

# Steps to Complete the Capital Asset year-end form

Reports needed to complete the form: Capital Asset Ledger – trial balance 44M report on GFAAG ledger Reports available to assist with completing the form AM506 Report – General Ledger Recon detail/summary report For period 12 of the prior fiscal year For entire current fiscal year AM601 Report – Depreciation report For period 12 of the prior fiscal year For entire current fiscal year For entire current fiscal year Governmental Ledger - trial balance – 44M report on Actuals ledger Can also use the following queries to assist with reconciliation: 0AM543 - ASSETS\_RET\_DATE\_RANGE 0AMDEP001 - Dept by Asset by FY/Acctg Pd

Instructions Tab – the instructions tab details the steps to complete the Capital Assets and Depreciation tabs.

# Capital Assets Tab:

Section A – Select the entity code from the drop-down menu and enter the preparers name, email address and phone number.

Capital Assets							
A.	Entity Code:		-	←	-Select Agency Number from Drop Dow		
	Entity Name:	#N/.	1				
	Prepared by:						
	Telephone #:						
	Email:						

**Section B** - Section B is divided into two sections, one for agencies that do not use PeopleSoft/TeamWorks to maintain capital asset data and another section for agencies that use PeopleSoft/TeamWorks for their capital asset data. PeopleSoft/TeamWorks agencies will obtain the data from the Capital Asset Ledger.

Column 1A – SAO will populate the beginning balance from the previous year's ACFR reported amount. This amount cannot be changed and is password protected. Contact SAO if you do not agree with this amount. The beginning balance can be verified to the Capital Asset ledger (GFAAG), as well as last fiscal year's AM506 report ending balance, and this fiscal year's AM506 beginning balance and the ending balance on last year's capital asset form.

From AM506 report: Last year's ending and this year's beginning

Ending Balance:	Ending Year/Period = 2021 / 12 For GOVT Book	Amount 46,801,401.76	Count 774
Designation Delegan		Amount	Count
Beginning Balance	Beginning Year/Period = 2022 / 1 For GOVT Book	46,801,401.76	774

## Capital Asset form showing beginning balance:

Total Intangibles - Other than Software	0.00
Construction-in-progress	0.00
Subtotal Peoplesoft	46,801,401.76
Totals	46,801,401.76

Column 1B – Adjustments to beginning balance – Enter any adjustments needed. Adjustments may include costs not capitalized in prior fiscal years, capital assets not recorded from prior fiscal years, prior period adjustments such as transfers or donations that were not entered into the asset management system, etc. Any adjustments need to be detailed in the bottom section of the form under 1B.

Column 1C – the beginning balance will be restated. This field is automatically calculated from columns 1A and 1B.

# Additions - Columns 2, 3, 4A, 4B, 5 and 6

*Column 2* – current year expenditures. This amount should be the total debit amounts in the Capital Assets Ledger (GFAAG Trial balance) in the asset accounts, including 170001 (land), 171001 (Buildings) and 175001 (machinery and equipment). Some agencies may also have assets in 161001 (water, timber, mineral/land rights), 177001 (library collections), 180001 (construction in progress), 185001 (capitalized collections) and 187001 (work of art). It should also equal the expenditures in the Governmental ledger for the applicable expense accounts (720XXX, 721XXX, 722XXX, 723XXX, 725XXX, 726XXX and 727XXX, 729XXX, 730XXX, 733XXX, 821XXX, 823XXX, 824XXX). If the agency has any GSFIC financed projects, not all of the expenditures may go in Column 2. See 4A below.

# From Capital Asset Ledger (GFAAG TB):

										_
Acct	Descr	BY	Beginning Balance	Transactions	Transactions	Ending Balance	Encu			
Src Y	YYYMM Jrnl		w/o Encumbrance	Debit	Credit	w/o Encumbrance	Ba.		Current Year	
									Expenditures	
170001	LAND									
1/0001			3,611,242.81	0.00	0.00	3,611,242.81		-	2	+
TOTAL:	170001		3,611,242.81	0.00	0.00	3,611,242.81				
								L		+
171001	BUILDINGS		27,195,514.02	0.00	0.00	27,195,514.02		2		$\mp$
TOTAL:	171001		27,195,514.02	0.00	0.00	27,195,514.02		5		
								3	1,771,007.09	_
								)		_
172001	ACCUMULATED	DEPF	ECIATION-BLDGS	0.00	656 601 07	10 204 720 10-		)		+
AM		PI	11,728,057.13-	0.00	00,081.9/	12,384,739.10-		)		+
TOTAL:	172001		11,728,057.13-	0.00	656,681.97	12,384,739.10-		)		+
								)		+
175001	MACHINERY &	EOUI	PMENT					)		$\top$
AM		PŶ	15,994,644.93	1,679,589.09	1,324,790.11	16,349,443.91		)		
ΔM		2022	0.00	91 418 00	0.00	91 418 00		)	0.00	+
rad		2022		51,410.00	0.00	51,410.00		)		+
TOTAL:	175001		15,994,644.93	1,771,007.09	1,324,790.11	16,440,861.91		5	1,771,007.09	+
								5	1,771,007.09	_

Column 3 – Adjustments. Any adjustments entered in column 3 need to be detailed in the bottom section under number 3. Adjustments can include monthly reconciliation issues (timing between the asset hitting the Governmental ledger and not hitting the capital asset ledger), assets not capitalized that should be, or any manual JV's that could affect these accounts. Adjustments may show on the AM506 report in the "adjustments" section or "reinstatements."

Subtotal Transaction Type: ADJ

0.00

0

*Columns 4A and 4B* – GSFIC transfers. Agencies with a project financed through GSFIC (GO bonds or state funds) may be managing the project themselves or GSFIC may be managing the project for the agency. If the agency is managing the GSFIC financed project instead of GSFIC, the amount of the transfers from GSFIC (From the GSFIC report) need to be added in column 4A on the applicable row (machinery and equipment, buildings, CIP, etc.) if the amount is greater than the capitalization threshold, and the asset will need to be added into the asset management module of TeamWorks once the asset is placed into service.

The amount, if any on line 62 for construction in progress will need to be removed in the retirements column (column 7) when the asset is placed in service. If the project is a building and not completed in the current fiscal year, it needs to be treated as Construction in Progress. (See the CIP section of these instructions).

GSFIC managed projects – once the GSFIC managed project is placed in service at the agency, GSFIC will transfer the asset to the agency. The agency needs to include this amount in Column 4B and the asset needs to be added into the asset management module of TeamWorks. The amount from the GSFIC report may need to be broken down by class, if it includes more than one class of asset (land, building, equipment).

From GSFIC report:

Project Identification	Transfers to	FY2022	
Project Title	GSFIC Project Number	Agency Prior to FY2022	Transfers to Agency
Facility Repairs & Sustainment	DCS3	332,423.55	7,091.29
Supervision Office Waycross	DCS4	816,724.42	0.00
Facility Repairs & Maintenance	DCS5	33,100.00	202,415.47
Facility Maintenance & Repairs	DCS6	291,169.30	144,719.63
Facility Maintain & Repairs	DCS8	22,417.00	0.00
Replace Field Operation Vehicle	DCS9	1,261,331.22	0.00
Gainesville New Report Center	DCS11	0.00	0.00
MRR Former State Patrol Post	DCS12	0.00	0.00
Facility Maintenance & Repairs	GSFIC1-DCS-1	0.00	196,697.05
Retrofit of Thomasville Day Reporting Center	GSFIC1-DCS-2	0.00	0.00
	477-D	2,757,165.49	550,923.44

Capital Asset form:							
dditions							
GSFIC							
GSFIC Xfer to Agency							
(Identify)							
4B							
	$\square$						
106 607 05	H						
196,697.05	H						
	H						
	Н						
	H						
	Н						
0.00							
196,697.05							
196,697.05							
	apital Asset form: dditions GSFIC GSFIC Xfer to Agency (Identify) 4B 196,697.05 0.00 196,697.05 196,697.05 196,697.05						

Column 5 – Donations. Items that will be added into the Donations column are items received from an entity outside of the state reporting entity. Enter the fair value of the donation on the date of donation. Details of the donation should be provided in the bottom section including the source of the donation, description of the item and amount.

Column 6 – Capital Lease adjustments. If the beginning balance of assets for the year includes any assets that are leased and they are included on the lease form, these amounts need to be removed from the capital asset form, as they would be double reported. Enter as a negative amount. (this is not common)

## Deletions – Columns 7, 8, 9A and 9B

*Column 7 – Retirements.* This amount should be the total credit amounts in the Capital Assets Ledger (GFAAG Trial balance) in accounts 170001 (land), 171001 (Buildings) and 175001 (machinery and equipment). Enter as a negative number in Column 7

Fiscal	Yr: 2022 Fro	m Peri	od 001 To 998	From 2021-07-01 To 2022-06-30 General Ledger Report				
Acct Src YY	Descr YYYMM Jrnl	BY	Beginning Balance w/o Encumbrance	Transactions Debit	Transactions Credit	Ending Balance w/o Encumbrance		
170001	LAND							
			3,611,242.81	0.00	0.00	3,611,242.81		
TOTAL:	170001		3,611,242.81	0.00	0.00	3,611,242.81		
 171001	BUILDINGS		07 105 514 00	0.00	0.00	07 105 514 00		
			27,195,514.02	0.00	0.00	27,195,514.02		
TOTAL:	171001		27,195,514.02	0.00	0.00	27,195,514.02		
AM	ACCUMULATED	PY	11,728,057.13-	0.00	656 <b>,</b> 681.97	12,384,739.10-		
TOTAL:	172001		11,728,057.13-	0.00	656,681.97	12,384,739.10-		
175001 AM	MACHINERY &	EQUIP PY	MENT 15,994,644.93	1,679,589.09	1,324,790.11	16,349,443.91		
AM		2022	0.00	91,418.00	0.00	91,418.00		
TOTAL:	175001		15,994,644.93	1,771,007.09	1,324,790.11	16,440,861.91		

The amount can also be verified to the AM506 report under the "Retirements" section or to the 0AM543 query. Enter as a negative amount.

Subtotal Transaction Type:	RET	-1,324,790.11	-61

Column 8 - Adjustments. This column will contain the total of adjustments to retired assets, such as duplicate deletions, cost adjustments, retired assets with incorrect profile ID's, retired assets with incorrect costs, etc. Any amount in this column should be detailed in the bottom section of the form.

Columns 9A and 9B – Transfers in and out. Any transfers received from another state agency or transferred to another state agency should be listed in columns 9A or 9B. This would also include any land or buildings received or transferred through Executive Order from the Governor. Any amounts in these columns should be detailed in the bottom section of the form. Transfers in are listed as the amount provided by the transferring agency and transfers out are listed as the historical cost.

*Column 10* – Ending balance. This is a calculated column and cannot be changed. This amount should match the ending balance in the Capital Asset Ledger (GFAAG trial balance) for accounts 170001, 171001 and 175001 totaled together, and the ending balance of this fiscal year's AM506 report.

Ending
Balance June 30
10
3,611,242.81
27,195,514.02
0.00
0.00
16,440,861.91
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
47,247,618.74
47,247,618.74

From AM506 report:

Ending Balance: E	nding	Year/Period	=	2022	/	12	For	GOVT	Book
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\*\*\* End Of Report \*\*\*

# From Capital Asset Ledger (GFAAG)

Acct Src	Descr YYYYMM Jrnl	BY	Beginning Balance w/o Encumbrance	Transactions Debit	Transactions Credit	Ending Balance w/o Encumbrance	Encumbrance Balance	Ending Balance w/ Encumbrance
17000	1 TAND							
17000	I LAND		3,611,242.81	0.00	0.00	3,611,242.81	0.00	3,611,242.81
TOTAI	: 170001		3,611,242.81	0.00	0.00	3,611,242.81	0.00	3,611,242.81
17100	1 BULL DINCO							
1/100	I BUILDINGS		27,195,514.02	0.00	0.00	27,195,514.02	0.00	27,195,514.02
TOTAI	: 171001		27,195,514.02	0.00	0.00	27,195,514.02	0.00	27,195,514.02
17200		ומשמ	PECTATION_BIDCS					
AM	I ACCOMULATED	PY	11,728,057.13-	0.00	656,681.97	12,384,739.10-	0.00	12,384,739.10-
TOTAI	: 172001		11,728,057.13-	0.00	656,681.97	12,384,739.10-	0.00	12,384,739.10-
AM	I MACHINERY 8	PY PY	15,994,644.93	1,679,589.09	1,324,790.11	16,349,443.91	0.00	16,349,443.91
AM		2022	0.00	91,418.00	0.00	91,418.00	0.00	91,418.00
TOTAI	: 175001		15,994,644.93	1,771,007.09	1,324,790.11	16,440,861.91	0.00	16,440,861.91
1								

If the amounts do not equal, this is due to adjustments, transfers, donations, etc. and those assets will need to be entered into the Capital Asset ledger (through the asset management module) as an addition, adjustment or retirement, so the amounts will be reflected in the capital asset ledger correctly.

# Construction in Progress, Line #62

There are 3 types of Construction in progress projects:

- Projects funded with General Obligation bonds (or state funds) through GSFIC and managed by GSFIC.
- Projects funded with General Obligation bonds (or state funds) through GSFIC and managed by the agency.
- Projects funded by sources other than GO bonds (other funds, federal funds) and managed by the agency.
- Projects funded with GO bonds (or state funds) and managed by GSFIC **are not CIP** and should not have any amounts on the construction in progress line these costs are included in Column 4B of the Capital asset form on the correct row for the asset class, once GSFIC has transferred the asset to the agency and the asset has been placed in service. (See 4B above on page 2 & 3)
- Projects funded with GO bonds (or state funds) and managed by the agency will have amounts in Column 4A of the Capital Asset form on the correct row for the asset class, or the CIP row if it is a building project, based on the amounts listed in the GSFIC report.
- Projects funded with funds other than GO bonds (or state funds), such as federal or other funds, and managed by the agency will have amounts in Column 2 (expenditures) on row 62 (construction in progress).
  - The beginning balance of any CIP will automatically populate on line 62 once the entity number is selected in Section A of the form.
  - Enter in the expenditure column (column 2) the amounts of any current year CIP expenditures from the actuals ledger in the CIP expenditure accounts (728XXX). If the agency did not use the 728 accounts, enter the expenditures from the accounts that were used by your agency to recognize CIP expenditures during the year.
  - If the project is completed in this fiscal year, the total amount on the CIP line #62 will need to be removed in the retirement column, and the total value of the asset can be added in Column 2

Count 776 (expenditures). The CIP line #62 will need to have a zero-ending balance once the project is completed.

# **Depreciation Tab**

Section A – the information for the agency contact will copy over from the Capital Assets tab. The contact information may be changed if needed.

ode:		• <	Select Agency Number fr	om Drop Down Box
lame:	#N/A			
d by:				
ne #:				
	ode: iame: d by: me #:	'ode:	iode: <ul> <li>iame:</li> <li>#N/A</li> <li>d by:</li> <li>me #:</li> <li></li></ul>	iode:           iame:       #N/A         d by:           me #:

**Section B** - Section B is divided into two sections, one for agencies that do not use PeopleSoft/TeamWorks to maintain capital asset data and another section for agencies that use PeopleSoft/TeamWorks for their capital asset data. PeopleSoft/TeamWorks agencies will obtain the data from the Capital Asset Ledger.

Column 1A – SAO will populate the beginning balance from the previous year's ACFR reported amount. This amount cannot be changed and is password protected. Contact SAO if you do not agree with this amount. The beginning balance can be verified to the beginning balance of the Capital Asset Ledger (GFAAG Trial balance) for the depreciation accounts – 172001 and 176001 and to the ending balance of last year's ending balance on the capital asset form.

*Capital Asset form:* 

From Capital Asset Ledger:

					_
				٦E	
170001	LAND		2 611 242 91		Beginning
		_		-11-	Balance July 1
TOTAL:	170001		3,611,242.81		
		-		ΉH	1A
171001	BUILDINGS			Ш.	PY ACFR Reported
			27,195,514.02	Ш.	Balance (cannot be
TOTAL:	171001	_	27.195.514.02		changed)
		-		-11-	
172001	ACCUMUL ARED	DEDDEC	TATION-BIDGG	Ш.	
AM	ACCOMOLATED	PY	11,728,057.13-	Ш.	
		-		۰L	
TOTAL:	172001	_	11,728,057.13-		11,728,057.13
					0.00
175001	MACHINERY &	EQUIPM	ENT		0.00
AM		PY	15,994,644.93		12,855,895.70
AM		2022	0.00		0.00
	175001	-	15 004 644 02	٦L	0.00
TOTAL:	1/2001	_	15,994,644.93	۰L	0.00
					0.00
176001	ACCUM DEP -	MACHIN	ERY & EQUIP		0.00
271-1		E I	12,000,000.70-		0.00
AM		2022	0.00		0.00
TOTAL	176001	-	12.855.895.70-		24,583,952.83
	1.0001	-		-11-	24,583,952.83

Column 1B – Adjustments to beginning balance – Enter any adjustments needed for the depreciation of any adjustments included in Column 1B on the capital asset tab. Adjustments may include costs not capitalized in prior fiscal years, capital assets not recorded from prior fiscal years, prior period adjustments such as transfers or donations, etc. Any adjustments need to be detailed in the bottom section of the form under 1B.

Column 1C – the beginning balance will be restated. This field is automatically calculated from columns 1A and 1B.

## Additions - Columns 2 and 3

Column 2 – Depreciation expense. The amount is the total debit in account 740001 in the Capital Asset Ledger (GFAAG Trial balance). To break the total amount in account 740001 into the specific class of asset to complete the capital asset form, use the credit totals in accounts 172001 (buildings) and 176001 (machinery and equipment). The total depreciation amount can also be verified by running the 0AMDEP001 query.

740001	DEPRECIATIO	N FYPEN	ISF					
AM	DELIGERITO	PY	0.00	1,954,033.78	0.00	1,954,033.78	0.00	1,954,033.78
AM		2022	0.00	4,570.90	0.00	4,570.90	0.00	4,570.90
TOTAL:	740001	-	0.00	1,958,604.68	0.00	1,958,604.68	0.00	1,958,604.68
		-						
172001	ACCUMULATED	DEPREC	IATION-BLDGS					
AM		PY _	11,728,057.13-	0.00	656,681.97	12,384,739.10-	0.00	12,384,739.10-
TOTAL:	172001	_	11,728,057.13-	0.00	656,681.97	12,384,739.10-	0.00	12,384,739.10-
	WAGUTADDY 6	DOUTDU						
175001 AM	MACHINERI &	PY	15,994,644.93	1,679,589.09	1,324,790.11	16,349,443.91	0.00	16,349,443.91
AM		2022	0.00	91,418.00	0.00	91,418.00	0.00	91,418.00
TOTAL:	175001	-	15,994,644.93	1,771,007.09	1,324,790.11	16,440,861.91	0.00	16,440,861.91
176001	ACCUM DED	MAGUITN	EDV 6 FOULD					
AM	ACCOM DEP -	PY	12,855,895.70-	1,282,690.65	1,297,351.81	12,870,556.86-	0.00	12,870,556.86-
AM		2022	0.00	0.00	4,570.90	4,570.90-	0.00	4,570.90-
TOTAL:	176001	-	12,855,895.70-	1,282,690.65	1,301,922.71	12,875,127.76-	0.00	12,875,127.76-

From Capital Asset Ledger (GFAAG):

Additions								
Depreciation	Adjustments							
Expense	(Identify)							
2	3							
656,681.97								
1,301,922.71								
0.00	0.00							
1,958,604.68	0.00							
1,958,604.68	0.00							

Column 3 – Adjustments. Any adjustments entered in column 3 need to be detailed in the bottom section under number 3. Adjustments to depreciation can be due to any adjustments on the AM506 report in the adjustments section, assets not separated correctly (such as land and buildings), assets not entered with the correct costs, etc.

Column 4 – Capital Lease adjustments. If the beginning balance of deprecation for the year includes any assets that are leased and are included on the lease form, the depreciation amounts on those leased assets needs to be removed from the capital asset form, as they would be double reported. Enter as a negative amount. (this is not common).

## **Deletions – Columns 5 and 6**

*Column 5 – Retirements.* This amount should be the total debit amounts in the Capital Assets Ledger (GFAAG TB) in accounts 172001 (Buildings) and 176001 (machinery and equipment).

From Capital Assets Ledger (GFAAG):

 17200	1 ACCUMULATED	DEPRE	CIATION-BLDGS	0.00	656 681 97	12 384 739 10-	0.00	
All			11,720,007.10	0.00	050,001.57	12,004,700.10	0.00	12,004,700.10
TOTAL	: 172001		11,728,057.13-	0.00	656,681.97	12,384,739.10-	0.00	12,384,739.10-
17500	1 MACHINERY C	FOUTD	(FNI)					
AM	I MACHINERI &	PY	15,994,644.93	1,679,589.09	1,324,790.11	16,349,443.91	0.00	16,349,443.91
AM		2022	0.00	91,418.00	0.00	91,418.00	0.00	91,418.00
TOTAL	: 175001		15,994,644.93	1,771,007.09	1,324,790.11	16,440,861.91	0.00	16,440,861.91
17600	1 ACCUM DER -	MACHT	TERV & FOULTR					
AM	I ACCOM DEF -	PY	12,855,895.70-	1,282,690.65	1,297,351.81	12,870,556.86-	0.00	12,870,556.86-
AM		2022	0.00	0.00	4,570.90	4,570.90-	0.00	4,570.90-
TOTAL	: 176001		12,855,895.70-	1,282,690.65	1,301,922.71	12,875,127.76-	0.00	12,875,127.76-
1								

Column 6 - Adjustments. This column will contain the total depreciation costs of adjustments to retired assets, retired assets with incorrect profile ID's, retired assets with incorrect costs, etc. Any amount in this column should be detailed in the bottom section of the form.

Columns 7A and 7B – Transfers in and out. The depreciation amounts from any transfers received from another state agency or transferred to another state agency should be listed in columns 9A or 9B. This would also include any buildings received or transferred through Executive Order from the Governor. Any amounts in these columns should be detailed in the bottom section of the form.

*Column 8*– Ending balance. This is a calculated column and cannot be changed. This amount should match the ending balance in the Capital Asset Ledger (GFAAG) for accounts 172001 and 176001 totaled together and should match the ending balance on the AM601 report.

From Capital Asset Ledger (GFAAG):

59,866.86

	1 3000000000000000000000000000000000000							
AM	I ACCUMULATEL	PY PY	11,728,057.13-	0.00	656,681.97	12,384,739.10-	0.00	12,384,739.10-
TOTAL	: 172001		11,728,057.13-	0.00	656,681.97	12,384,739.10-	0.00	12,384,739.10-
 17500 AM	1 MACHINERY &	EQUIP PY	MENT 15,994,644.93	1,679,589.09	1,324,790.11	16,349,443.91	0.00	 16,349,443.91
AM		2022	0.00	91,418.00	0.00	91,418.00	0.00	91,418.00
TOTAL	: 175001		15,994,644.93	1,771,007.09	1,324,790.11	16,440,861.91	0.00	16,440,861.91
 17600 AM	1 ACCUM DEP -	MACHI PY	NERY & EQUIP 12,855,895.70-	1,282,690.65	1,297,351.81	12,870,556.86-	0.00	 12,870,556.86-
AM		2022	0.00	0.00	4,570.90	4,570.90-	0.00	4,570.90-
TOTAL	: 176001		12,855,895.70-	1,282,690.65	1,301,922.71	12,875,127.76-	0.00	12,875,127.76-
	1	2,3	84,739.1	<mark>0</mark>				
$\vdash$			0.0	8				
	1	2,8	375,127.7	6				
$\square$			0.0	<u>0</u>				
$\vdash$			0.0	8				
			0.0	0				
			0.0	0				
$\vdash$			0.0	8				
$\square$	2	25,2	59,866.8	6				

# Net Gain or Loss on Retirement of Capital Assets

This section is near the bottom of the deprecation tab. If any assets have been retired during this year, this section should be completed. The cash proceeds line will come from account 475001 in the Governmental (actuals) ledger (or other account if cash proceeds were not posted to 475001). The current year retirements book value is the Capital Asset tab, column 7 and the accumulated depreciation amount is the depreciation tab, Column 5 (entered as a negative amount).

Net Gain/(Loss) on Retirement of Capital Assets:	
Cash proceeds from the sale of capital assets (if any)	0.00
Net Book Value:	
Current Year Retirements	0.00
Accumulated Depreciation on Retirements	0.00
	0.00
Net Gain/(Loss) on Retirements	0.00

# Questionnaire Tab

Section A – the information for the agency contact will copy over from the Capital Assets tab. The contact information may be changed if needed.

## Section B – General Questions

Two questions are asked that must be answered. If either question is yes, the Impairment Tab must be completed. Impairment means there was a service loss that declined significantly and unexpected. This could be due to physical damage to the asset, technological changes or obsolescence, construction stoppage, or changes in the manner of use of the asset (such as a school building no longer used as a school.)

	Line Questions .						
В.	General Qu	estions					
	1.	Were any capital assets impaired during the year?					
		If yes, please complete the "Impairment of Capital Assets" tab of this form					
	2.	Are you aware of any events which have rendered material amounts of capital assets obsolete or inoperable?					
		If yes, please complete the "Impairment of Capital Assets" tab of this form					

## Impairment Tab

Section A – the information for the agency contact will copy over from the Capital Assets tab. The contact information may be changed if needed.

## Section B

Each column needs to be completed for any assets that have been impaired.

The current materiality threshold for impairments is \$100,000 for equipment and \$250,000 for all other assets, so if the amount of the impairment is less than the materiality for all impaired assets, this tab does not need to be completed. SAO is currently reviewing the materiality threshold and any changes will be reflected in the Capital Assets – Impairments policy.

		IMPAIRMENT OF CAPI	TAL ASSETS				
		[C]	[D]	[E]	<b>[F</b> ]	[G]	[H]
B.		CATEGORY OF ASSET IMPAIRED	CARRYING VALUE OF ASSET IMPAIRED	ID NUMBER OF ASSET IMPAIRED	SITUATION CREATING IMPAIRMENT	AMOUNT OF INSURANCE RECOVERY	DESCRIPTION OF IMPAIRMENT
	1.						

In Column C, select the category of the asset that has been impaired. Column D is the carrying value which is the historical cost minus any accumulated depreciation. Column E is the asset ID number (if any) from your asset management module. From the drop-down menu in column F, indicate the situation that caused the impairment. If applicable, enter the amount of insurance recovery in Column G. Enter N/A in Column G if no insurance recovery was received. Describe the impairment to the asset in Column H.