



# Town of Shellbrook

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Policy Title <b>Tangible Capital Asset Policy</b>		Adopted By <b>Council</b>	Policy Number <b>2004</b>	
Origin/Authority <b>Public Works</b>	Jurisdiction <b>Town of Shellbrook</b>		Effective Date July 16, 2018	Page
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## Purpose

The purpose of the policy is to provide direction for recognizing and recording Tangible Asset Capital Assets (TCA) on a consistent basis and in accordance with Public Sector Accounting Board (PSAB) PS 3150.

## Policy Statement

### Tangible Capital Asset

Tangible Capital Assets (TCA) are non-financial assets having physical substance that:

- a) are held for use 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;
- b) have useful economic lives extending beyond one year;
- c) are used on a continuing basis; and
- d) are not for resale on the ordinary course of operations. (PS 3150.05)

The objective of the TCA Policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in Tangible Capital Assets and the changes in such investment.

The principal issues in accounting TCA are the recognition of the assets, the determination of their carrying amounts, and the amortization charges and the recognition of any related impairment or disposal losses.

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## **Recognition of Tangible Capital Assets**

Tangible capital assets (TCA) are assets having physical substance that are used on a continuing basis in the municipality's operations, have useful lives extending beyond one year and are not held for resale in the ordinary course of operations.

TCA are acquired, constructed, or developed assets and have the following characteristics:

- ownership and control clearly rest with the municipality; and
- the asset is used to achieve government objectives.

The following will help determine whether an asset is a TCA:

Include Land, buildings, infrastructure assets(roads, water and sewer network), vehicles, purchased computer software, in-house developed computer software, computer hardware, tools, furniture, equipment, leasehold improvements, and assets acquired by capital leases or by donations;

Include operational heritage assets such as the museum building.

Do not include non-operational heritage assets such as museum and gallery collection, other works of art, archives, archaeological sites, ruins, burial sites, monuments, and statues;

Do not include intangible assets such as copyright, trademarks, patents, easements and right-of-way.

## **Recognition of Tangible Capital Assets Carrying Amounts(Costs)**

The cost of TCA includes the cost of any asset that has been acquired, constructed, or developed with the intention of being used and normally consumed in operations which achieve government objectives.

## **Betterments**

TCA also include betterments. Betterments are expenditures relating to the alteration or modernization of an asset that appreciably prolong the asset's period of usefulness or improve it functionality.

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## **Capitalization Thresholds**

Only TCA that exceed the asset class threshold will be capitalized. The following are the thresholds that are being used to develop the initial TCA listing.

- Any individual item that meets the definition of a Tangible Capital Asset with a cost of \$5,000 or greater
- A pool of assets that meets the definition of a Tangible Capital Asset, that was purchased in bulk and has a replacement cost of \$25,000 or greater in any given year
- Due to the nature of some assets, the threshold will be \$0. Examples are all land, all vehicles, all roads, all water pipe segments, etc. would be recorded.

Once the initial TCA listing has been prepared and in subsequent years, it will be reviewed to determine whether or not the threshold should be raised.

## **Capitalization of Interest Costs**

The municipality does not capitalize interest costs incurred during the construction or development of TCA.

## **Estimated Useful Life**

Expected useful life is normally the shortest of the asset's physical, technological, commercial and legal life and is based on its use by the municipality. In determining an asset's useful life the present condition, intended use, construction type and maintenance policy will be considered, including how long the asset is expected to meet service demands and the municipality's experience with similar assets. A schedule of recommended maximum useful life as a guideline for various asset classes is attached hereto as Schedule "A".

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## **Amortization**

The cost, less any residual value of a TCA with a limited life will be amortized over its useful life using the straight line method. The amortization method and estimate of useful life of the remaining unamortized portion will be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Amortization begins in the year after acquisition as it will be after year end that the full cost of putting the asset into service will be known.

## **Transfer of Assets**

Transfers of TCA between departments will be recorded at the net book value of the asset. The receiving department will record both the asset at its original historical cost and the accumulated amortization.

Transfer of assets from outside the municipality to the municipality will only be capitalized as a TCA when the agreement provides for the transfer of ownership.

## **Disposal of Assets**

When TCA are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the Operating Department must notify the Finance Department of the asset description and effective date of the disposal.

Assets will be retired from the accounts of the municipality when the asset is disposed of. The gain or loss on disposal will be calculated as the difference between the proceeds received and the net book value of the TCA. The gain or loss on disposal will be recorded in the accounts of the Operating Department.

## **Capital Leases**

A lease will be recorded as a TCA and an offsetting liability when it meets the test for a capital lease as defined by PSAB. PSAB uses a "benefits and risks" approach to assessing if a leased asset should be treated as a capital lease. If the "benefits and risks" of the asset are essentially transferred to the municipality (the lessee) then the

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lease is a capital lease and the leased asset is a TCA if it exceeds the municipality's threshold.

## **Write Downs**

A write down is used to reflect a permanent partial impairment in the value of an asset. This impairment may be as a result of:

- Removal of the asset from service
- Physical damage
- Significant technological developments
- A decline in or cessation of the need for the service by the asset
- A change in the law or environment affecting the asset usage

If the value of an asset is impaired, the cost of the asset will be written down to reflect the decline in the asset's value and its shorter useful life. This write down is considered a loss (expense) in the accounts of the Operating Department.

## **Transition**

All TCA in the municipality will be inventoried and valued as of December 31, 2011, The TCA Continuity Schedule will be used to track 2012 additions and disposals. The accounting for TCA is effective January 1, 2012 at which time TCA will be recorded in the municipality's financial system.

## Appendix A: Recommended Maximum Useful Life

### Asset Classes

Major

Minor

Sub-class One

Sub-class Two

Sub-class Three

Maximum Useful  
Life

Land

*Right-of-way*

*Undeveloped right-of-way*

*Parks*

*General*

Cultural & Historical Assets

*Public art*

*Historical*

*Heritage site*

Land Improvements

Parking lot

*Gravel* 25

*Asphalt* 25

*Playground Structures* 15

*Landscaping* 15

*Fences-chainlink* 20

*Sprinkler systems* 20

*Golf courses* 45

*Outdoor lighting* 20

*Airport runways* 25

*Transfer stations* 25

Buildings

*Permanent Structures*

Frame 50

Metal 50

Concrete 50

*Portable Structures*

Metal 25

Frame 25

*Leasehold Improvement* Variable

Engineered Structures

*Roadway system*

Bridges Variable

Curb/gutter	50
Roads & Streets	
<i>Lanes/alleys</i>	
Gravel	50
Nonconforming/Undeveloped	20
Local/Collector/Arterial/Major Arterial	
<i>Surface</i>	
Concrete	20
ACP-hot mix	40
ACP-cold mix	10
Chip seal	10
Gravel	50
<i>Subsurface</i>	40
Road signs	
<i>Traffic control</i>	7
<i>Information</i>	7
Sidewalks	30
Water systems	
Distribution system	
Mains	75
Services	75
Pump, lift and transfer stations	45
Plants and facilities	
<i>Structures</i>	50
<i>Treatment equipment</i>	
Mechanical	45
Electrical	45
General	45
<i>Pumping equipment</i>	10
Hydrants/fire protection	50
Reservoirs	45
Wells	50
Wastewater system	
Collection system	
PVC/HDP Mains	60
Relined Concrete mains	54-65
Pumps, Lift & transfer stations	10
Plants and facilities	
Structures	40
Treatment equipment	
Mechanical	20
Electrical	20

General	20
<i>Pumping equipment</i>	10
Lagoons	20
Storm system	
Collection systems	
<i>Mains</i>	50
<i>Services</i>	50
Pumps	10
Lift	10
Transfer stations	45
Catch basins	50
Outfalls	50
Wetlands	75
Retention ponds	75
Treatment facility	45
Machinery and Equipment	
<i>Heavy construction</i>	Variable
<i>equipment</i>	
<i>Fire equipment</i>	12
<i>Boats</i>	25
Tools, shop & garage equipment	15
Meters	
Water	40
Turf equipment	10
Ice re-surfacer	10
<i>Office Furniture &amp; Equipment</i>	
Furniture	20
Office equipment	10
Audiovisual	10
Photocopiers	5
Computer Systems	
Hardware	5
Software	10
<i>Vehicles</i>	
<i>Light duty</i>	20
<i>Medium duty</i>	20
<i>Heavy duty</i>	20
<i>Fire trucks</i>	25