

## INVENTORIES

### **I. Purpose**

The purpose of the policy is to ensure compliance with state laws regarding public property of Western Dakota Technical College (WDTC) with a useful life beyond one year and an acquisition value of \$5,000 or more.

### **II. General Statement of Policy**

- A. The policy of the College is to provide a reasonable measure of control to safeguard College assets, properly categorize inventoried items to accurately appear on the College's financial statements, and correctly dispose of unneeded inventory items.
- B. An annual review of inventory assets will be conducted by the Finance Department; any missing or severely damaged items will require additional investigation and review.

### **III. Definitions**

- A. "Assets" means land, buildings, improvements other than buildings, construction in progress, books, and equipment. Both titled and non-titled vehicles are considered equipment.

### **IV. Reporting Procedures**

- A. An annual inventory report will be completed and filed in the Finance Department by June 30<sup>th</sup> of each year, available for review and audit.

### **V. Dissemination of Policy and Training**

- A. This policy shall appear on the WDTC website on the policy webpage.

### Legal References:

Administrative Rule 10:02:01:01-:07 – Public personal property requiring inventory  
S.D. Codified Laws §4-11-6 – Accounting manual for counties, municipalities, school districts, and their agencies  
S.D.C.L. §5-24-1:14 – Receipt, care, and accounting for public property  
S.D.C.L. §13-16-33 – School annual financial reports

Other References:

South Dakota School District Accounting Manual (SAM) – Department of Legislative Audit  
Finance Accounting & Reporting Manual (FARM) – National Association of College & University  
Business Offices (NACUBO)

Board Approved 1/13/2021; Committee Reviewed 11/23/22; Committee Reviewed 11/21/24