

Policy Name:	CAPITAL ACQUISITIONS	 <p>coast mountain college</p>
Approved By:	Presidents Council	
Approval Date:	April 4, 2013	
Amendment Date:	N/A	
Policy Holder:	VP Corporate Services	
Policy Number:	FIN-006	
Category:	Finance	

## CAPITAL ACQUISITIONS

### 1.00 PURPOSE

Coast Mountain College shall ensure that adequate controls are in place to ensure the accuracy of all financial information.

### 2.00 POLICY STATEMENT

2.01 A capital acquisition is defined as an asset that:

2.01.1 is tangible and complete;

2.01.2 is a significant economic resource used in the operation of the College's activities;

2.01.3 has a useful life of more than 1 year, and;

2.01.4 the individual asset is valued at \$5,000.00 or above

2.02 Renovations or other expenditures to maintain the value of facilities or equipment are not considered capital expenditures even if the cost of the repair and/or expenditures is greater than \$5,000.

2.03 Renovations or alterations to a building or other facility, including grounds, which substantially increase the value of the asset will be capitalized.

2.04 Capital acquisitions are amortized according to the College's fixed assets procedures on a straight-line basis over the assets estimated useful lives.