

Tahoe City Public Utility District Policy Procedure

Capital Assets Policies and Procedures

Policy:

This policy is to provide guidelines and establish a standard procedure for the budgeting, scheduling and ordering of purchases that are considered fixed assets of the District and which thus necessitate capitalization of the purchase cost by the District. It is intended to apply uniformly and consistently to all departments, and to meet the financial controls and audit requirements deemed necessary and appropriate by the District.

The primary purpose of an Asset Management system is to maintain physical accountability over the assets owned by the District. The accounting system should provide a record of the capital assets obtained over the years that are still in service.

The District policies are intended to be in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting, Auditing, and Financial Reporting (GAAFR). On an annual basis, these procedures should be evaluated and modified, if necessary, to ensure continued performance in providing accurate capital asset data. In addition to providing a point of reference to the District officials and others relative to property accounting, the objectives of the policy and procedures are as follows:

- To assemble the policies, procedures and instructions to be used in the maintenance of the District's property control system;
- To name the requirements and responsibilities of the various departments in the perpetuation of the property control system;
- To provide forms to be used in maintaining the property control system.

The establishment and adherence to maintaining the property record system offers the following benefits:

- Proper accountability and stewardship of assets owned;
- Compliance with GAAP and GAAFR;
- Basis for projecting future replacement and expenditures;
- Up-to-date insurable values and proof of loss substantiation.

The integrity of this system is directly tied to the comprehension and cooperation of its users. It is very important that all the District employees are aware of this system and the steps necessary to maintain it.

The assets that will be capitalized and tracked in the asset management program include:

WSBL, SWR, WSS, WTD)
QU, PEQU, RCOM, REQU,

- Land
- Buildings and Improvements (AIMP, RBLD, RBIK, RIMP)
- Furniture and fixtures (AFF, RFF, EFF)
- Machinery and equipment (ACOM, AEQU, ECOM, ESEU, SEQU, WEQU, WPMP, WSEQ)
- Vehicles (EVEH, SVEH, WSVE, PVEH, RVEH)

GAAP Requirements:

GASB Statement 34 – Governmental Accounting Standards Board requires capital assets, including infrastructure to be reported and depreciated. Infrastructure assets are long-lived capital assets of a permanent nature and normally can be preserved for a significantly greater period of time than most capital assets. Capital assets should be depreciated over their useful lives unless they are inexhaustible (Land).

Reporting Changes of Capital Assets – Prior to the issuance of GASB Statement 34, a government's capital assets were reported in the general fixed asset account group for financial reporting purposes. Also, Infrastructure was not reported as a capital asset. In addition, depreciation of General Fund capital assets was not required because the GFAAG had no effect on the government's net assets. Therefore, capital assets were not required to maintain a reliable fixed asset account. GASB Statement 34 and Internal Service Funds. GASB Statement 34 eliminates the requirement to report the general fixed asset account group and the general long-term debt account group. All capital assets and long-term debt are required to be reported in the government-wide statement of net assets.

The general reporting requirements related to capital assets are:

- Inclusion of the capital assets in the Statement of Net Assets
- Inclusion of depreciation expense in the Statement of Activities
- The Note Disclosures of Changes in the general capital assets balance for each class of assets, total additions for the year by class, total dispositions for the year by class, total transfers for the year by class, and the ending balance for each class of assets in tabular form.

Depreciation is a cost allocation methodology that spreads the cost of the asset over its useful life rather than recognizing the total cost in the month purchased. That is, the purchase of capital assets is not initially recorded as an expense. Instead, a journal entry is made each month to record depreciation expense, an amount which represents the cost of using the assets during the month. In developing the cost allocated to depreciation, the District will need the following information:

- Historical Cost - The historical cost includes the purchase price or construction cost and all ancillary charges related to placing the asset in its required location and condition for use.
- Acquisition Date – The date the District took ownership of the asset and placed the asset in service.
- Useful Life - The useful life should be set to correspond to the time frame that the asset will contribute to the production of goods or services (see Exhibit B for a listing of asset classes and associated useful lives).
- Salvage Value - The amount the District can anticipate recovering at the end of the useful life of the asset. The District uses “Straight Line” depreciation that assumes a zero salvage value on all assets.

According to GAAP, capital assets should be recorded or capitalized at the historical cost or estimated historical cost. If purchasing a new asset, the cost is the amount paid for the asset. If it is a donated asset, the cost is the fair market value as of the date it was donated. The fair market value is the estimated value of the asset for which it would be exchanged between a willing buyer and seller. In addition, both parties should have knowledge of all facts and consider it an equitable exchange.

Historical costs for the various categories of assets include:

- Land - The historical cost for a land purchase includes the purchase price, legal and title fees, surveying fees, appraisal and negotiating fees, and damage payments. Land related to infrastructure such as easements or right of ways may be valued at five percent of the total project cost if the fair market value is unknown.
- Non-depreciable and Depreciable Land Improvements - The historical cost for a land improvement includes the purchase price, contract price, or job costs, and any other expenditure necessary to put the improvement into its intended state of operation. Additional expenditures may include professional fees, damage claims, cost of fixtures, insurance premiums, and related costs incurred during the period of construction. (Note: Non-depreciable land improvements are improvements that produce permanent benefits such as fill and grading costs and are, therefore, not depreciated. Improvements that are part of a structure and deteriorate with the passage of time such as parking lots and fencing are depreciated.)
- Buildings - The historical cost for a building includes the purchase price, contract price, or job order costs, and any other expenditures necessary to put a building or structure into its intended state of operation. Additional expenditures may include professional fees, damage claims, cost of fixtures, insurance premiums, and related costs incurred during the period of construction.
- Building Improvements – Building Improvements can be additions, replacements or betterment’s that definitely add to or enhance the value of an integral part of the building. Include all expenditures directly related to acquisition or construction, beginning with excavation, i.e., material, labor, overhead, legal fees, architects, engineers, all permits, interest costs during construction.
- Improvements other than Buildings – Permanent (i.e., non-detachable) improvements of a depreciable nature, other than building and infrastructure assets, that adds value to land

(e.g., fences, retaining walls). Leasehold Improvement examples are fences, docks and dock improvements, park lighting systems, parking lots, driveways, and retaining walls. Costs of water and sewer lines and improvements such as, but not limited to, electrical and gas lines, construction, beginning with excavation.

- Furniture and Fixtures - The historical cost for furniture and fixtures includes the total purchase price less any applicable discounts. It also includes any ancillary payments required to place the asset in its intended state of operations.
- Machinery and Equipment - The historical cost for machinery and equipment includes the total purchase price less any applicable discounts. It also includes any ancillary payments required to place the asset in its intended state of operations.
- Licensed Vehicles - The historical cost for licensed vehicles is the total purchase price less any applicable discounts. It also includes any ancillary payments required to place the asset in its intended state of operations.
- Infrastructure - The historical cost for infrastructure includes the purchase price, contract price, or job order costs, and any other expenditure necessary to put a structure into its intended state of operation. Additional expenditures may include professional fees, damage claims, insurance premiums, and related costs incurred during the period of construction. Typical infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams, street lighting, curbing, etc.
- Construction In Progress - The historical cost for construction in progress is the total amount expended on a construction project at a given time prior to the District accepting the project as completed.

If the District is using in-house resources such as labor, materials, and supplies, they must be included as part of the cost of the asset and capitalized as if outside resources were used.

Repairs and Maintenance

Ordinary repairs and maintenance are expenditures made to maintain assets in good operating condition. Replacement of minor parts, lubricating and adjusting of equipment, repainting, and cleaning are examples of normal maintenance and are treated as normal operating expenses. The major consideration in determining whether expenditures should be treated as an expense or an improvement is if the expenditure increases the future service potential of the asset. If a major repair will extend the life of the asset several years it should be handled as an improvement. If the expenditure is a replacement, a retirement must be made to the items being replaced. This includes both a reduction in Historical Cost and Accumulated Depreciation. Expenditures to repair and maintain a capital asset in efficient operating condition without extending the asset's normal accounting life should be expensed.

With the District choosing to use traditional depreciation for all depreciable assets, the criteria for capitalizing an expenditure rather than expensing the cost in the period it is incurred are:

- 1) Does the cost extend the asset's life?
- 2) Does the cost increase the capacity of the asset?
- 3) Does the cost increase the efficiency of the asset?

If any one of the three questions can be answered “Yes”, then the costs should be capitalized. If all three questions are answered “No”, then the costs should be expensed in the period they are incurred.

For example, the re-striping of a trail or slurry sealing a section of asphalt would typically be considered a maintenance expense where widening the lanes or alignment improvements of a section of asphalt trail would typically permit traffic throughput to increase and therefore would be considered a capitalizable expenditure.

The three tests can be summarized in the following table:

EXPENDITURE TYPE	ACCOUNTING TREATMENT
Maintenance costs	Expense
Preservation costs	Capitalize
Additions, Improvements, and Betterments	Capitalize

Maintenance and repair costs allow an asset to continue to be used during its originally established useful life. If costs are incurred to keep an asset in its normal operating condition (e.g. lubrication, cleaning, or replacement of small parts) and the life of the asset is not extended, the costs would be truly maintenance expenditures that are expensed in the period incurred.

Preservation costs *extend the useful life of an asset beyond its previously established useful life* but do not increase the capacity or efficiency of the asset. These costs are capitalized and depreciated.

Additions, improvements, and betterments increase the *capacity* or *efficiency* of the asset. An increase in capacity increases the level of service provided by an asset. A change in efficiency maintains the same level of service but at a lower cost. These costs are capitalized and depreciated.

Procedure:

Capitalized Assets: Generally assets are required to be capitalized for financial accounting purposes when two tests are met.

1. Assets with an original unit cost, including ancillary cost, must be equal to or greater than the District capitalization threshold of \$5,000.
2. The useful life of the asset must also meet or exceed the useful life shown in the table in Exhibit A.

In the case of infrastructure assets, the aggregate cost rather than the original unit cost must meet the capitalization threshold criterion. In addition, additions, improvements, and betterments will be capitalized without regard to the capitalization threshold criterion, as they are additional costs associated with an existing asset. Projects under \$5,000 will be

expensed (not capitalized) and should be budgeted as normal operating expense. Capital assets will be set up in the BNA capital asset records, and accounted for over the asset's life.

Property Control Responsibilities:

To maintain accurate capital asset records, information must be centralized in the District Accounting Department. The Senior Accountant at the direction of the Director of Accounting and Human Resources is responsible for maintaining all of the asset information.

1. The Senior Accountant will be responsible for:

- Interfacing with departmental contacts concerning capital asset policies and procedures.
- Monitoring purchase orders for asset types to be included in the capital asset records.
- Processing asset additions, transfers, and disposals based on information received from the various departments.
- Conducting periodic audits of capital asset records to the General Ledger.
- Annual review of this procedure.
- Capitalized assets should be reconciled no less than once each fiscal year-end. However, interim reconciliations during the fiscal year are encouraged.
- The capitalized assets recorded in BNA Fixed Assets schedules should be balanced to the assets recorded on the general ledger. Any differences must be researched and resolved. All reconciliations must be documented and remain on file in accordance with the District record retention policies.

2. Departmental Responsibilities:

Each department will have a *capital asset liaison*. They will have the following responsibilities to ensure that the necessary information is provided to the Senior Accountant:

- Forward accounts payable document(s) to be processed for payment.
- Report transfers and disposals to the Senior Accountant in a timely manner.
- Conduct an annual physical inventory.
- Submit an annual inventory report, including a written certification that reflects any necessary additions and/or deletions, to the Senior Accountant.

Creation of a Capital asset Record:

It is the responsibility of the Senior Accountant to fully prepare documentation based on the accounts payable documentation. create an asset record for every capitalized asset based on account

The record must contain the following information:

- Date of acquisition (month/day/year)
- Description (noun first, then adjective- e.g. table, computer)
- Manufacturer
- Model number
- Serial number
- Fund – Governmental (GOV), Enterprise (ENT)
- Department number
- Location of asset – Project number (if applicable)
- Classification of the asset and its associated life (see Exhibit A)

Accounting for Leases - All capital assets, including capital lease system for insurance purposes. Copies of any agreements should be furnished to Accounting and the Senior Accountant. FAS-13 (Accounting for Leases) requires that a lease agreement that does not meet any requirement that does not meet any and shall not be capitalized. The following criteria must be met for a lease to be capitalized. FAS-13 states that non-cancelable leases that meet any one of the following criteria shall be considered an operating lease and capitalized:

- The lease transfers ownership of the property to the lessee by the end of the lease term.
- The lease term contains a bargain purchase option.
- The lease term is equal to 75% or more of the estimated economic life of the leased property.
- The present value of the minimum lease payments, excluding executory costs, equals at least 90% of the fair value of the property.

Donated Assets - Donated assets are required to be capitalized when all capitalization criterion has been met and the asset has been approved by the Board of Directors to be added to the BNA Capital Asset List. The Fair Market Value at the time of acquisition rather than the cost will be used to determine if the capitalization threshold criterion has been met. All donated assets will be accounted for in the BNA software. G. AAP requires a donated asset to be capitalized and accounted for at the Fair Market Value at the time of acquisition.

If the donation is received from a private company, corporation, or individual, the donor should provide the original cost assigned. If the donated item is new, the invoice cost should be available. If the donated asset is used, the estimated market value for tax purposes could generally be obtained from the donor.

If the donor is unable to provide a unit original cost estimate, the Senior Accountant's can obtain an estimate of value from an independent appraiser.

Interest Capitalization – Capital assets, which require a period of time to get them ready for their intended use, are subject to interest capitalization. Interest costs (when bonds are issued) are capitalized starting with the first expenditure related to the asset, and capitalization continues until the asset is substantially completed and ready for its intended use.

Transfers of assets - from the General Fixed Asset Group – GOV – Governmental to a Proprietary Fund – ENT – Enterprise should be recorded at book value. No gain or loss should be recognized.

Acquisition through Capital Grants – Acquisition of assets through capital grants in the Enterprise Fund will be recorded as “Contributed Capital” in the Fund Equity section.

Initial Recording of Infrastructure Assets for GASB 34 – Prepare an inventory of the infrastructure assets. First estimate the current replacement cost, then apply a Current Price Index (CPI) factor to the replacement cost to arrive at the estimated historical cost.

New Construction - New construction, which is completed within one fiscal year, should be entered into BNA and the appropriate capital asset account at the time of completion. The entry will include the contractor's cost and all fees associated with the administration, design, engineering, and legal aspects of the project; these fees should be accounted for to reflect the total capitalized cost of the project.

Purchased Construction - Property purchased with existing structures such as water wells, which will be modified for use must allocate the total purchase price to the appropriate capital asset categories such as land, land improvements and construction. It is common to engage a local real estate appraiser when negotiating the purchase of such property. These appraisals will usually indicate separate values for the above accounts and are probably the best tool available for allocation of the total purchase price.

Infrastructure – See new or purchased construction.

Construction In Progress (CIP) - The CIP account can be viewed as a "holding" account for accrued construction project costs where the duration of the project will extend to more than one fiscal year and the completed project will meet the capitalization criterion. All equipment, construction materials, and labor are accounted for in the CIP account as expenditures. Once such projects are completed and have been accepted by the District, the total cost will be transferred out of CIP and into the appropriate capital asset account.

Land - Land is recorded in BNA based on original cost and date of purchase. When the information is not readily available, it can be researched through the District records kept in the County Assessor's office. Occasionally, verifiable cost records will simply not exist. In such cases, land should be included based on a reasonable estimate of fair market value at the time of acquisition.

Land Improvements - Land improvements consist of items such as paving, fencing, outdoor lighting, et al. If these assets are part of a new construction project they can be entered into BNA based on contractor supplied information as discussed in "New Construction" above.

Vehicles - Licensed vehicles consist of all mobile assets requiring licensing by the State of California. See Vehicles on Exhibit A - Schedule of Asset Classification and Life for more information on types of vehicles.

Maintenance of capital asset information in BNA:

Notice of transfers and/or dispositions of monitored assets will be made via submittal of an Asset Transfer Form (ATF) Exhibit B, containing the following information:

- Date of transfer or disposition;
- Department name and number of the department sending or disposing of the asset and the receiving department name and number, if applicable;
- The Site, Building, and Room codes of the asset being transferred or disposed of; the Site, Building, and Room codes of the receiving site, if applicable;
- Description, manufacturer, model, and serial number of the asset to be transferred or disposed;
- Signature of the departmental liaison(s).

Transfers and Dispositions

Transfers are defined as any movement of an asset by virtue of change in location, either by account, department, building, or room. All items sold, traded-in, scrapped, abandoned, stolen or in any way removed from service during the current fiscal year are classified as disposals. Property shall not be transferred, turned-in or disposed of without prior approval of the proper Department Director. The operating departments shall be responsible to initiate transfer/disposition processing. The ATF shall be completed by the operating department and submitted to Finance. All transfers will be performed by the departmental liaisons. Permanent relocation changes must be submitted immediately to provide a current record.

Transfers - Assets in Use: Transfers are to be recorded in BNA when the relocation of the item or the exchange of physical custody of the asset is considered permanent. If the equipment is to be temporarily loaned or relocated, and the intention is to reclaim the item or restore it to its original location in the near future, do not use an ATF and the asset record need not be changed. Note that the basic criterion for change is "intention". Transfers are usually recorded when the relocation is between locations as opposed to room-to-room; or change in the custodianship of the asset.

Transfers - Surplus Property: Surplus property are those assets that are no longer needed, due to, i.e. the cancellation of a particular program, or the obsolescence of the equipment. The ATF will be prepared by the capital asset liaison noting the transfer as "Surplus Property". The ATF will then be sent to the Senior Accountant's office. All surplus property will be set-aside in a designated storage area at each site until there is a determination of a final

disposition. The ATF should reflect "Surplus Property" as the receiving location. Final disposition of the surplus items will be coordinated with the Senior Accountant. Please note that assets if usable can be transferred out of surplus; an ATF must be completed by the capital asset liaison and forwarded to the Senior Accountant if this is to happen.

- Disposal - A disposal (commonly called retirement) represents the physical removal of an asset from custody or accountability by the capital asset liaison. The Department Director must approve all disposals of the District property.

If a specific asset is not recorded in BNA because it is a *component of a group* (aggregate) of assets then the department will provide the value of the component at the time of disposal. Note, aggregate is groups/classes of assets where individual asset items are less than the capitalization limit, but when all assets of that group are added together the dollar value far exceeds the capitalization limit, e.g., office equipment. If a specific asset has been *stolen*, the theft should be reported and a report filed with the Sheriff Department. In addition, an ATF shall also be used to record the theft, with an explanation provided which includes the Sheriff's report number. The ATF will then be sent to the Senior Accountant's office. Also, an ATF is to be used to report lost or missing property, and is to be completed in a manner similar to that used in reporting stolen property, with an explanation provided regarding the circumstances behind the loss of the asset. The ATF will then be sent to the Senior Accountant's office. District assets that are "no longer used, or have become obsolete, worn out, or scrapped", may be declared surplus and disposed of by:

- Formal bid procedure
- Open market procedure
- Auction or private sale
- Trade-in or exchange

In order to document the sale of surplus fixed assets, the operating department initiates the ATF with Department Director approval. Notation should be made in the remarks section regarding date and method of sale. The ATF will then be sent to the Senior Accountant's office.

For disposals, an ATF must be generated by the capital asset liaison, be signed by the Department Director, and have the following information:

- Asset Description – This area should indicate a brief description of the asset. Make sure to indicate the quantity as well.
- Model Number;
- Serial Number;
- Site;
- Type of disposal – This area should indicate the type of transfer/disposition, as well as any additional remarks or information regarding the transfer/disposition.
- Comments if necessary.
- Signature – Sign and date the form then send to the Senior Accountant's office.

- The Department Director submits the information for Board approval to remove the asset from District inventory.

APPROVED: _____ Date: _____

EXHIBIT A

<u>Class</u>	<u>Description</u>	<u>Useful Life in</u>	
		<u>Months</u>	<u>Years</u>
BUILDINGS	Administrative Building	300	25
BUILDINGS	Building	600	50
BUILDINGS	Building - Maintenance	240	20
BUILDINGS	Building - Other	240	20
BUILDINGS	Community Buildings	120	10
BUILDINGS	Power Station	120	10

EQUIPMENT - COMMUNICATION	Portable Radios	120	10
EQUIPMENT - COMMUNICATION	Radio Equipment & Parts	120	10
EQUIPMENT - COMMUNICATION	Repeaters	120	10
EQUIPMENT - COMMUNICATION	Satellites	120	10
EQUIPMENT - COMMUNICATION	Security Systems & Alarms	120	10
EQUIPMENT - COMMUNICATION	Telephone Answering Equipment	120	10
EQUIPMENT - COMMUNICATION	Telephone Equipment & Systems	120	10
EQUIPMENT - COMMUNICATION	Television & Video Equipment	120	10
EQUIPMENT - COMMUNICATION	Transceivers	120	10
EQUIPMENT - COMMUNICATION	Transmitters	120	10
EQUIPMENT - HEAVY	Graders	180	15
EQUIPMENT - HEAVY	Large Heavy Equipment	180	15
EQUIPMENT - HEAVY	Loaders	240	20
EQUIPMENT - HEAVY	Loaders & Excavators	180	15
EQUIPMENT - HEAVY	Paving, Street & Road Const Equip Parts	120	10
EQUIPMENT - HEAVY	Small Road Construction Equipment	240	20
EQUIPMENT - HEAVY	Snow Blowers & Plows	180	15
EQUIPMENT - HEAVY	Snow Plow	120	10
EQUIPMENT - HEAVY	Sweepers, Rollers	240	20
EQUIPMENT - HEAVY	Tow Brooms	240	20
EQUIPMENT - HEAVY	Tractors, Cranes & Heavy Equipment Eng	120	10
EQUIPMENT - HEAVY	Water & Dump Trucks	180	15
EQUIPMENT - LANDSCAPING & GARD	Agricultural Gardening & Landscape Access	120	10
EQUIPMENT - LANDSCAPING & GARD	Agricultural Landscaping & Landscape Eq	180	15
EQUIPMENT - LANDSCAPING & GARD	Riding Lawnmowers	60	5
EQUIPMENT - MISCELLANEOUS	Air Compressor Parts	120	10
EQUIPMENT - MISCELLANEOUS	Air Compressors	300	25
EQUIPMENT - MISCELLANEOUS	Appliances	120	10
EQUIPMENT - MISCELLANEOUS	Bomb Handling Equipment	120	10
EQUIPMENT - MISCELLANEOUS	Breathing Apparatus & Respiration Equip	120	10
EQUIPMENT - MISCELLANEOUS	Cleaning Equipment & Parts	120	10
EQUIPMENT - MISCELLANEOUS	Clothes Washers & Dryers	120	10
EQUIPMENT - MISCELLANEOUS	Dishwashers	180	15
EQUIPMENT - MISCELLANEOUS	Diving Equipment & Apparatus	60	5
EQUIPMENT - MISCELLANEOUS	Electronic & Laboratory Equipment	120	10
EQUIPMENT - MISCELLANEOUS	Firefighting Equipment & Tools	120	10
EQUIPMENT - MISCELLANEOUS	Firefighting Equipment Parts	120	10
EQUIPMENT - MISCELLANEOUS	Firefighting Hoses, Nozzles & Tanks	60	5
EQUIPMENT - MISCELLANEOUS	Food Preparation & Serving Equipment	180	15
EQUIPMENT - MISCELLANEOUS	Heating, Ventilation & Air Conditioning	120	10
EQUIPMENT - MISCELLANEOUS	Hoists	120	10
EQUIPMENT - MISCELLANEOUS	Investigative Equipment	120	10
EQUIPMENT - MISCELLANEOUS	Metal Working Equip & Parts	120	10
EQUIPMENT - MISCELLANEOUS	Miscellaneous Equipment	120	10
EQUIPMENT - MISCELLANEOUS	Miscellaneous Equipment & Tools	180	15
EQUIPMENT - MISCELLANEOUS	Mobile Homes & House Trailers	240	20
EQUIPMENT - MISCELLANEOUS	Physical Conditioning & Training Equip	240	20
EQUIPMENT - MISCELLANEOUS	Pianos	120	10

EQUIPMENT - MISCELLANEOUS	Pianos	240	20
EQUIPMENT - MISCELLANEOUS	Playground Equipment	120	10
EQUIPMENT - MISCELLANEOUS	Power Generation Eq - Motors & Engine	120	10
EQUIPMENT - MISCELLANEOUS	Power Generation Transmission & Distr Eq	180	15
EQUIPMENT - MISCELLANEOUS	Pressurized Cleaning Equipment	120	10
EQUIPMENT - MISCELLANEOUS	Protective Gear	60	5
EQUIPMENT - MISCELLANEOUS	Pumps	240	20
EQUIPMENT - MISCELLANEOUS	Refrigerators & Freezers	180	15
EQUIPMENT - MISCELLANEOUS	Rescue Equipment & Parts	120	10
EQUIPMENT - MISCELLANEOUS	Safety Equipment & Parts	120	10
EQUIPMENT - MISCELLANEOUS	Slide & Film Projectors	120	10
EQUIPMENT - MISCELLANEOUS	Small Road Equipment	180	15
EQUIPMENT - MISCELLANEOUS	Steam Pressing Equipment	180	15
EQUIPMENT - MISCELLANEOUS	Stoves, Ovens & Ranges	120	10
EQUIPMENT - MISCELLANEOUS	Traffic Control Equip & Materials	180	15
EQUIPMENT - MISCELLANEOUS	Trailers & Medium Road Equipment	240	20
EQUIPMENT - MISCELLANEOUS	Woodworking Equip & Parts	240	20
EQUIPMENT - OFFICE	Cabinets & File Drawers	180	15
EQUIPMENT - OFFICE	Cash Registers	180	15
EQUIPMENT - OFFICE	Chairs & Seating Systems	180	15
EQUIPMENT - OFFICE	Copy & Duplicating Machines	180	15
EQUIPMENT - OFFICE	Counters, Shelving & Racks	300	25
EQUIPMENT - OFFICE	Dictation & Transcription Equipment	180	15
EQUIPMENT - OFFICE	Mailer	60	5
EQUIPMENT - OFFICE	MISC Office Equipment	180	15
EQUIPMENT - OFFICE	Miscellaneous Small Furniture Items	120	10
EQUIPMENT - OFFICE	Office Furniture	180	15
EQUIPMENT - OFFICE	Office Partitions & Modular Workstations	120	10
EQUIPMENT - OFFICE	Paper Handling & Mailing Equipment	180	15
EQUIPMENT - OFFICE	Stencil & Lettering Machines	120	10
EQUIPMENT - PRINTING & DUPLICATING	Cameras & Image Recorders	120	10
EQUIPMENT - PRINTING & DUPLICATING	Film Developing & Processing Equip	180	15
EQUIPMENT - PRINTING & DUPLICATING	Microfilm/Microfiche Equipment	180	15
EQUIPMENT - PRINTING & DUPLICATING	Photographic Equipment	120	10
EQUIPMENT - PRINTING & DUPLICATING	Printing Equipment	120	10
EQUIPMENT - PRINTING & DUPLICATING	Printing Equipment Parts & Access	120	10
EQUIPMENT - PRINTING & DUPLICATING	Printing Platemakers	120	10
EQUIPMENT - PRINTING & DUPLICATING	Printing Presses	120	10
EQUIPMENT - SURVEYING & MAPPING	Mapping Equipment	120	10
EQUIPMENT - SURVEYING & MAPPING	Surveying Instruments & Tools	180	15
INFRASTRUCTURE	Beacons	120	10
INFRASTRUCTURE	Bridges	600	50
INFRASTRUCTURE	Fire Hydrants	780	65
INFRASTRUCTURE	Gas Lines	300	25
INFRASTRUCTURE	Roads/Trails	180	15
INFRASTRUCTURE	Runway	180	15
INFRASTRUCTURE	Sewer Pipelines & Interceptors	600	50
INFRASTRUCTURE	Sewer/Water	780	65

INFRASTRUCTURE	Signals	120	10
INFRASTRUCTURE	Tunnels	720	60
LAND	Land	0	0
SEWER - EQUIPMENT	Aeration	240	20
SEWER - EQUIPMENT	Air Scrubbers	240	20
SEWER - EQUIPMENT	Disinfection	180	15
SEWER - EQUIPMENT	Effluent Disposal	240	20
SEWER - EQUIPMENT	Filtrations	240	20
SEWER - EQUIPMENT	Grit Removal	240	20
SEWER - EQUIPMENT	Laboratory Testing	240	20
SEWER - EQUIPMENT	Miscellaneous	240	20
SEWER - EQUIPMENT	Power Generation	240	20
SEWER - EQUIPMENT	Primary Treatment	240	20
SEWER - EQUIPMENT	Pump Stations	240	20
SEWER - EQUIPMENT	Secondary Treatment	240	20
SEWER - EQUIPMENT	Sewer Pipelines & Interceptors	240	20
SEWER - EQUIPMENT	Sludge Dewatering /Disposal	240	20
SEWER - EQUIPMENT	Sludge Digestion	240	20
SEWER - EQUIPMENT	Sludge Treatment	240	20
SEWER - EQUIPMENT	Tertiary Treatment	240	20
SEWER - STRUCTURES	Disinfection	360	30
SEWER - STRUCTURES	Effluent Disposal	480	40
SEWER - STRUCTURES	Grit Removal	480	40
SEWER - STRUCTURES	Laboratory Testing	480	40
SEWER - STRUCTURES	Miscellaneous	480	40
SEWER - STRUCTURES	Power Generation	480	40
SEWER - STRUCTURES	Primary Treatment	480	40
SEWER - STRUCTURES	Pump Stations	480	40
SEWER - STRUCTURES	Secondary Treatment	480	40
SEWER - STRUCTURES	Sedimentation	480	40
SEWER - STRUCTURES	Sludge Dewatering /Disposal	480	40
SEWER - STRUCTURES	Sludge Digestion	480	40
SEWER - STRUCTURES	Sludge Treatment	480	40
SEWER - STRUCTURES	Tertiary Treatment	480	40
VEHICLES - AUTOS	Automotive Van Accessories	120	10
VEHICLES - AUTOS	Buses & Passenger Vans	84	7
VEHICLES - AUTOS	Buses & Passenger Vans	120	10
VEHICLES - AUTOS	Buses & Passenger Vans (After 2000)	144	12
VEHICLES - AUTOS	Buses & Passenger Vans Access	60	5
VEHICLES - AUTOS	Buses (Transit Prior To 6/30/91)	60	5
VEHICLES - AUTOS	Compact Cars	120	10
VEHICLES - AUTOS	Compact Pick-Ups	120	10
VEHICLES - AUTOS	Dump Trucks & Push Plows	180	15
VEHICLES - AUTOS	Fire-Fighting & Emer Vehicles Access	120	10
VEHICLES - AUTOS	Fire-Fighting & Emergency Vehicles	180	15
VEHICLES - AUTOS	Full Size Pick-Up	96	8
VEHICLES - AUTOS	Full Size Pick-Up	120	10
VEHICLES - AUTOS	Large American Cars	120	10

VEHICLES - AUTOS	Large Equipment Trailers	240	20
VEHICLES - AUTOS	Large Heavy Duty Trucks	120	10
VEHICLES - AUTOS	Light Vehicle Bodies	180	15
VEHICLES - AUTOS	Motorcycle Parts & Access	60	5
VEHICLES - AUTOS	Motorcycles	60	5
VEHICLES - AUTOS	Operating Equipment	120	10
VEHICLES - AUTOS	Pick-Ups, Sedans & Vans (Transit 6/91)	60	5
VEHICLES - AUTOS	Sheriff 4 X 4 & Vans	36	3
VEHICLES - AUTOS	Sheriff Patrol Cars	24	2
VEHICLES - AUTOS	Standard 4 X 4 Vans	96	8
VEHICLES - AUTOS	Sub Compact	120	10
VEHICLES - AUTOS	Truck & Utility Vehicle Access	120	10
VEHICLES - AUTOS	Undercover Car	72	6
VEHICLES - BOATS & BOAT TRAILERS	Boat Trailers	180	15
VEHICLES - BOATS & BOAT TRAILERS	Boats	180	15
WATER - STRUCTURES	Filtration	600	50
WATER - STRUCTURES	Water Collection	480	40

** This information is from the Placer County Policies and Procedures Guide for Capital Assets – prepared by the Auditor-Controller’s office May 2002.