

ASSET MANAGEMENT POLICY

(January 6, 2023)

Manson Park & Recreation District (“MPRD” or “District”) recognizes the importance of properly accounting for district-owned resources. The following method shall be implemented to ensure good stewardship over these public assets:

Definitions

- Assets: all land, buildings, improvements, infrastructure, and equipment purchased by, donated to, constructed by, or acquired by the District.
- Capital Assets: non-infrastructure items with an estimated value above \$5,000, and infrastructure items with a value above \$10,000, which are held for 1 year or more of use. Non-infrastructure items include vehicles, tools, and equipment; infrastructure items include buildings, their furnishings, fixtures, and furniture, and land.
- Infrastructure: Water lines, sewers, drainage systems, irrigation systems, and sidewalks.
- Inventory: physical verification of the existence of assets.
- Small and Attractive Assets: Items which are at a heightened risk of loss or theft AND whose estimated value is between \$300 and \$5,000. This includes items such as computers, laptops, and tools.

Tagging

All items fitting the Capital Assets or Small and Attractive Assets description shall be tagged with an identifying marker and listed on the Asset Management List.

Asset Management List

The District Office will maintain a list of District assets, including description, serial number or part number, color, quantity, location, value, condition, and useful life (see Attachment A or consult OFM’s State Administration and Accounting Manual; SAAM). See Attachment B for sample. The list will allow for the documentation of newly found assets. Missing, stolen, or surplus assets shall be documented as such and removed from the list by office staff per the guidelines provided herein.

Inventory

On or before February 1 of each year, each department will be provided with a copy of the Asset Management List. Department staff will conduct a physical inventory to verify the existence and condition of each asset. Completed Asset management Lists will be turned in to the office by February 28 of the same year.



Reporting Lost, Stolen, and Destroyed Items

The Director shall be immediately notified if an item is believed to be lost or stolen, or if an item is destroyed. The Director will report findings to the police if necessary, and to the Park Board and Washington State Auditor’s office. The item will then be removed from the Asset Management List.

Disposition

Assets which are deemed unnecessary to the District will be deemed Surplus in accordance with the Surplus Policy and all applicable laws and regulations.

Attachment A

ASSET USEFUL LIFE SCHEDULE

Category	Detail	Useful Life
Land		Not applicable
Infrastructure		
	Sidewalks	30 years
	Drainage systems	30 years
	Irrigation systems	25 years
	Sewer systems	25 years
Buildings		50 years
Docks		10 years
Marine equipment		
	Swim buoy markers	6 years
	Sewer pump stations	15 years
	Safety and Rescue Equipment	5 years
Vehicles & trailers		
	Trucks	10 years
	Trailers	15 years
	Mowers	15 years
	Tractors	10 years
Woodworking power tools		5 years
Metalworking power tools		10 years
Services equipment		
	Pay stations	8 years
Agricultural equipment		
	Irrigation components	12 years
Firefighting equipment		5 years
Pumps & compressors		5 years
Hand tools		5 years
Electrical components		5 years
Programmable door locks		6 years
IT equipment		
	Monitors	4 years
	Printers	4 years
	Computers	4 years
	Software	4 years
Furniture		10 years
Appliances		
	Kitchen	5 years
Appliances		
	Hand dryers	7 years
Recreational equipment		
	Playground equipment	5 years
	Sporting equipment	5 years
Signs		5 years

Attachment B

MPRD ASSET MANAGEMENT LIST

Tag No.	Asset Description	Model Name/No.	Serial No.	Location	Verification of Asset (✓)	Condition (Good/Fair/Poor)	Addition/Deletion	Estimated Value	Purchase date	Grant funded?	Useful Life	Notes