RURAL MUNICIPALITY OF MARIPOSA NO. 350

BYLAW NO. 3-2008

TANGIBLE CAPITAL ASSET POLICY

Purpose:

The objective of this policy is it to outline the accounting and reporting requirements for tangible capital assets.

Scope:

This policy applies to all the municipality departments, boards and commissions, agencies and other organizations falling within the reporting entity of this municipality.

Definitions:

Municipality means the Rural Municipality of Mariposa No. 350.

Amortization is a rational and systematic manner of allocating the cost of an asset over its estimated useful life.

Betterments are enhancements to be the service potential of a capital asset such as:

- an increase in the previously assessed physical output or service capacity;
- a reduction in associated operating costs;
- an extension of the estimated useful life; or
- an improvement in the quality of output.

Capital Assets are non-financial assets having physical substance that:

- are held for use by the municipality in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- have useful lives extending beyond a year and are intended to be used on a continuing basis; and
- are not intended for sale in the ordinary course of operations.

Capital-type expenses are costs for assets that meet the definition of a capital asset but are less than the thresholds. These assets are expensed in the year in which they are purchased.

Cost is the amount of consideration given up to acquire, construct, develop or better a capital asset and includes all costs directly attributable to its acquisition, construction, development or betterment, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed capital asset is considered to be equal to its fair value at the date of contribution.

Disposal refers to the removal of a capital asset from service as a result of sale, destruction, loss or abandonment.

Estimated Useful Life is the estimate of the period over which a capital asset is expected to be used or the number of units of production that can be obtained from the asset. It is the period over which an asset will be amortized and is normally the shortest of the physical, technological, commercial or legal life.

Fair Value is the amount of the consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties, who are under no compulsion to act.

Financial Assets are assets that are available to discharge existing liabilities or finance further operations and are not for consumption in the normal course of operations. Examples of financial assets are cash on hand, accounts receivable and inventories for resale.

Gain on Disposal is the amount by which the net proceeds realized upon as asset's disposal exceed the asset's net book value.

Hours of Production Method is an amortization method which allocated the cost of an asset based on its estimated hours of use or production.

Leased Capital Assets are non-financial assets leased by the municipality for use in the delivery of goods and services. Substantially all of the benefits and risks of ownership are transferred to the municipality without requiring the transfer of legal ownership.

Loss on Disposal is the amount by which the net book value of a capital asset exceeds the net proceeds realized upon the asset's disposal.

Net book Value is the capital asset cost less accumulated amortization and any write-downs. It represents the asset's unconsumed cost.

Non-financial Assets are assets that do not normally provide resources to discharge liabilities. They are employed to deliver municipal services, may be consumed or used up in the delivery of those services, and are not generally for sale. Examples of non-financial assets are capital assets and inventories held for consumption or use.

Repairs and Maintenance are ongoing activities to maintain a capital asset in operating condition. They are required to obtain the expected service potential of a capital asset over the estimated useful life. Costs for repairs and maintenance are expensed.

Residual Value is the estimated net realizable value of a capital asset at the end of its estimated useful life. A related term, salvage value, refers to the realizable value at the end of an asset's life. If the municipality expects to use a capital asset for its full life, residual value and salvage value are the same.

Service Potential is the output or service capacity of a capital asset.

Straight-Line Method is an amortization method which allocated the cost of a capital asset equally over each year of its estimated useful life.

Threshold is the minimum cost an individual asset must have before it is recorded as a capital asset on the statement of financial position.

Work in Progress is the accumulation of capital costs for partially constructed or developed projects.

Works of art and historical treasures are property that has cultural, aesthetic, or historical value that is worth preserving perpetually. These assets are not capitalized as their service potential and expected future benefits are difficult to quantify.

Write-down is a reduction in the cost of a capital asset as a result of a decrease in the quality or quantity of its service potential. A write-down should be recorded and expensed in the period the decrease can be measured and it expected to be permanent.

Municipal Policy:

Legislation

1. The *Municipalities Act*, section 185; *Cities Act*, section 155(1); and *Northern Municipalities Act*, section 61(7) requires the municipal financial statement to be prepared in accordance with generally accepted accounting principles for municipal governments recommended by the Canadian Institute of Chartered Accountants.

2. The policy is effective January 1, 2009.

Department Responsibilities

3. Title or ownership of capital assets held by departments rests with the municipality. Departments maintain stewardship for the municipality. A department generally has stewardship of a capital asset if the department provides for its operation and maintenance and controls the ability to change the asset's future service potential. The department is responsible for maintaining accounting records and prepare reports for capital assets.

4. For capital assets under their stewardship, departments are required to:

    - manage them to provide effective, efficient and economical program delivery;
    - establish and maintain accounting systems to collect, records and report information; and
    - establish and maintain adequate internal control systems to ensure the accuracy and reliability of information and reports.

Capital Asset Categories

5. Capital assets should be assigned to the categories outlined in Schedule A based on their nature, characteristics and useful life.

6. Where departments are uncertain as to which category a capital asset belongs, or where no appropriate category exists, they should contact the financial services department.

Excluded Assets

7. The following assets should not be capitalized and amortized:

    - land (or other assets) acquired by right, such as Crown, forests, water and mineral resources;
    - works or art and historical treasures; and
    - intangible assets such as patents, copyrights and trademarks.

Assets Held for Sale

8. Assets held for sale which otherwise would have been reported as capital assets may be required to be reported as financial assets.

Costs

9. The cost of a capital asset includes the purchase price of the asset and other acquisition costs, such as installation costs, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation insurance costs and duties.

10. The cost of a constructed asset includes direct construction or development costs such as materials, including inventories held for consumption or use, and labour and overhead costs directly attributable to the construction or development activity. Capitalization of administrative costs should be limited to salaries, benefits and travel

for staff directly involved with project delivery (e.g., project management or construction).

11. Where several capital assets are purchased together, the cost of each asset is determined by allocating the total price paid in proportion to each asset's relative fair value at the time of acquisition.

12. Interest expense related to financing costs incurred during the time a capital asset is under construction or development can be included in the cost of the capital asset until the asset to put into service.

13. If the construction or development of a capital asset is not completed to a usable state, the costs that would otherwise be capitalized should be expensed.

Thresholds

14. The threshold for each category represents the minimum cost and individual asset must have before it is to be recorded as a capital asset on the statement of financial position.

15. Capital assets not meeting the threshold are expensed in the year in which they are purchased. Costs for these assets are referred to as capital-type expenses.

16. Thresholds should be applied on an individual asset or per item basis.

17. Schedule B outlines the thresholds for each capital asset category.

Estimated Useful Life

18. The estimated useful life is the period over which a capital asset is expected to provide services. An asset's useful life can be estimated based on its expected future use, effects of technological obsolescence, expected wear and tear from use or the passage of time, the level of maintenance and experience with similar assets.

19. All capital asset categories have predetermined estimated useful lives as outlined in Schedule B. The estimated useful lives shown here are intended to apply to assets in new condition.

20. When used assets are acquired the estimated useful lives should be reduced based on the age and condition of the asset.

Amortization

21. Amortization is calculated using the straight-line method based on the estimated useful life of each asset. The municipality has the option of using hours of production where that method is more appropriate, for example assets in the Heavy Equipment category.

22. Land has an unlimited estimated useful life and should not be amortized.

23. Amortization should be calculated based on the full cost of the capital asset. Where an assets expected residual value is expected to be significant in comparison to the asset's costs (20% or more), the amount would be deducted from the cost when calculating amortization.

24. With the exception of the categories in the next paragraph, a full year's amortization should be recorded in the year of acquisition, construction or development and put into use, regardless of when this event occurs in the fiscal year.

25. For Roads/streets - construction, Roads/streets - repaving, Bridges - construction, Bridges - upgrades, Culverts, Roads/Streets - other, amortization should begin in the year following the year in which the costs were incurred.

26. No amortization should be recorded in the year an asset is disposed of. This does not apply to deemed disposals.

27. No amortization should be recorded on which in progress or capital asset which have been removed from service but not yet disposed of.

Disposals

28. The disposal of a capital asset results in its removal from service as a result of sale, destruction, loss or abandonment.

29. When a capital asset is disposed of, the cost and the accumulated amortization should be removed from the accounting records and any gain or loss recorded.

30. Costs of disposal paid by the municipality should be expensed.

31. A gain or loss on disposal is the difference between the net proceeds received and the net book value of the asset and should be accounted for as a revenue or expense, respectively, in the period the disposal occurs.

Write-downs

32. A capital asset should be written down when a reduction in the value of the asset's service potential can be measured and the reduction is expected to be permanent.

33. Conditions that may indicated that a write-down is required include an expectation of providing services at a lower level than originally planned, a change in use for the asset, technological advances which render the asset obsolete or other factors such as physical damage which reduce the asset's service potential. Documentation for write-down should be retained.

34. Write-downs of capital assets should be accounted for as an expense in the current period.

35. Annual amortization of an asset that has been written down should be calculated using the net book value after the write-down and the remaining estimated useful life.

36. Regardless of any change in circumstances, a write-down should not be reversed.

Betterments

37. Betterments are enhancements to the service potential of a capital assets, such as:

    - an increase in the previously assessed physical output or service capacity;
    - a reduction in associated operating costs;
    - an extension of the estimated useful life; or
    - an improvement in the quality of output

38. Betterments which meet the threshold of the applicable capital asset category are capitalized. Otherwise, they are expenses.

39. Repairs and maintenance which are necessary to obtain the expected service potential of a capital asset for its estimated useful life are not betterments. These costs should be expensed when incurred. They include:

    - repairs to restore assets damaged by fire, flood, accidents or similar events, to the condition just prior to the event; and
    - routine maintenance and expenditures, such as repainting, cleaning and replacing minor parts.

40. Where a betterment enhances the service potential of a capital asset without increasing its estimated useful life, the amortization period should remain the same.

41. Where a betterment increases the estimated useful life of a capital asset, its useful life should be changed.

42. Where a betterment involves the replacement of an identifiable component of a capital asset, the original cost of that component and the related accumulated amortization should be removed from the accounting records.

Capital Contributions

43. When the municipality receives funds from a third party, such as the provincial or federal government, to assist with the construction or purchase of a capital assets, the full cost of the asset should be recorded. The funds received should be recognized as revenue.

Donated Assets

44. If a capital asset is donated to the municipality, the cost is its fair value at the date of contribution. Fair value of a donated capital asset may be estimated using market or appraised value.

Capital Leases

45. Capital leases are a means of financing the acquisition of a capital asset where the lessee carries substantially all of the risks and benefits of ownership. Capital leases are recorded as if the lessee had acquired the asset and assumed a liability.

46. If one or more of the following criteria exists, the lease should be accounted for as a capital lease:

    - There is reasonable assurance that the municipality will obtain ownership at the end of the lease. (Transfer of ownership occurs at the end of the lease or the lease has a bargain purchase option.)
    - The municipality will receive substantially all of the economic benefits of the assets. (These lease term is 75% or more of the economic life of the asset).
    - The lessor is assured of recovering the investment in the asset and earning a return. (The present value of the minimum lease payment is 90% or more of the fair value of the asset.)

47. Where at least one of the conditions in the preceding paragraph is not present, other factors may indicate that a capital lease exists.

48. For example, a capital lease may exist if:

    - the municipality owns or retains control of the land on which a leased asset is located and the asset cannot be easily moved;
    - the municipality contributes significant assistance to finance the cost of acquiring or constructing the asset that it will lease; or
    - the municipality bears other potential risks, such as obsolescence, environmental liability, uninsured damage or condemnation of the asset and any of these are significant.

49. Operating leases are leases in which the lessor does not transfer substantially all the benefits and risks of ownership. If the arrangement is an operating lease, lease payment should be expensed and no liability recorded.

50. If the arrangement is a capital lease, the municipality should apply the thresholds of the appropriate capital asset category.

51. If the thresholds are not met, an expense and a liability should each be recorded for the present value of the minimum lease payments.

52. If the thresholds are met, a capital asset and a liability should each be recorded for the present value of the minimum lease payments. The leased asset should be amortized over the lesser of the lease term or estimated useful life for similar capital assets as outlined in Schedule B.

53. Executory and maintenance costs should be excluded when calculating minimum lease payments. The discount rate should be the lesser of the municipality's incremental borrowing rate or the interest rate implicit in the lease, if determinable.

Work in Progress

54. Where the construction or development of a capital asset occurs over several years, capital costs should be accumulated until the asset is ready for use.

55. Identify these costs as work in progress for any interim and year-end reporting.

56. The municipality should not record amortization on work in progress.

57. A work in progress account should be established to allow work in progress capital costs to be tracked separately from assets subject to amortization.

58. Examples of work in progress are the construction of a new road or building or the development of an asset which occurs over several years. Work in progress would also include down payments and deposits which are to be applied to the cost of a capital asset.

Schedule A

Capital Asset Categories

The following table lists the capital asset categories and examples of assets and costs included in each category.

Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Land	• land acquired for parks and recreation and recreation, conservation purposes, building sites and other programs • land purchased for construction of road surface, drainage areas and allowances or future expansions	• Purchase price • Professional fees for title searches, architect, legal, engineering, appraisals, environmental surveys • Improvement and development costs such as land excavation, filling, grading, drainage, demolition of existing buildings (less salvage)
Land improvements	• Fencing and gates, parking lots, paths and trails, landscaping, swimming pools and playgrounds	• Original purchase price or completed project costs including costs of material and labour or costs of a contractor
Buildings - high quality construction Buildings - medium quality construction Buildings - average quality construction Buildings - short term	• buildings with fireproofed structural steel frames with reinforced concrete or masonry floors and roofs • buildings with reinforced concrete frames and concrete or masonry floors and roofs • buildings with masonry or concrete exterior walls, and wood or steel roof and floor structures, except for concrete slabs on grade • operational storage facilities, sheds, small buildings, salt sheds, asphalt tanks, inventory storage buildings and pump houses	• original purchase price or completed project costs including basic costs of material and labour or costs of a contractor • costs to remodel, recondition or alter a purchased building to make it ready to use for the acquired purpose • preparation of plans blueprints, and specifications • costs of building permits, studies, tests (pre-acquisition costs) • professional fees for title searches, architect, legal, engineering, appraisals, environmental surveys • operating costs such as temporary buildings used during construction
Building improvements	• major repairs that increase the value or useful life of the building such as structural changes, installation or upgrade of heating and cooling systems, plumbing, electrical, telephone systems	• complete project costs including basic costs of material and labour or costs of a contractor • preparation of plans, blueprints, and specifications • cost of building permits, studies, tests • professional fees for architect, legal, engineering, appraisals, environmental surveys • operating costs such as temporary buildings used during construction
Leasehold and occupancy improvements	• improvements that increase the functionality of leased or similar accommodations (refer to the assets listed under the "building improvements" category)	• costs similar to those listed under the "building improvements" category
Operating equipment	• equipment specific to maintenance, shop and sanitation, laboratories, medical, dental, safety, appliances, scientific research, hospitals, education and communication such as forklifts, welding machines, utility trailers, security systems, snow plows, radios, freezers, refrigerators, washers, meters, defibulators	• original contract price or invoice price • freight charges • sales taxes on acquisition • installation charges • charges for testing and preparation • costs of reconditioning used items when purchased

		• parts and labour associated with the construction of equipment
Heavy equipment	• power and construction equipment such as graders, tractors, cranes, drill rigs, caterpillars, and trucks one tonne and over	• original contract price or invoice price • freight charges • sales taxes on acquisition • installation charges • charges for testing and preparation • costs of reconditioning used items which purchased • parts and labour associated with the construction of equipment
Vehicles	• used primarily for transportation purposes such as automobiles, trucks under one tonne, vans, boats, all terrain vehicles, snowmobiles, motorcycles, and ambulances	• original contract price or invoice price • fright charges • sales taxes on acquisition • costs of reconditioning used items when purchased
Computer software	• off the shelf software and related upgrades, software licenses after removing any maintenance or similar charges	• purchase price of off the shelf software and related upgrades • sales taxes on acquisition • installation charges
Computer hardware	• servers, voice logging equipment, scanners, printers, hard drives, modems, tape drives, and plotters	• purchase price • installation charges • freight and transit charges • sales taxes on acquisition
System development	• consultant fees, web site development and custom develop software	• external direct costs of materials and services such as consultant fees • web site development costs • costs to acquire software and any custom development • salary and related benefits of employees directly associated with the application development stage • costs of upgrades that improve the functionality of the system
Office furniture and equipment	• desks, tables, chairs, filing cabinets, fax machines, photocopiers, videoconferencing stations, projectors, and digital cameras	• original contract price or invoice price • freight and installation charges • sales taxes on acquisition • costs of reconditioning used items when purchased • pats and labour associated with the construction of furniture
Roads/Streets - construction	• municipal roads	• direct costs of construction including tender construction costs, labour, materials, survey costs, and project specific design costs • construction and material costs related to overhead structures and signage • salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection and quality control
Roads/Streets - repaving	• major resurfacing and preservation overlays on municipal roads	• direct costs of construction including labour and materials • salary and travel costs for employees assigned to the project for direct

		management duties such as project management, inspection and quality control
Bridges - construction	• bridges	• direct costs of construction including tender construction costs, labour, materials survey costs, and project specific design costs • salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection and quality control
Bridges - upgrades	• upgrades to bridges	• direct costs of construction including labour and materials • salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection and quality control
Culverts	• Culverts	• Direct costs of construction including tender construction costs, labour, materials, survey costs, and project specific design costs • Salary and travel costs for employees assigned to the project for direct management, inspection and quality control
Roads/Streets - other	• light systems (traffic, outdoor, street) signals for railways, new signage initiative, rumble strips and aggregate pit acquisition costs	• original purchase price • installation charges • charges for testing and preparation • parts and labour associated with construction and installation
Water infrastructure	• dams, drainage facilities, docks, sewer systems, sewage lagoons, marinas, reservoirs, pumping facilities, tanks and associated infrastructure	• original purchase price • direct costs of construction including labour and materials • salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection and quality control
Other infrastructure	• landfills, tanker bases, helipad, dump stations	• costs that support infrastructure but are not included in any other category

Schedule B

Capital Asset Thresholds, Estimated Useful Lives and Amortization

The table below outlines the threshold and estimated useful life application to each capital asset category. A threshold of ALL means that all capital asset purchases, regardless of cost, are recorded.

Capital Asset Class and Category	Threshold	Estimated Useful Life	Amortization
Land and land improvements			
Land	All	Indefinite	N/A
Land improvements	$5,000	15 years	Straight-Line
Buildings and building improvemen			
Buildings	$10,000	40 years	Straight-Line
Building improvements	$10,000	40 years	Straight-Line
Engineered Structures	$10,000	40 years	Straight-Line
Machinery and equipment			
Heavy equipment	$5,000	20 years/hours of production	Straight-Line/usage based on hours of production
Operating equipment	$5,000	10 years	Straight-Line
Transportation equipment			
Vehicles	$5,000	10 years	Straight-Line
Office and information technology			
System Development - Packaged Syst	$5,000	10 years	Straight-Line
Computer hardware	$1,000	5 years	Straight-Line
Computer software	$1,000	5 years	Straight-Line
Office furniture and equipment	$1,000	10 years	Straight-Line
Infrastructure			
Road/Street - construction	ALL	40 years	Straight-Line
Road/Street - repaving	ALL	15 years	Straight-Line
Bridges - construction	ALL	40 years	Straight-Line
Bridges - upgrades	ALL	15 years	Straight-Line
Culverts	ALL	35 years	Straight-Line
Road/Street - other	ALL	15 years	Straight-Line
Water infrastructure	ALL	40 years	Straight-Line
Infrastructure - other	ALL	15 years	Straight-Line

COMING INTO FORCE

This Bylaw No. 3-2008 shall come into force January 1, 2009.

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Reeve Administrator

(SEAL)

Read a third time and adopted

this 14th day of October, 2008

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Administrator