



## 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

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:				
	Entity Name:		#N/A		
	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*

		Amount	Count
<b>Ending Balance:</b>	Ending Year/Period = 2021 / 12 For GOVT Book	46,801,401.76	774
<b>Beginning Balance:</b>	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
<b>Totals</b>	<b>46,801,401.76</b>

*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, 724XXX, 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 Src	Descr	BY	Beginning Balance w/o Encumbrance	Transactions Debit	Transactions Credit	Ending Balance w/o Encumbrance	Encu Ba	Current Year Expenditures
---								
170001	LAND		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		
---								
171001	BUILDINGS		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		1,771,007.09
---								
172001	ACCUMULATED DEPRECIATION-BLDGS							
AM		PY	11,728,057.13-	0.00	656,681.97	12,384,739.10-		
TOTAL:	172001		11,728,057.13-	0.00	656,681.97	12,384,739.10-		
---								
175001	MACHINERY & EQUIPMENT							
AM		PY	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		0.00
TOTAL:	175001		15,994,644.93	1,771,007.09	1,324,790.11	16,440,861.91		1,771,007.09
								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
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*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.





Ending Balance:	Ending Year/Period = 2022 / 12 For GOVT Book	Amount 47,247,618.74	Count 776
*** 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
---	---	---	---	---	---	---	---	---
170001	LAND		3,611,242.81	0.00	0.00	3,611,242.81	0.00	3,611,242.81
TOTAL:	170001		3,611,242.81	0.00	0.00	3,611,242.81	0.00	3,611,242.81
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171001	BUILDINGS		27,195,514.02	0.00	0.00	27,195,514.02	0.00	27,195,514.02
TOTAL:	171001		27,195,514.02	0.00	0.00	27,195,514.02	0.00	27,195,514.02
---	---	---	---	---	---	---	---	---
172001	ACCUMULATED DEPRECIATION-BLDGS	AM	11,728,057.13-	0.00	656,681.97	12,384,739.10-	0.00	12,384,739.10-
TOTAL:	172001	PY	11,728,057.13-	0.00	656,681.97	12,384,739.10-	0.00	12,384,739.10-
---	---	---	---	---	---	---	---	---
175001	MACHINERY & EQUIPMENT	AM	15,994,644.93	1,679,589.09	1,324,790.11	16,349,443.91	0.00	16,349,443.91
		AM		91,418.00	0.00	91,418.00	0.00	91,418.00
		2022	0.00					
TOTAL:	175001		15,994,644.93	1,771,007.09	1,324,790.11	16,440,861.91	0.00	16,440,861.91

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

(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.

Capital Assets					
A.	Entity Code:				
	Entity Name:		#N/A		← Select Agency Number from Drop Down Box
	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 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.

*From Capital Asset Ledger:*

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170001	LAND		3,611,242.81
TOTAL:	170001		3,611,242.81
---			
171001	BUILDINGS		27,195,514.02
TOTAL:	171001		27,195,514.02
---			
172001	ACCUMULATED DEPRECIATION-BLDGS		
AM		PY	11,728,057.13-
TOTAL:	172001		11,728,057.13-
---			
175001	MACHINERY & EQUIPMENT		
AM		PY	15,994,644.93
AM		2022	0.00
TOTAL:	175001		15,994,644.93
---			
176001	ACCUM DEP - MACHINERY & EQUIP		
AM		PY	12,855,895.70-
AM		2022	0.00
TOTAL:	176001		12,855,895.70-

*Capital Asset form:*

	<b>Beginning Balance July 1</b>
	<b>1A</b>
	<b>PY ACFR Reported Balance (cannot be changed)</b>
	<b>11,728,057.13</b>
	<b>0.00</b>
	<b>0.00</b>
	<b>12,855,895.70</b>
	<b>0.00</b>
	<b>0.00</b>
	<b>0.00</b>
	<b>0.00</b>
	<b>24,583,952.83</b>
	<b>24,583,952.83</b>

*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.

*From Capital Asset Ledger (GFAAG):*

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740001	DEPRECIATION EXPENSE						
AM	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 DEPRECIATION-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-
---							
175001	MACHINERY & EQUIPMENT						
AM	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 DEP - MACHINERY & EQUIP						
AM	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-
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Additions	
Depreciation Expense	Adjustments (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 depreciation 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):*



**Net Gain or Loss on Retirement of Capital Assets**

This section is near the bottom of the depreciation 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).

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

**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	Answers
<b>B. General Questions</b>		
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 CAPITAL ASSETS							
	[C]	[D]	[E]	[F]	[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.