



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Capitalization of Purchased Items
Policy Number:	<i>DID-NSCA</i>
Original Date:	10/15/2018
Last Reviewed:	03/12/2025
Category:	Board
Author:	Executive Director
Approval:	NSCA Board of Directors

## Capitalization of Purchased Items

New Summit Charter Academy will maintain a system to record and track district-owned real and personal property assets to:

1. Comply with Colorado Revised Statutes (CRS) 22-45-101 et.seq. and generally accepted accounting principles (GAAP);
2. Use by the school to improve the management and safeguarding of school assets, and;
3. Use for purposes of insurance claims and loss.

Fixed assets required by GAAP for financial reporting purposes are land, buildings, and equipment with a purchase or donated value of \$5,000 or more and a useful life of more than one year. Equipment permanently fixed in a building, such as heaters or lockers, shall not be inventoried. School equipment valued over \$5,000 will be identified and inventoried as capitalized equipment.

The Executive Director, Business Manager, and administrative department heads responsible for fixed assets and capitalized equipment in their schools/departments are responsible for the system.

### LEGAL REF:

C.R.S. 22-45-101(2) (Definition)

C.R.S. 22-45-112 (Sale of assets)

C.R.S. 29-1-506 (1) (Annual inventory)

### Revision History

Date	Revision Details	Revised By
5/20/2019	Creation	Board, Executive Director
12/04/2023		
03/12/2025	Revised	CFO