives. In estimating an asset's useful life, LEAs should consider the asset's present condition, use of the asset, construction type, maintenance policy, and other local variables.

ASSET CLASS	EXAMPLES	YEARS
Land		N/A
Site Improvements	Paving, flagpoles, retaining walls, sidewalks, fencing, outdoor lighting	20
School Buildings		50
Portable Classrooms		25
HVAC Systems	Heating, ventilation, and air conditioning systems	20
Roofing		20
Interior Construction		25
Carpet Replacement		7
Electrical / Plumbing		30
Sprinkler / Fire System	Fire-suppression systems	25
Outdoor Equipment	Playground, radio towers, fuel tanks, pumps	20
Machinery and Tools	Shop and maintenance equipment, tools	15
Kitchen Equipment	Appliances	15
Custodial Equipment	Floor scrubbers, vacuums, other	15
Science and Engineering	Lab equipment, scientific apparatus	10
Furniture and Accessories	Classroom and office furniture	20
Business Machines	Fax, duplicating, and printing equipment	10
Copiers		5
Communications Equipment	Mobile, portable radios, noncomputerized	10
Computer Hardware	PC's, printers, network hardware	5
Computer Software	Instructional, other short-term	5 to 10
Computer Software	Administrative or long-term	10 to 20
Audiovisual Equipment	Projectors, cameras (still and digital)	10
Athletic Equipment	Gymnastics, football, weight machines, wrestling mats	10
Musical Instruments	Pianos, string, brass, percussion	10
Library Books	Collections	5 to 7
Licensed Vehicles	Buses, other on-road vehicles	8
Contractors' Equipment	Major off-road vehicles, front-end loaders, large tractors, mobile air compressor	10
Grounds Equipment	Mowers, tractors, attachments	15

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Promethium Boards 10
Internet Connections - Switches 20

OPSC: Da [redacted] 916-322-0387
 Debbie Alkhatib 916-327-1674
 Spur: Kathy Bowdler 916-322-0317

COE: Aue Pendleton 916-322-0310

	FUNCTION	OBJECT
SITWORK	8510	6170 SITE CONSTRUCTION 6171 SITE CONSTRUCTION: CHG. ORDERS

PLANNING	8520	6210 ARCHITECT FEES .	TLCD
		6211 ARCHITECT FEES: CHG. ORDERS	
		6212 ARCHITECT FEES: REIMBURSABLES	
		6218 OWNER'S REP/ADMIN. CONSULTANT	
		6220 PROJECT MANAGER FEE	-RGM
		6221 PROJECT MANAGER: CHG. ORDERS	
		6222 PROJECT MANAGER: REIMBURSABLES	
		6230 DSA/OPSC FEES	
		6231 DSA/OPSC FEES: CHG. ORDERS	
		6240 TESTS: SOILS, FDN., BORINGS, (prior to construction)	
		6241 TESTS: CHG. ORDERS	
		6250 PLANNING COSTS: other/ads/bids	
		6251 PLANNING COSTS: CHG. ORDERS	

CONSTRUCTION (8530)

6210	ARCHITECT FEES
6211	ARCHITECT FEES: CHG. ORDERS
6212	ARCHITECT FEES: REIMBURSABLES
6220	PROJECT MANAGER FEE
6221	PROJECT MANAGER: CHG. ORDERS
6222	PROJECT MANAGER: REIMBURSABLES
6260	CONSTRUCTION COSTS
6261	CONSTRUCTION: CHG. ORDERS
6262	CONSTRUCTION: UTILITIES
6263	CONSTRUCTION: SITE DEVELOPMENT
6264	CONSTRUCTION: INTERIM HOUSING
6265	CONSTRUCTION: DEMOLITION
6267	CONSTRUCTION: UNCONVENTL ENERGY
6269	CONSTRUCTION: HAZMAT/LEAD/ASBESTOS
6270	CONSTRUCTION: OTHER COSTS
6271	CONSTRUCTION: OTHER COSTS CHG. ORDERS
6272	CONSTRUCTION: SEISMIC
6274	DEFAULTS/DELAYS

TESTS: 8540

6280	CONSTRUCTION: TESTS
6281	CONSTRUCTION TESTS: CHG. ORDERS
6284	DEFAULTS/DELAYS

INSPECTION 8550

6290	INSPECTOR/INSPECTION FEES	RICHARD RUSSELL
6291	INSPECTOR/INSPECTION FEES: CHG. ORDERS	
6294	DEFAULTS/DELAYS	

F & E 8580

6400 FURNITURE & EQUIPMENT

PROJECTS:				
3101	PS NEW 50/70938-00-01	3301	BH GYM 22/70938-00-01	3306 BH PLANNING QKA 395.99
3102	PS MOD	3302	BH MOD	3307 BH NEW CAMPUS 50/70938-00-02
3201	PC NEW	3304	BH INTERIM HOUSING/CAMPUS	QKA 395.99
3202	PC MOD	3305	BH LIB/DRAMA CTR	8433 (Child Care Facility)
	57/70938-00-01		QKA 362.98A	BH INT. CLERK (12) # 400