



<b>Policy Title</b>	<b>Original Adoption Date</b>	<b>Policy Number</b>
Capitalization, Inventory, Depreciation and Retirement of Property, Buildings, and Equipment	8/30/2018	FS-767
<b>Responsible College Division/Department</b>	<b>Responsible College Manager Title</b>	
Financial Services	Vice President of Administration	
<b>Policy Statement</b>		
Lakeshore Technical College will maintain accurate and complete records of property, buildings, and equipment held and capitalize and depreciate them according to appropriate accounting, tax, and regulatory requirements. Once an asset's cost is capitalized, it will be written off periodically, or depreciated, in a systematic manner over the estimated useful life of the asset. In addition, to comply with the requirements of Federal sponsors, other sponsors, and agencies, the college will conduct periodic capital inventories.		
<b>Reason for Policy</b>		
Lakeshore Technical College is required to provide for consistent and accurate capitalization of all assets held by the college for internal, external (GAAP), and regulatory reporting required for Federal sponsors and other sponsors and agencies. This policy establishes uniform guidelines for the collection of information necessary to properly capitalize, inventory and depreciate property, buildings and equipment.		
<b>Historical Data, Cross References and Legal Review</b>		
<b>Cross Reference:</b> <a href="#">Capitalization, Inventory, Depreciation and Retirement of Property, Buildings, and Equipment Procedure</a> ; <a href="#">Disposition of College Property Procedure</a>		
<b>Legal Counsel Review and Approval:</b> N/A		
<b>Board Policy:</b> III.A General Executive Constraint Policy		
<b>Definitions</b>		
For financial statement and government reporting purposes, property, buildings, and equipment include:		
<ul style="list-style-type: none"> <li>Land and Improvements</li> <li>Building and Improvements</li> <li>Construction in Progress</li> <li>Furniture, fixtures and equipment (includes vehicles)</li> </ul>		