

6-0100.00 FIXED ASSET LEDGER FORMS

Forms included in this section are suggested for use in establishing and maintaining fixed asset ledgers for machinery and equipment, land and improvements, and buildings and improvements. One asset should be recorded on each form.

To provide a link between the amount recorded on the Schedule of Changes in Fixed Assets, Depreciation, and Net Fixed Assets (SCFA) and the Fixed Asset Ledgers, consider marking each ledger of an asset included in the SCFA with a color code or distinguishing mark. For example, items not to be capitalized but for which the district chooses to maintain a ledger could be done on a colored paper to contrast with capitalized items on white paper. To determine the SCFA amount to record on the Trustees' Report or financial statements as machinery and equipment, the district could then sum the costs shown on all white ledgers for machinery and equipment. Colored sheets would not be included in this calculation.

Upon sale or disposal of assets, note the method of disposal on the ledger and record on the Schedule of Fixed Asset Removals. Retain the ledger for audit purposes. Do not include the cost of disposed assets in the SCFA asset totals at year end.

General fixed assets of a district should be disposed of only on authority of the board and be documented in the board meeting minutes. The district should also consult the State and Federal Grants Handbook for procedures and authorization before disposing of assets purchased with federal funds.

See section 5-1200.00, "FIXED ASSETS" for complete information on accounting for fixed assets.

6-0110.00 LAND LEDGER

SCHOOL DISTRICT NO. _____	
COUNTY _____ CITY _____	
LAND LEDGER	
Department	Property Code No.
Legal Description	
Location	Dimensions
Date Acquired	Original or Estimated Cost \$
Warrant/Claim No.	Title Fees \$
Fund/Account Name	Other Costs \$
Fund/Account No.	
Use of Property	
	Total Cost \$

Deed: Kind: _____ Date: _____ Where Recorded: _____ Copy on File with _____ Abstract of Title _____
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Date	Warrant No.	Additional Costs	Amount

DISPOSAL	
Disposal Approved By _____	Reference _____
Reason _____	Date _____
How Disposed of (sold, scrapped, etc.) _____	
Amount Realized _____	
Remarks _____	

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6-0120.00 BUILDINGS LEDGER

SCHOOL DISTRICT NO. _____	
COUNTY _____ CITY _____	
BUILDINGS OR BUILDING IMPROVEMENTS LEDGER	
Department	Property Code No.
Description	
Location	Vendor
Date Acquired	Original of Estimated Cost \$
Warrant/Claim No.	Installation \$
Fund/Account Name	Other Costs: \$
Fund/Account No.	
Estimated Life	
Estimated Salvage Value \$	Total Cost \$
Depreciation if owned by a proprietary fund:	Remarks: _____
Total Cost \$ _____	
Less Salvage Value \$ _____	
Amount to Depreciate \$ _____	
Divided by Estimated Life _____	
Annual Depreciation \$ _____	

Date	Warrant No.	Addition, Betterments, Major Repair Costs	Amount

DISPOSAL	
Disposal Approved By _____	Reference _____
Reason _____	Date _____
How Disposed of (sold, scrapped, etc.) _____	
Amount Realized _____	
Remarks _____	

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6-0130.00 MACHINERY AND EQUIPMENT LEDGER

SCHOOL DISTRICT NO. _____	
COUNTY _____	CITY _____
MACHINERY AND EQUIPMENT LEDGER	
Department	Property Code No.
Description	
Location	Vendor
Date Acquired	Original of Estimated Cost \$
Warrant/Claim No.	Installation \$
Fund/Account Name	Other Costs: \$
Fund/Account No.	
Estimated Life	
Estimated Salvage Value \$	Total Cost \$
Depreciation if owned by a proprietary fund:	Remarks: _____
Total Cost \$ _____	
Less Salvage Value \$ _____	
Amount to Depreciate \$ _____	
Divided by Estimated Life _____	
Annual Depreciation \$ _____	

Date	Warrant No.	Addition, Betterments, Major Repair Costs	Amount

DISPOSAL	
Disposal Approved By _____	Reference _____
Reason _____	Date _____
How Disposed of (sold, scrapped, etc.) _____	
Amount Realized _____	
Remarks _____	

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