



Rutherford County Inventory Control Annual Report of Fixed Assets

For the Fiscal Year 2012-13

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Rutherford County Government Inventory Control

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November 1, 2013

To the Budget, Finance, and Investment Committee,
County Mayor, Board of County Commissioners, and School Board:

I am pleased to present you with the Rutherford County Inventory Control's annual report for the fiscal period July 1, 2012 through June 30, 2013. The Inventory Control staff serves Rutherford County in its efforts to maintain accurate and dependable capital asset records and enhances the accountability of how tax dollars have been spent. Our office conducts periodic inventories of each department and school in the county system, maintains the surplus process, and prepares the capital asset financial information in the county's comprehensive annual financial report (CAFR). Those assets tagged and inventoried meet pre-approved thresholds and are included in the appendix for your convenience. Through hard work our asset accountability has maintained a high level of integrity and reliability, which will continue to be our highest goals as we prepare for the future.

For this fiscal year we have continued to inventory schools and departments with less than 100% of accountability of assets, many of which had not been inventoried last year. This year's inventory results were very encouraging and have more detailed later in the report. Overall, schools and general departments had a median percentage of 98.8%. Most fell between 97.5% and 100%. However, 4 schools and 12 county general departments achieved 100% accountability. Missing assets were also down again for the sixth year in a row. The capital assets account totals \$920 million with \$230 million in accumulated depreciation for a total of \$690 million for net capital assets.

Our office also has been working to continue selling surplus on the Internet. Currently our vendors are GovDeals and Public Surplus both of which have shown excellent results in achieving a high final bid price. No clear leader has emerged from our initial trial period in auction sales. Because of these numbers and the fact that no exclusive contract exists, we will continue to utilize each website's services until one yields a higher average final bid price.

If you have any questions about this report or any other matter, please let me know.

Very truly yours,

Robert H. Brown, Jr.
Fixed Assets Coordinator



Financial Schedules

County General Schedule of Changes

Capital asset activity for the year ended June 30, 2013, was as follows:						
Primary Government						
Government Activities:						
Capital Assets Not Being Depreciated:						
	Balance	Prior Period				Balance
	July 1, 2012	Adjustment	Increases	Decreases		June 30, 2013
Land	\$ 33,363,486.70	\$ -	\$ 644,355.90	\$ (214,475.00)		\$ 33,793,367.60
Right of Way	\$ 45,035,341.85	\$ -	\$ 465,306.34	\$ -		\$ 45,500,648.19
Construction in Progress	\$ 6,198,401.00	\$ -	\$ 713,261.00	\$ (4,345,385.00)		\$ 2,566,277.00
Total Capital Assets Not Being Depreciated	\$ 84,597,229.55	\$ -	\$ 1,822,923.24	\$ (4,559,860.00)		\$ 81,860,292.79
Capital Assets Being Depreciated:						
Buildings and Improvements	\$ 98,499,252.91	\$ -	\$ 5,635,684.00	\$ -		\$ 104,134,936.91
Infrastructure	\$ 135,168,679.01	\$ -	\$ 701,505.00	\$ -		\$ 135,870,184.01
Intangible Assets	\$ 2,357,048.31	\$ -	\$ 353,905.00	\$ -		\$ 2,710,953.31
Other Fixed Assets	\$ 30,616,885.09	\$ -	\$ 2,037,387.66	\$ (812,603.02)		\$ 31,841,669.73
Total Capital Assets, Being Depreciated	\$ 266,641,865.32	\$ -	\$ 8,728,481.66	\$ (812,603.02)		\$ 274,557,743.96
Less Accumulated Depreciation For:						
Buildings and Improvements	\$ 28,288,811.74	\$ 98.18	\$ 2,259,130.48	\$ -		\$ 30,548,040.40
Infrastructure	\$ 37,409,337.97	\$ 3.05	\$ 1,847,542.15	\$ -		\$ 39,256,883.17
Intangibles	\$ 1,875,003.96	\$ -	\$ 203,348.84	\$ -		\$ 2,078,352.80
Other Fixed Assets	\$ 24,248,988.48	\$ 988.50	\$ 1,769,540.41	\$ (697,809.13)		\$ 25,321,708.26
Total Accumulated Depreciation	\$ 91,822,142.15	\$ 1,089.73	\$ 6,079,561.88	\$ (697,809.13)		\$ 97,204,984.63
Total Capital Assets Depreciated, Net	\$ 174,819,723.17	\$ (1,089.73)	\$ 2,648,919.78	\$ (114,793.89)		\$ 177,352,759.33
Governmental Activities Capital Assets, Net	\$ 259,416,952.72	\$ (1,089.73)	\$ 4,471,843.02	\$ (4,674,653.89)		\$ 259,213,052.12

Schools Schedule of Changes

Capital asset activity for the year ended June 30, 2013, was as follows:

Rutherford County School Department

Government Activities:

Capital Assets Not Being Depreciated:

	Balance July 1, 2012	Prior Period Adjustment	Increases	Decreases	Balance June 30, 2013
Land	\$ 8,467,427.10	\$ -	\$ -	\$ -	\$ 8,467,427.10
Construction in Progress	\$ 24,360,573.00	\$ -	\$ 23,805,960.00	\$ (1,077,442.00)	\$ 47,089,091.00
Total Capital Assets Not Being Depreciated	\$ 32,828,000.10	\$ -	\$ 23,805,960.00	\$ (1,077,442.00)	\$ 55,556,518.10

Capital Assets Being Depreciated:

Buildings and Improvements	\$ 483,910,616.65	\$ -	\$ 2,180,360.00	\$ -	\$ 486,090,976.65
Intangible Assets	\$ 590,819.50	\$ -	\$ -	\$ (60,100.00)	\$ 530,719.50
Other Capital Assets	\$ 20,460,794.46	\$ -	\$ 1,156,681.79	\$ (252,355.42)	\$ 21,365,120.83
Total Capital Assets, Being Depreciated	\$ 504,962,230.61	\$ -	\$ 3,337,041.79	\$ (312,455.42)	\$ 507,986,816.98

Less Accumulated Depreciation For:

Buildings and Improvements	\$ 108,962,920.28	\$ 191.83	\$ 10,942,250.25	\$ -	\$ 119,905,362.36
Intangibles	\$ 338,841.37	\$ -	\$ 57,501.24	\$ (42,382.85)	\$ 353,959.76
Other Capital Assets	\$ 11,458,927.41	\$ 271.95	\$ 1,284,606.19	\$ (239,191.43)	\$ 12,504,614.12
Total Accumulated Depreciation	\$ 120,760,689.06	\$ 463.78	\$ 12,284,357.68	\$ (281,574.28)	\$ 132,763,936.24
Total Capital Assets Depreciated, Net	\$ 384,201,541.55	\$ -	\$ (8,947,315.89)	\$ (30,881.14)	\$ 375,222,880.74
Governmental Activities Capital Assets, Net	\$ 417,029,541.65	\$ -	\$ 14,858,644.11	\$ (1,108,323.14)	\$ 430,779,398.84

Changes by Function and Activity

Rutherford County, Tennessee									
Schedule of General Fixed Assets - Changes By Function and Activity									
Primary Government and Discretely Presented Rutherford County School Department									
June 30, 2013									
	Governmental							Governmental	
	Funds Capital	Prior	Prior	Additions	Additions		Transfers	Transfers	Funds Capital
	Assets	Year	Year	Purchased	Donations	Deductions	Between	Between	Assets
Function and Activity	July 1, 2012	Adjustment (+)	Adjustment (-)				Functions +	Functions -	June 30, 2013
Primary Government									
General Administration	\$ 53,188,964.17	\$ -	\$ -	\$ 388,850.22	\$ -	\$ (9,693.00)	\$ -	\$ -	\$ 53,568,121.39
Finance	\$ 4,833,302.75	\$ -	\$ -	\$ 356,144.23	\$ -	\$ (18,389.45)	\$ -	\$ -	\$ 5,171,057.53
Administration of Justice	\$ 2,255,951.78	\$ -	\$ -	\$ 72,159.00	\$ -	\$ (15,435.00)	\$ -	\$ -	\$ 2,312,675.78
Public Safety	\$ 68,606,576.48	\$ -	\$ -	\$ 6,988,876.32	\$ -	\$ (4,202,772.97)	\$ -	\$ -	\$ 71,392,679.83
Public Health and Welfare	\$ 21,522,856.47	\$ -	\$ -	\$ 1,304,255.22	\$ -	\$ (1,135,398.60)	\$ -	\$ -	\$ 21,691,713.09
Agriculture & Natural Resources	\$ 11,585,178.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,585,178.46
Other General Government	\$ 370,697.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370,697.20
Highway Department	\$ 188,875,567.65	\$ -	\$ -	\$ 283,534.57	\$ 1,166,811.34	\$ -	\$ -	\$ -	\$ 190,325,913.56
Total Primary Government	\$ 351,239,094.96	\$ -	\$ -	\$ 9,393,819.56	\$ 1,166,811.34	\$ (5,381,689.02)	\$ -	\$ -	\$ 356,418,036.84
Rutherford County School Department									
Instruction	\$ 590,819.50	\$ -	\$ -	\$ -	\$ -	\$ (60,100.00)	\$ -	\$ -	\$ 530,719.50
Support Services	\$ 531,737,657.79	\$ -	\$ -	\$ 26,544,876.48	\$ -	\$ (1,312,246.42)	\$ -	\$ -	\$ 556,970,287.85
Operation of Non Instructional Services	\$ 5,461,753.42	\$ -	\$ -	\$ 598,125.31	\$ -	\$ (17,551.00)	\$ -	\$ -	\$ 6,042,327.73
Total Schools	\$ 537,790,230.71	\$ -	\$ -	\$ 27,143,001.79	\$ -	\$ (1,389,897.42)	\$ -	\$ -	\$ 563,543,335.08
Active Assets									
Current									
	June 30, 2012	Compare	(Compare)	Year			Fiscal	June 30, 2013	(Gain) or Loss
	Accumulated	Adjustments	Adjustments	Depreciation	CurYrRet	AcDepRetired	Year	Accumulated	on
	Depreciation			Expense			Depreciation	Depreciation	Disposition
Primary Government									
General Administration	\$ 7,876,621.92	\$ 49.18	\$ -	\$ 557,908.65	\$ -	\$ (9,693.00)	\$ 557,957.83	\$ 8,424,886.75	\$ -
Finance	\$ 3,019,430.76	\$ 72.99	\$ -	\$ 370,570.41	\$ -	\$ (18,389.45)	\$ 370,643.40	\$ 3,371,684.71	\$ -
Administration of Justice	\$ 137,412.70	\$ 10.70	\$ -	\$ 19,906.53	\$ -	\$ (15,435.00)	\$ 19,917.23	\$ 141,894.93	\$ -
Public Safety	\$ 24,091,344.67	\$ 732.46	\$ -	\$ 1,945,530.00	\$ -	\$ (423,503.97)	\$ 1,946,262.46	\$ 25,614,103.16	\$ -
Public Health and Welfare	\$ 11,842,724.73	\$ 211.74	\$ -	\$ 892,763.44	\$ 14,124.57	\$ (230,790.11)	\$ 907,099.75	\$ 12,519,034.37	\$ -
Agriculture & Natural Resources	\$ 1,114,283.66	\$ 11.92	\$ -	\$ 190,914.26	\$ -	\$ -	\$ 190,926.18	\$ 1,305,209.84	\$ -
Other General Government	\$ 186,982.62	\$ -	\$ -	\$ 7,313.36	\$ -	\$ -	\$ 7,313.36	\$ 194,295.98	\$ -
Highway Department	\$ 43,553,340.99	\$ 3.05	\$ -	\$ 2,080,530.86	\$ -	\$ -	\$ 2,080,533.91	\$ 45,633,874.90	\$ -
Total Primary Government	\$ 91,822,142.05	\$ 1,092.04	\$ -	\$ 6,065,437.51	\$ 14,124.57	\$ (697,811.53)	\$ 6,080,654.12	\$ 97,204,984.64	\$ -
Rutherford County School Department									
Instruction	\$ 338,841.37	\$ -	\$ -	\$ 53,071.95	\$ 4,429.28	\$ (42,382.85)	\$ 57,501.23	\$ 353,959.75	\$ (8,455.16)
Support Services	\$ 117,625,117.64	\$ 427.31	\$ -	\$ 11,777,825.40	\$ 3,285.03	\$ (221,640.42)	\$ 11,781,537.74	\$ 129,185,014.96	\$ (4,459.23)
Operation of Non Instructional Services	\$ 2,796,730.07	\$ 36.47	\$ -	\$ 445,746.02	\$ -	\$ (17,551.00)	\$ 445,782.49	\$ 3,224,961.56	\$ -
Total Schools	\$ 120,760,689.08	\$ 463.78	\$ -	\$ 12,276,643.37	\$ 7,714.31	\$ (281,574.27)	\$ 12,284,821.46	\$ 132,763,936.27	\$ (12,914.39)



Inventory Review Results

Inventory Review Results 2012-13

Barfield Elementary School	99.00%		Archives Department	100.00%
Blackman Elementary School	100.00%		Building Codes	100.00%
Cedar Grove Elementary	98.77%		County Attorney	100.00%
Christiana Elementary School	99.34%		Domestic Violence	100.00%
John Buchanan Elementary School	91.16%		Drug Court	100.00%
John Coleman Elementary School	95.47%		Finance Department	100.00%
Lascassas Elementary School	98.99%		Human Resources	100.00%
LaVergne High School	99.92%		Materials Center	100.00%
LaVergne Primary School	98.97%		Mayors Office	100.00%
Oakland High School	98.90%		Planning and Engineering	97.00%
Oakland Middle School	99.02%		Property Assessor	97.25%
Rock Springs Elementary	100.00%		Register of Deeds	100.00%
Rockvale Elementary School	96.15%		Risk Management	100.00%
Roy Waldron Elementary School	98.50%		Trustees Office	100.00%
Siegel Middle School	98.22%			
Smyrna Primary School	100.00%			
Stewarts Creek Elementary School	100.00%			
Stewarts Creek Middle School	99.88%			
Stewartsboro Elementary School	93.17%			



Missing Assets

Missing Assets List 2012-13

CatDescp	Creation Date	Amount	Location
PRINTER	05-Jun-01	\$1,000.00	PROPERTY ASSESSOR'S OFFICE
PC	30-Jun-06	\$1,435.92	PROPERTY ASSESSOR'S OFFICE
PRINTER	22-May-07	\$500.00	PROPERTY ASSESSOR'S OFFICE
TV	20-Nov-97	\$344.00	JOHN BUCHANAN ELEM SCHOOL
PC	23-May-02	\$1,200.00	JOHN BUCHANAN ELEM SCHOOL
LASER DISC PLAYER	13-Aug-99	\$750.00	JOHN BUCHANAN ELEM SCHOOL
PC	16-Nov-99	\$1,176.00	JOHN BUCHANAN ELEM SCHOOL
PC	16-Nov-99	\$1,176.00	JOHN BUCHANAN ELEM SCHOOL
PC	16-Nov-99	\$1,176.00	JOHN BUCHANAN ELEM SCHOOL
PC	16-Nov-99	\$1,176.00	JOHN BUCHANAN ELEM SCHOOL
NETWORK EQUIPMENT	21-Mar-00	\$550.00	JOHN BUCHANAN ELEM SCHOOL
DIGITAL CAMERA	27-Oct-00	\$441.00	JOHN BUCHANAN ELEM SCHOOL
PC	12-Apr-01	\$1,100.00	JOHN BUCHANAN ELEM SCHOOL
PC	12-Apr-01	\$1,100.00	JOHN BUCHANAN ELEM SCHOOL
PC	14-Aug-01	\$1,574.00	JOHN COLEMON KINDERGARTEN
DIGITAL CAMERA	09-Nov-06	\$500.00	JOHN COLEMON KINDERGARTEN
PC	25-Feb-00	\$1,386.00	LASCASSAS ELEM SCHOOL
INTERWRITE PAD	12-May-05	\$700.00	ROY WALDRON JR HIGH SCHOOL
FLOOR SCRUBBER	14-Nov-97	\$1,454.00	STEWARTSBORO SCHOOL
PC	07-Dec-98	\$1,206.00	STEWARTSBORO SCHOOL
PC	12-Feb-99	\$1,100.00	STEWARTSBORO SCHOOL
PC	16-Nov-99	\$1,176.00	STEWARTSBORO SCHOOL
TV	24-Jul-01	\$569.00	STEWARTSBORO SCHOOL
		\$22,789.92	

Summary Totals and Figures

Location	Number of Assets	Missing Assets	Percentage Missing	Historical Cost
PROPERTY ASSESSOR'S OFFICE	111	3	2.7%	\$ 2,935.92
JOHN BUCHANAN ELEM SCHOOL	245	11	4.5%	\$ 10,189.00
JOHN COLEMON SCHOOL	327	2	0.6%	\$ 2,074.00
LASCASSAS ELEM SCHOOL	487	1	0.2%	\$ 1,386.00
ROY WALDRON JR HIGH SCHOOL	488	1	0.2%	\$ 700.00
STEWARTSBORO SCHOOL	576	5	0.9%	\$ 5,505.00
				\$ 22,789.92



Appendix

Rutherford County, Tennessee

General Fixed Assets

Policies and Procedures

The purpose of this policy is to provide guidelines and regulations for departments of Rutherford County regarding fixed assets. Capitalization of general fixed assets is reported in the financial statements and establishes management control and continuing accountability for fixed assets acquired by county agencies.

Capitalization of general fixed assets, includes land, buildings and improvements, roads and bridges, machinery and equipment, and construction in progress. The amount represented in the financial statements should be documented by an inventory listing supported with detailed records for each asset.

It is also the county's responsibility to ensure proper accountability of certain other purchases made with county funds that do not represent general fixed assets. This policy is to encompass that responsibility for "controllable items".

ADMINISTRATIVE POLICIES

A. Fiscal Responsibility.

1. County Commission/Board of Education:

- a. Provide administrative officials with listings of inventory for which they are held accountable.
- b. Determine policy for proper disposal and transfer of fixed assets and policy for notification to Inventory Control.
- c. Notification to administrative officials of findings related to internal reviews conducted by Inventory Control or external audits conducted by the State/IPA firm of said departments and disposition thereof.

2. Inventory Control Office:

The office of Inventory Control is under the direction of the office of the Finance Director. Inventory Control operates with respect to the duties of the County Commission as an agent of the county, the County Board of Education, which governs the operations of the schools, and the County Highway Department. A full cooperative effort of all parties allows Inventory Control to maintain records in accordance with generally accepted accounting principles.

Areas of Responsibility are outlined below:

- a. Maintain inventory listings of all capital assets reported in the financial statements and of other assets (controllable) determined to be tracked by officials.
- b. Tagging of all assets as determined by this policy and input of all relative information to the computer system.
- c. Removal of tags and retirement of assets from computer records upon proper notification by Purchasing Committee or Board of Education.
- d. Conduct periodic reviews of all departments to determine that all assets are being properly accounted for.
- e. Prepare annual inventories for all departments of general fixed assets and controllable assets.

3. Administrative Officials

Administrative officials (county officials, principals, supervisors, etc.) are responsible for the custody and maintenance of all assets purchased for or assigned to their office.

- a. Report the theft or loss of property, immediately, to inventory control by phone, to be followed by a letter (or approved form) to the County Executive/Board of education (as appropriate) and Inventory Control. A police report should be obtained on all losses suspected as theft.
- b. Report to the Board of Education (as appropriate) and Inventory Control any assets deemed to be surplus and unneeded by this department for transfer or disposal.
- c. Any transfer or disposal of assets by administrative officials shall be documented in writing to relieve that official of said responsibility.
- d. Allow Inventory Control access to all records necessary to aid in the determining of proper disclosure of fixed assets for reporting purposes.
- e. Designate person(s) for the custody and control of departmental property (departmental property coordinator). The name of this person shall be submitted to Inventory Control for direct communication purposes.

4. Departmental Property Coordinator

- a. Maintain all records of fixed assets and controllable assets accountable to the office. These records would include transfer, disposals, and assets surplus to the county.
- b. Notify Inventory Control of new asset acquisitions not currently tagged.
- c. Reconcile and report differences between annual fixed asset inventory and actual physical inventory to Inventory Control.

ACCOUNTING POLICIES

A. Capitalization:

The following items will be capitalized in the fixed assets accounting system:

1. Land
2. Buildings
3. Building improvements and additions that do not constitute repairs and maintenance.
4. Roads and Bridges
5. Machinery and Equipment *
6. Furniture and Fixtures *
7. Construction in Progress
8. Intangible Assets *

* These items will be subject to a dollar value test and/or life expectancy test. (See D)

B. Cost:

Fixed assets shall be recorded at historical cost or if the cost is not reasonably determinable, at estimated cost. Donated fixed assets should be recorded at their estimated fair value at time received.

1. Actual Cost - this will include not only the purchase or construction cost (which can be obtained through invoice, purchase order and warrant paid files) but also charges necessary to place the asset in its intended location. This includes costs such as freights and transportation, site preparation expenditures, professional fees and legal claims directly attributable to asset acquisition.
2. Estimated Cost - this will be based on as much documentary evidence that can be found to support the cost such as interviews with personnel and price level adjustments for each asset.
3. Donated Cost - these assets will be based on their estimated fair value at a time of acquisition. A determination as to be the fair value basis will be included with property records.

C. Accumulated Depreciation:

Accumulated depreciation will be recorded as required by the **Governmental Accounting Standards Board Statement 34**.

D. *Dollar Value and Life Expectancy Tests

Assets purchased with a dollar value less than \$5,000.00 (Rev. 4/10/2001) and with a life expectancy of less than three years will not be included in the financial statements; however, certain items (**controllable assets**) will be tracked in inventory records for accountability purposes.

E. Operating/Capital Lease Assets

- Assets acquired under operating leases will not be capitalized.
- Capital lease assets will be reflected in accordance with generally accepted accounting principles.

F. Controllable Assets:

Controllable assets are assets which do not meet the criteria for a fixed asset but will be included in property management's records for control purposes. Such property would include televisions, low cost computers, firearms and other items as desired by departments.

G. Asset Reduction:

Assets no longer owned by or in the possession of the County shall be removed from the fixed assets system.

1. Sold and/or retired - these assets will be removed from the capital asset records upon formal notification from the responsible party of such disposition.
2. Obsolete - these assets will be removed from the capital asset records upon formal notification upon said determination by responsible party whether sold or not.
3. Transferred to Proprietary or Trust Fund - these assets will be removed from the capital asset records upon formal notification from responsible party and shall be accounted for in that Fund.

Items to be accounted for and tagged by Inventory Control

Equipment Categories	Examples	Threshold for Capitalization
Firearms	Firearms	All
Permanent Buildings and Improvements	Schools, Fire Station, Building Addition	>= \$ 250,000
Construction in Process	Incomplete Project	>= \$ 250,000
Intangible Asset	Software, License, GIS Data, Trademark	>= \$ 25,000
Child's Play Equipment	Playground Equipment	>= \$ 5,000
Cooling/Heating Equipment - non-rplmnt/non-repair	HVAC Units	>= \$ 5,000
Furniture	Modular Furniture	>= \$ 5,000
Health & Fitness Related	Universal Weight Machine, Dental/Medical Equipment	>= \$ 5,000
Heavy Construction Equipment	Dump Truck, Paver, Roller	>= \$ 5,000
Software	Software	>= \$ 5,000
Transportation Equipment - Autos, etc.	Cars, Trucks, Vans, Fire Trucks	>= \$ 2,000
Dumpster/open top container	Compactor, Open Top Container, Packer Box	>= \$ 1,000
Kitchen type Equipment	Oven, Stove, Mixer, Refrigerator	>= \$ 1,000
Maintenance Equipment (Landscape, auto, cleaning)	Mowers, Auto Jacks, Floor Buffer/Scrubber, Generators	>= \$ 1,000
Office Equipment	Copier, Check Signer, plotter	>= \$ 1,000
Projectors	Opaque Projector, PC Projector	>= \$ 1,000
Voting Machines	Voting Machines	>= \$ 1,000
Art & Craft related Equipment	Potters Wheel, Kiln, Photography Developing Equipment	>= \$ 1,000
Audio Equipment	Audio Mixer, Amplifier, Speakers, Hand-held / Mobile Radio	>= \$1,000
Power Tools	Drill Press, Chainsaw, Circular and Jig saws	>= \$ 500
Computer Equipment	Computers, Monitors, Terminals, Printers	>= \$ 500
Musical Instruments	Trombone, Drums, Trumpet, Xylophone, Piano	>= \$ 500
Home Electronics	CD player, DVD player, Television, VCR, Digital Cameras	>= \$ 200
Land		> \$.99
Right of Way		> \$.99

Some typical items not to be included in the 700 accounts:

- | | |
|--|--|
| <ul style="list-style-type: none"> * Any office furniture less than \$5,000 (Individually) * Any office type equipment - Copier, scanner, etc under \$1,000 * Microwaves, refrigerators, ovens, and dishwashers under \$1,000 * Power tools under \$500 * TV's, Cameras, IPODs, etc under \$200 | <ul style="list-style-type: none"> * Any computer or monitor under \$500 * Band Instruments under \$500 * LCD projectors under \$500 * Radio Equipment under \$1,000 |
|--|--|



Personnel

Robert Brown
Fixed Assets Coordinator

Scott Magner
Inventory Control Assistant