

# FRESNO STATE PROGRAMS FOR CHILDREN, INC.

Policy No. 601

## Fixed Asset Policy

This policy is applicable to the following auxiliary corporations:

- Agricultural Foundation
- Association
- Associated Students, Inc.
- Foundation
- Programs for Children

### REVISION RECORD

Date	Type	Approval Authority
12/05/2010	Revision	Approved by Board of Directors
05/06/2026	Revision	Approved by Board of Directors

### DOCUMENT CONTROL

<b>Approved By:</b> Board of Directors	<b>Date Approved:</b> 05/06/2026	<b>Next Review Date:</b> May 2029
<b>Responsible Position(s)</b> Executive Director of Auxiliary Services		<b>Document Control Number:</b> Policy 601

## PURPOSE

To establish a system to maintain, control and protect the physical assets acquired through Programs for Children. This policy seeks to record, control, and manage all existing PFC assets and those assets acquired in the future. To accomplish this, the following procedures have been implemented.

## STATEMENT OF POLICY

Capitalization and Depreciation Threshold: The limit for capitalizing a fixed asset is \$5,000. A fixed asset is any capital asset purchase with an effective usable life of more than one year and a cost of \$5,000 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 (3) years. Furniture and fixtures are generally depreciated over five (5) years. Building improvements and leasehold improvements are depreciated over their estimated useful life. All assets are depreciated using the straight-line method of depreciation. If an asset has an estimated life longer/shorter than the above recommendations, the Executive Director of Auxiliary Services, or designee, can approve deprecation years.

Tracking of Assets: All PFC assets which have a service life of one year or more remaining and an estimated current value of \$5,000 or more shall be assigned a tag id# by the Auxiliary Accounting. 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 Auxiliary Accounting. When a new item is purchased, the Program Director will be provided with the tag id # to place on the item once it is shipped and received.

The Program Director shall be the authorized custodian for the assets located in the program.

Periodic Inspection: Auxiliary Accounting will update the equipment listing with new assets that have been purchased since the end of the prior fiscal year. However, the Program Director should report all physical movement of assets at the time it occurs. An updated equipment listing and depreciation schedule will be used in developing the annual budget for the next fiscal year.

It is PFC's 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, PFC will conduct a physical inventory 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 purchased with PFC operating funds can be sold for cash or used for trade-in value with approval by the Board of Directors.

## IMPLEMENTATION

The Executive Director of Auxiliary Services (or designee) is responsible for implementing this policy statement through management guidelines.