

RESOLUTION NO. 2024-16
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
AMENDING POLICY NO. 3030
"FIXED ASSET ACCOUNTING CONTROL"

WHEREAS, the Plumas Eureka Community Services District ("the District") is a community services district organized and operating pursuant to California Government Code Section 61000 et seq.; and

WHEREAS, the Fixed Asset Accounting Control Policy has been modeled to create accountability for use of public funds; and

WHEREAS, the Fixed Asset Accounting Control Policy provides District Staff with the necessary thresholds to function smoothly in daily activities; and

WHEREAS, the Fixed Asset Accounting Control Policy establishes a clear outline of the appropriate procedure regarding the recording of fixed assets.

NOW, THEREFORE, BE IT RESOLVED by the District's Board of Directors that Policy No. 3030, " Fixed Asset Accounting Control Policy," attached hereto and incorporated herein by this reference, is hereby amended as the Fixed Asset Accounting Control Policy for employees and all authorized representatives of the Plumas Eureka Community Services District through its elected Board of Directors.

APPROVED AND ADOPTED this 26th day of September, 2024 .

AYES: *Don Fregulia, Kim Train, Jeff Glick, Rich Machado*

NOES: *0*

ABSTAIN: *0*

ABSENT: *Todd Solomon*



Don Fregulia, Board Chairperson



Gina-Marie Morris, Clerk of the Board

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Fixed Asset Accounting Control

POLICY NUMBER: 3030

3030.10 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

3030.20 An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the General Manager shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.

3030.30 Applicable purchases for inclusion in said accounting shall be the following:

3030.31 Equipment, tools, and vehicles that individually have an original total cost of more than ~~\$500~~3000;

3030.32 All land and building acquisitions regardless of price; and,

3030.33 Additions or major improvements to the District's service infrastructure.

3030.40 Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

3030.50 Information to be maintained in said inventory records shall include at least the following:

3030.51 Asset number;

3030.52 Description;

3030.53 Manufacturer's serial number;

3030.54 Storage location;

3030.55 Original cost;

3030.56 Acquisition date;

3030.57 Life expectancy; and,

3030.58 Classification code (e.g., office equipment, vehicle, etc.).