



**HERKIMER COUNTY INDUSTRIAL DEVELOPMENT AGENCY
FIXED ASSET POLICY**

PURPOSE:

The purpose of this fixed asset policy is to establish guidelines for Management to follow in recording the purchase price of assets on the Herkimer IDA's records as to whether they are to be capitalized or expensed.

OBJECTIVE:

To capitalize fixed asset purchases with a value of \$1,000.00
To capitalize improvements that extend the estimated useful life of sites or buildings with a value of at least \$1,000.00

PROCEDURE:

All fixed asset purchases are to be treated as complete units. If a purchase is less than the capitalization thresholds noted above, it will be expensed. If a purchase exceeds the capitalization threshold, it is to be capitalized and depreciated on the straight-line basis over the appropriate life using the standard use life table.

REVIEW:

This policy will be reviewed for updates annually.

Re-adopted April 26, 2022