



County of Riverside  
**OFFICE OF THE AUDITOR-CONTROLLER**  
 STANDARD PRACTICE MANUAL

		<b>SUBJECT:      Financed Purchases and Leases</b>
<b>SECTION:</b>	<b>5</b>	<b>CATEGORY:    CAPITAL ASSET POLICIES</b>
<b>POLICY NUMBER:</b>	<b>511</b>	
<b>REVISED DATE:</b>	<b>02/23/2022</b>	<b>APPROVED BY:</b> <i>Paul Angulo</i>

**PURPOSE:** To establish standard guidelines for the proper accounting of short-term leases, contracts that transfer ownership of the underlying asset at the end of the lease contract, and leases.

**SCOPE:** Applies to County departments, agencies, special districts, and authorities that are governed by Riverside County Board of Supervisors.

**POLICY:** Financed purchases and leases must be recorded in compliance with GAAP and Governmental Accounting Standards Board (GASB) Statement No. 87 – *Leases*.

**PROCEDURES:** This policy includes information on the process and documentation needed to account and record short-term leases, contracts that transfer ownership of the underlying asset at the end of the lease contract, and leases in the PeopleSoft financial system.

**BACKGROUND:** GASB Statement No. 87 uses a single model approach and provides for three accounting treatments of leases: short-term leases, contracts that transfer ownership (financed purchases, formerly known as capital leases), and contracts that do not transfer ownership.

Lessees and lessors should recognize short-term lease payments as outflows of resources (expenditure/expense) or inflows of resources (revenue), respectively, based on the payment provisions of the lease contract. Contracts that transfer ownership should be reported as a financed purchase of the underlying asset by the lessee or sale of the asset by the lessor. A contract that does not transfer ownership will be recorded as a lease under GASB 87. For such contracts, a lessee will recognize a lease liability and a corresponding intangible asset representing the lessee’s controlling “right to use” the asset.

In conjunction with reporting the asset and liability, the lessee will also report amortization expense of the intangible asset over the shorter of the life of the asset or the lease. They will also report interest expense on the lease liability and provide footnote disclosures about the lease. The standard does not apply to:

- Intangible assets, including mineral rights, patents, software, etc.
- Biological assets
- Inventory
- Service concession arrangements as addressed in GASB Statement 60
- Assets financed with conduit debt
- Supply contracts such as power purchase agreements
- Transfer of an asset to the lessee at the end of the agreement (this is considered a finance purchase and is reported as a long-term liability)

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**SHORT-TERM LEASES:**

Short-term leases hold a maximum possible term of 12 months or less, including any options to extend, regardless of their probability of being exercised. Leases that are month-to-month are considered short-term. Payments for short-term leases should be recognized as outflows of resources (expenditure/expense) or inflows of resources (revenues) by the lessee or lessor.

**CONTRACTS THAT TRANSFER OWNERSHIP:**

If the contract transfers ownership of the underlying asset to the lessee by the end of the contract, then the contract is a **financed purchase**. The lessee records the purchased asset and the related debt (a financed purchase liability). The lessor records the sale of the asset.

**LEASES**

Under GASB 87, a lease is defined as a contract that conveys control of the right to use another entity’s nonfinancial asset (the underlying asset) as specified in the contract for the period of time in an exchange or exchange-like transaction. The lease term is the period during which a lessee has a noncancelable right to use an underlying asset, plus the subsequent periods (if applicable). To determine whether a contract conveys control of the right to use the underlying asset, a government should determine whether the contract has **both** of the following per GASB 87:

1. The right to obtain the present service capacity from use of the underlying asset as specified in the contract
2. The right to determine the nature and manner of use of the underlying asset as specified in the contract.

**LESSEE ACCOUNTING**

Short-term leases: Lessee should recognize short-term lease payments as outflows of resources (expenditure/expense) based on the payment provisions of the contract.

Financed purchase: Lessee will record the purchased asset in the Asset Management module and the related debt (a financed purchase liability), if the value of the asset is at a minimum \$5,000.

GASB 87 Leases: Lessee will record a lease asset in the Asset Management module and a lease liability at the beginning of the lease term, if the present value of the lease payments expected to be made during the lease term (less any lease incentives) is at a minimum \$10,000.

**LESSOR ACCOUNTING**

Short-term leases: Lessor will recognize short-term lease payments as inflows of resources (revenues) based on the payment provisions of the contract.

Financed purchase: Lessor will record the sale of the asset.

GASB 87 Leases: Lessor will recognize a lease receivable and a deferred inflow of resources at the beginning of the lease term, if the present value of the lease payments expected to be received during the lease term is at a minimum \$10,000.

**RECORDING A FINANCED PURCHASE (LESSEE)**

**Financed Purchase:** The present value of the minimum lease payments at the inception of the financed purchase must be recorded as an asset and a financed purchase (liability) in PeopleSoft. When determining the present value of the lease payments, the lessee should use its incremental borrowing rate. However, the lessee should use the lessor’s implicit interest rate to determine the present value of the lease payments if:

- 1) The lessee can determine the lessor’s implicit rate and
- 2) The lessor’s implicit interest rate is less than the lessee’s incremental borrowing rate

The lessee’s incremental borrowing rate is the estimated interest rate the lessee would have had to pay if the leased asset had been purchased by the lessee and financed over the period covered by the lease.

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**RECORDING A GASB 87 LEASE (LESSEE)**

**GASB 87 Leases:** The lessee initially should measure the lease liability at the present value of the payments expected to be made during the lease term. Measurement of the lease liability should include the following, if required by a lease:

1. Fixed payments
2. Variable payments that depend on an index or rate
3. Variable payments that are fixed in substance
4. Amounts that are reasonably certain of being required to be paid by the lessee under residual value guarantees
5. The exercise price of a purchase option if it is reasonably certain that the lessee will exercise that option
6. Payments for penalties for terminating the lease
7. Any lease incentives receivable from the lessor
8. Any other payments that are reasonably certain of being required based on an assessment of all relevant factors.

The future lease payments should be discounted using the interest rate the lessor charges the lessee, which may be the interest rate implicit in the lease. If the interest rate cannot be readily determined by the lessee, the lessee’s estimated incremental borrowing rate (an estimate of the interest rate that would be charged for borrowing the lease payment amounts during the lease term) should be used.

**RECORDING A LEASE (LESSOR)**

**GASB 87 Leases:** The lessor initially should measure the lease receivable at the present value of lease payments expected to be received during the lease term, reduced by any provision for estimated uncollectible amounts. Measurement of the lease receivable should include the following, if required by a lease:

1. Fixed payments
2. Variable payments that depend on an index or a rate
3. Variable payments that are fixed in substance
4. Residual value guarantee payments that are fixed in substance
5. Any lease incentives payable to the lessee

The future lease payments to be received should be discounted using the interest rate the lessor charges the lessee, which may be the interest rate implicit in the lease.

**DEPARTMENT ROLES:**

1. Departments are responsible for recording all financed purchases and leases immediately once all supporting documentation is available and has been received by the department.
2. Capital assets acquired via a financed purchase or a GASB 87 Lease must be entered into the PeopleSoft Asset Management Module by selecting the appropriate “category” when entering the assets related to the financed purchase or GASB 87 Lease.
  - a. For a financed purchase, a copy of the agreement and amortization payment schedule must accompany the completed *Acquisition, Betterment & Leases*, Form AM-5, and must be submitted to the ACO.
  - b. For a lease under GASB 87, a copy of the agreement and the calculation of the net present value of the payments expected to be made during the term of the lease must accompany the completed *GASB 87 Leases*, Form AM-9, and must be submitted to the ACO.
3. At the end of the fiscal year, proprietary funds shall reclassify its year-to-date lease principal expenses to the appropriate liability accounts. This method ensures budgetary control during the year, while properly reporting principal disbursements as reductions to liabilities for year-end reporting purposes.
4. During the annual asset certification, all finance purchases assets must be certified; land does not need to be certified.

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5. Complete AM-5 or AM-9 Form must be submitted to the Auditor-Controller with all supporting documentation, within 1-2 business days after it has been entered in the AM module, **except** at year end it should be submitted within 24 hours.

**CAPITAL BUDGET EXPENSE CODES**

The acquiring department is responsible for assigning the appropriate account number when entering a financed purchase or GASB 87 Lease. Individuals should be certain to use the correct account number in all circumstances.

<b>County of Riverside Expenditure Accounts as of January 1, 2022</b>	
New Code	Description
	<b><i>Retirement of Oth Long-Term Debt</i></b>
532500	Finance Purchase-Bldg Princip
532510	Finance Purchase-Equip Princip
532520	Finance Purchase-Vehic Princip
532600	Finance Purchase-Principal
532620	Finance Purchase-Comp Term
532640	Finance Purchase-Facilities
532650	Finance Purchase-Land Princip
532660	Finance Purchase-Other Princip
532690	GASB 87 Lease Principal Pmt
532800	Finance Purchase - Contra

<b>County of Riverside Expenditure Accounts as of January 1, 2022</b>	
New Code	Description
	<b><i>Interest On Oth Long-Term Debt</i></b>
533700	Interest Radio-Electrical
533720	Finance Purchase-Interest
533740	Finance Purchase-Interest
533750	GASB 87 Lease Interest Pmt
533760	Interest Long Term Debt
533770	Finance Purchase-Blg Interest
533780	Finance Purchase-Equ Interest
533790	Finance Purchase-Veh Interest
533800	Finance Purchase-Land Interest

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**County of Riverside  
Liability Accounts  
as of January 1, 2022**

Account	Description	# of Charc
	<b>Financed Purchase / GASB87 Lease obligation</b>	43
283100	Financed Purchase LT	20
283101	Financed Purchase LT-Bldgs	26
283102	Financed Purchase LT-Equip	26
283103	Financed Purchase LT-Vehic	26
283104	Financed Purchase LT-Land	25
283200	GASB 87 Lease Obligation	24

**AUDITOR-CONTROLLER'S ROLES:**

- 1) Review and verify AM-5 or AM-9 Form and transactions recorded in system to ensure accuracy and adequate documentation to support the transaction.
- 2) Process transactions in PeopleSoft Financial System.

**RECORDS MANAGEMENT ROLES:**

Department

Retain all finance purchase and lease contract supporting documentation for at least 7 years as it relates to capital assets and GASB 87 assets information reported and submitted to the Auditor-Controller.

Auditor-Controller

The Auditor-Controller is the official Department of Record for all AM Forms and its supporting documentation that are submitted to us. The documentation is filed in accordance with the County's General Records Retention policy which states to keep the current year plus the 7 past years.

**SECURITY ROLES:**

To perform the functions discussed above the following roles must be requested:

Department:

Capital Asset Processor – this role will allow you to:

- Add capital/noncapital asset information
- Update some capital asset information

Auditor Controller:

Asset Reviewer Auditor-Controller Only – this role will allow you to:

- Adjust, re-categorize, transfer, and dispose capital assets/noncapital asset information
- Review and process transactions
- Run capital and lease asset reports

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**CAPITAL ASSETS FORM**  
**Acquisition, Betterment & Leases**  
**OFFICE OF THE AUDITOR-CONTROLLER**

*Complete and return to the Auditor-Controller's Office, Mail Stop #1050.*

**SPM FORM  
AM - 5**

**"\*" Indicates optional field** **ASSET ID:** \_\_\_\_\_

<b>DEPARTMENT</b>		<b>BUSINESS UNIT</b>		
<b>FUND</b>	<b>DEPT ID</b>	<b>PROGRAM *</b>	<b>CLASS *</b>	<b>PROJ/GRANT *</b>
<b>CATEGORY</b>	<b>ACCOUNT</b>	<b>COST</b>	<b>Notes</b>	
<b>BOOK</b>	<b>FINANCING CODE</b>	<b>LOCATION</b>	<b>County Tag Issued?</b>	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>ACQUISITION DATE</b>		<b>IN SERVICE DATE</b>		
<b>VENDOR CODE:</b>		<b>VENDOR NAME</b>		
<b>MANUFACTURER</b>	<b>SERIAL NUMBER</b>	<b>MODEL</b>		
<b>ASSET DESCRIPTION:</b>				
<b>DEPRECIATION METHOD</b>		<b>USEFUL LIFE (in months)</b>	<b>SALVAGE AMOUNT</b>	
<b>PURCHASE AUTHORIZATION</b>		<b>VOUCHER</b>		

**For Betterments Only:**

<b>BETTERMENT DESCRIPTION</b>	_____
<b>TOTAL BETTERMNT VALUE</b>	_____

**For Financed Purchases Only:**

<b>LEASE ID#</b>	_____	<b>LIABILITY AMOUNT (PRIN)</b>	_____
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**ATTACH THE FOLLOWING AND CHECK THE BOX FOR EACH ATTACHMENT PROVIDED:**

P.O. s    Property schedules    Amortization schedules    Financing agreements

Prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Dept: \_\_\_\_\_

**Distribution: Department and Capital Asset Section of the ACO**

ACO Capital Asset Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

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# CAPITAL ASSETS FORM

## GASB 87 Leases

### OFFICE OF THE AUDITOR-CONTROLLER

Complete and return to the Auditor-Controller's Office, Mail Stop #1050.

**SPM FORM  
AM - 9**

**"\*" Indicates optional field**      **ASSET ID:**

<b>DEPARTMENT</b>		<b>BUSINESS UNIT</b>		
<b>FUND</b>	<b>DEPT ID</b>	<b>PROGRAM *</b>	<b>CLASS *</b>	<b>PROJ/GRANT *</b>
<b>CATEGORY</b>	<b>ACCOUNT</b>	<b>Present Value of Minimum Lease Payments</b>		
<b>BOOK</b>	<b>FINANCING CODE</b>	<b>LOCATION</b>	<b>Notes</b>	
<b>ACQUISITION DATE</b>		<b>IN SERVICE DATE</b>		
<b>VENDOR CODE:</b>		<b>VENDOR NAME</b>		
<b>MANUFACTURER</b>	<b>SERIAL NUMBER</b>		<b>MODEL</b>	
<b>ASSET DESCRIPTION:</b>				
<b>DEPRECIATION METHOD</b>	<b>USEFUL LIFE (in months)</b>			
<b>PURCHASE AUTHORIZATION</b>		<b>VOUCHER</b>		

**GASB 87 Lease Information:**

<b>LEASE ID#</b>	
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**ATTACH THE FOLLOWING AND CHECK THE BOX FOR EACH ATTACHMENT PROVIDED:**

P.O.s  
  Property schedules  
  Amortization schedules  
  Lease Evaluation Tool  
  Present Value Calculator

Prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Dept: \_\_\_\_\_

Distribution: Department and Reporting & Capital Asset Section of the ACO

ACO Reporting Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

ACO Capital Asset Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

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