

Dighton Housing Authority
Capitalization Policy

The Dighton Housing Authority shall capitalize all equipment as follows:

A. 1403/1404 Inventory of Furniture & Equipment (Control Account)

Management Purchases

1465.01	Ranges & Refrigerators – Dwelling Equipment
1475.01	Office Furniture & Equipment
1475.02	Maintenance Equipment
1475.03	Community Space Equipment
1475.04	Congregate Furnishings
1475.07	Automotive Equipment

B. Criteria for Capitalizing Non-Expendable Equipment

- a) All purchases of equipment which have an expected life of more than one year, and cost \$5,000.00 or more per unit, must be capitalized. Equipment purchased, but not capitalized, not less than \$1,000, plus all stoves & refrigerators, must utilize a formal control policy for inventory purposes.
- b) The content and type of equipment to be charged to the above accounts is explained in Section C of the DHCD Accounting Manual 7-1-04 Section C (page 16-4)
- c) Complete property records are to be maintained on these accounts. These records are further explained in Section 15 (page 15-6)
- d) Items under \$5,000.00 in unit value will be charged to Account 4611, including ranges & refrigerators

C. Content and Types of Equipment to be Charged to Non-Expendable Equipment

1. **Items exceeding \$5,000.00 with useful life of more than one year**
2. **1475.1 Office Furniture & Equipment (subject to \$5,000 test)**
 - Computer Equipment
 - Copiers
 - Fax Machine
 - Calculators/Adding Machines
 - Desks, Tables & Chairs
 - Telephone Equipment
 - Printers
 - Files & Safekeeping Equipment
 - Photographic Equipment
 - Air Conditioners
3. **1475.02 & 1475.2 Maintenance Equipment (subject to \$5,000 test)**
 - Tools & Machinery
 - Tractors
 - Snow Removal Equipment
 - Lawn Care Equipment
 - Fire Control Equipment
 - Painting Equipment
 - Portable Heaters
 - Pumps
 - Storage Equipment
 - Floor Sanders
 - Moving Equipment

4. 1475.3 Community Space Equipment (subject to \$5,000 test)

Sofas

Chairs

Tables

Entertainment Equipment

Water Coolers

Stair Runners

Washers & Dryers

5. Congregate Furnishings (subject to \$5,000 test)

6. 1475.7 Automotive Equipment

Automobile

Trucks

Utility Trailers