

Capital Assets Inventory

In accordance with good financial procedures, a Capital Assets Inventory will be maintained by the library. The initial figure will be determined by an appraisal of the buildings and a listing and estimate of the original cost of the furnishings.

After this figure is established, a chronological list, with amount paid, will be maintained for each item of furnishings or equipment purchased over the amount of \$5000. Per the recommendation of our auditor.

Improvements to the buildings will also be listed with the cost.