

OGDENSBURG BRIDGE & PORT AUTHORITY
FIXED ASSET POLICY

Pursuant to Board action on August 12, 2008, the Ogdensburg Bridge & Port Authority hereby adopts the following Fixed Asset Policy.

A. CAPITALIZATION:

1. Tangible property purchased will be capitalized when the cost of such property exceeds \$2,500; has an estimated useful life of more than one year; and/or increases the useful life of an existing asset by more than one year. The fair market value of property on the date of donation will be used for donated property.
2. Items considered to be classified as a repair by nature will be expensed in full at the time of purchase or receipt by gift, regardless of cost or fair market value.

B. DEPRECIATION:

1. All capitalized assets will be depreciated over their estimated useful lives on a straight-line basis.
2. Assets will be charged one-half month of depreciation during the month purchased or received and one-half month of depreciation during the month of sale or disposal.

C. ASSET CATEGORIES:

1. Land --self-explanatory.
2. Land improvements--improvements made directly to or added to land (sidewalks, roads, waterways, drainage systems, sewers, fencing, landscaping, etc.).
3. Buildings and Structures--purchase or construction of buildings and other structures (bridges, office buildings, warehouses, garages, etc.).
4. Building and Structure Improvements--changes and improvements to existing buildings and structures which are not normally removable (additions, renovations, roofing, electrical improvements, entryways, carpets, etc.).
5. Office Furniture, Fixtures, and Equipment--items not associated with maintenance or production-type operations (desks, files, safes, communication, and computer equipment, etc.).
6. Machinery and Equipment--items associated with maintenance or production-type operations (generators, lawn care equipment, forklifts, scaffolding, etc.).
7. Signage--marketing, safety, identification, directional, and other signage (speed limits, park directory, billboards, etc.).
8. Vehicles--rolling stock equipment normally made or allowed for road use (automobiles, trucks, loaders, etc.).

D. ASSET LIFE:

1. Land—non-depreciable.
2. Land Improvement—10 to 15 years.
3. Building and Structures—40 to 50 years.
4. Building and Structure Improvements—10 to 15 years (unless otherwise specified).
5. Office Furniture, Fixtures, and Equipment—3 to 10 years.
6. Machinery and Equipment—4 to 10 years.
7. Signage—4 to 10 years.
8. Vehicles—4 to 7 years.

E. IDENTIFICATION:

1. Any tangible personal property with a cost or donated value of at least \$250, but not more than \$2,500 with a life expectancy of more than one year will be tagged with an Ogdensburg Bridge and Port Authority identification tag.
2. Any tangible personal property with a cost or donated value in excess of \$2,500 and a life expectancy of more than one year will be tagged with an Ogdensburg Bridge and Port Authority numbered, fixed asset identification tag.
3. A schedule of all tagged assets will be properly maintained by the Authority's Finance Department.

F. PHYSICAL INVENTORY

1. A physical inventory of all fixed assets will be performed annually by the Chief Financial Officer and/or a designated individual.
2. The results of such physical inventory will be communicated to the Executive Director.

This policy will remain in effect until amended by future Board action.