

**Office of Larry E Reider
Kern County Superintendent of Schools**

Internal Business Services
Fixed Assets

Fixed Assets

- Completed on a monthly basis
 - Run detailed General Ledger Report
 - Object codes 4400 and 6???
 - Check beginning balance totals
 - Current month beginning totals should be the same as the ending balance totals on the prior months report that was used
 - If they do not match determine the discrepancy
 - Take into consideration any adjustments that were made in the prior month
- Pull PO's and/or contracts listed on the GL
 - Verify entries are coded to the correct object code

Fixed Assets

- Determine KCSOS inventory tag number that corresponds to the fixed asset item(s) associated with the PO number
- Match Inventory add/delete slip with the GL information
 - If no add/delete form has been received and information has not been included on the receiving copy of the PO
 - Contact warehouse with PO#, fixed asset item(s), receiving location, etc. to obtain the KCSOS inventory tag number associated with the asset
 - Enter inventory number on the PO next to the item
- Enter information into QSS Fixed Asset module

Fixed Assets

- Entry into QSS
 - New assets - Add
 - Assets declared surplus and are being disposed of – disposal date
- Site improvement and building improvement
 - 61??/62??
 - Added to the value of the asset
 - PO's and contracts are not listed separately with a unique inventory tag number
 - This also includes equipment for a building (i.e. air conditioner, new roof, etc)

Fixed Assets

- Site/building improvements continued:
 - New inventory tag number issued for new construction (i.e. new school)
 - Work with warehouse to issue a KCSOS inventory tag number for the new construction
- Reference material
 - California School Accounting Manual
 - QSS Fixed Assets Manual