



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

		SUBJECT: CAPITAL ASSET DONATIONS RECEIVED
SECTION:	5	CATEGORY: CAPITAL ASSET POLICIES
POLICY NUMBER:	509	
REVISED DATE:	1/31/2025	APPROVED BY: <i>Ber J. Brait</i>

PURPOSE: To establish standard guidelines for County departments, agencies, and special districts for the acceptance and proper recording of donated capital assets.

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

POLICY: Donated capital assets are required to be recorded in the County's PeopleSoft financial system in accordance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and California Government Code 25355.

PROCEDURES: This policy includes information on the criteria to determine the proper process and documentation needed to record capital assets received as donations.

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Donated Capital Assets Information:

Donated capital assets can be either tangible (e.g. computers, automobiles, real property, roads, etc.) or intangible (e.g. software, etc.). If the capital asset is donated by another government entity, including higher jurisdiction entities such as state or federal agencies, it is important to follow any applicable restrictions or regulations regarding donated capital assets.

Donated Capital Assets Approval:

Section 25355 of the California Government Code allows the County Boards of Supervisors the option of delegating to any County officer or employee the authority to accept or reject any gift, bequest, or devise made to or in favor of the County. The Riverside County Board of Supervisors delegated the authority to accept or reject, and acknowledge any gift, bequest, or devise made to, or in favor of the County, to County Department Heads; the value of which does not exceed \$10,000.

For donations exceeding **\$10,000**, the donation must be submitted to the Board of Supervisors for review and formal approval. The Board will decide to accept or reject these donations, and the approval must be documented using **Form 11** before the capital asset can be entered into the PeopleSoft Asset Management (AM) module. Ensure detailed information is provided to the Board of Supervisors, including a breakdown of the capital assets and their fair market values to ensure transparency and proper asset management.

Donated Capital Assets Value:

Capital asset donations should be recorded at the fair market value (FMV) on the date of donation and depreciated/amortized using the suggested useful lives in SPM 502. Effective July 1, 2015, GASB Statement No. 72 “Fair Value Measurement and Application”, requires measurement at acquisition value (an entry price) for donated capital assets, donated works of art, historical treasures, and similar assets, and capital assets received in a service concession arrangement. Capital assets donated to the county should be entered in the PeopleSoft Asset Management module (AM module) provided they meet the capitalization threshold outlined in SPM 501.

The acquisition value is the price that would be paid to acquire an asset and place it into equivalent operational service in an orderly market transaction at the acquisition date, or the amount at which a liability could be liquidated with the counterparty at the acquisition date. On certain occasions, it may be more complex to determine the asset’s fair market value for a department; as such the costs incurred by the donor could be substituted for certain assets and only if the donor incurred those costs within a reasonable period of time to the date the asset is accepted as a donation.

Donated Capital Assets Records:

Retain receipts, letters, copy of title reports, official governmental documents, or any other type of documents that will support the evidence of the donated capital assets. Also, obtain and maintain evidence on how the fair market value of the donated capital asset was determined as this will be used as supporting documentation when the capital asset is recorded in the AM module and when all the documentation is submitted to the ACO.

Donated Capital Assets Financial Recording:

Once donated capital assets are received, they must be recorded immediately to initiate a financial transaction in PeopleSoft. The department should ensure that the donated capital assets are promptly entered into the AM module.

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DEPARTMENT ROLES:

- 1) Record donated capital assets in the AM module immediately once all supporting documentation is available and has been received by the department.
- 2) Complete and submit relevant, current version AM forms to the Auditor-Controller Capital Assets section with all supporting documentation, within 15 days of acquisition. **At year end, AM forms must be submitted within 24 hours.**
 - a. AM-5 Form (per SPM 501)
 - b. AM-4 Form (per SPM 512)
 - c. AM-6 Form (per SPM 512)
 - d. AM-7 Form (per SPM 514)
 - e. AM-8 Form (per SPM 510) (*an AM-7 form will also be required*)
 - f. AM-9 Form (per SPM 511)
- 3) During the annual asset certification, all donated assets should be certified.

AUDITOR-CONTROLLER’S ROLES:

- 1) Review and verify AM forms.
- 2) Process transactions in PeopleSoft Financial System.

RECORDS MANAGEMENT ROLES:

Department

Retain all supporting documentation related to capital assets for a minimum of 7 years. This includes information reported on “Schedule Q – Construction in Progress” and any other records not submitted to the Auditor-Controller.

Auditor-Controller

The Auditor-Controller is the official repository for all AM Forms and corresponding supporting documentation. The documentation is retained in accordance with the County’s General Records Retention policy which at present is the current year plus the preceding 7 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 new capital asset information into the system
- Modify certain capital asset information

Auditor Controller:

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

- Adjust, re-categorize, transfer, and dispose capital asset information
- Review and process transactions
- Generate reports on capital assets and leases.

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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
(POLICY #504)

****** Indicates optional field **ASSET ID:** _____

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

For Betterments Only:	
BETTERMENT DESCRIPTION	
TOTAL BETTERMENT VALUE	

For Financed Purchases Only:	
LEASE ID#	LIABILITY AMOUNT (PRINT)

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: _____

Auditor-Controller's Use		
	System Updated By:	
	Initials	Date

June 2024

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CAPITAL ASSET TRANSFER

OFFICE OF THE AUDITOR-CONTROLLER

For intra-departmental and inter-departmental use. Both signatures are required when transferring an asset from one department to another. Submit completed form to the Auditor-Controller, Mail Stop #1050.

SPM FORM
AM - 6

TRANSFER AUTHORIZATION		TRANSFER OUT	
		Effective Date	Asset Number
Department Name			Business Unit
Department Head or Authorized Designee Signature		<i>Provide the information above, authorized signature, and forward to the department receiving the asset.</i>	
Date			

ACKNOWLEDGEMENT OF RECEIPT		TRANSFER IN	
		Acquisition Date	Asset Number
Department			Business Unit
Department Head or Authorized Designee Signature		Description	
Date			

Asset Class/Category	Acquisition Code	New Financing Code	New Class/Location	Serial Number

Model Number	Amount	Purchasing Authority No.

New Fund	New Dept ID	New Account	New Program	Fiscal Year

New Project/Grant	Profile ID	New Book

New Salvage Value	New Service Date	New Useful Life	New DEPR Method

Prepared By (Print Name)	Date	Phone
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Auditor-Controller's Use

System Updated By:	Initials	Date

April 2024

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CAPITAL ASSET DISPOSITION

OFFICE OF THE AUDITOR-CONTROLLER

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

SPM FORM
AM - 7

(Policy #514)

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Department	Business Unit	FY
Contact Name		Phone

Disposition Codes							
Abandonment	AB	Disposal Due to Theft	DPO	Missing Asset	MIS	Scrapped Asset	SCR
Cannibalize	CAN	Donated to External Group	DON	Retirement by Sale	RTR	Traded in for Other Asset	TRD
Casualty Loss	CAS	Leases / SBITAs Termination	LSE	Returned to Inventory	RET	Retirement - Service Animal:	RTS

Category Code	Asset Number	Disposition Code	Quantity	Retire Amount	Proceeds	Removal Costs	Disposition Date
1		Select					
<i>Other Information (Description of equipment, serial number, etc.)</i>							
2		Select					
<i>Other Information (Description of equipment, serial number, etc.)</i>							
3		Select					
<i>Other Information (Description of equipment, serial number, etc.)</i>							
4		Select					
<i>Other Information (Description of equipment, serial number, etc.)</i>							
5		Select					
<i>Other Information (Description of equipment, serial number, etc.)</i>							

Authorized Signature for Deposition (Department Head or Designee)
Date

Auditor-Controller's Use		
	System Updated By:	Initials
		Date

December 2024

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**CONSTRUCTION-IN-PROGRESS PROJECT
REMOVAL FOR CAPITAL ASSETS**
OFFICE OF THE AUDITOR-CONTROLLER
*Complete and return to the Asset Management Desk of the General Accounting
Division, Mail Stop #1050.*

**SPM FORM
AM – 8**
(Policy #514)

BUSINESS UNIT	FUND NO.	DEPT ID	AGENCY/DEPARTMENT NAME

1	Asset Number	Category Code	Project #	Quantity	Amount		Fiscal Year	Disposal Date

Other Information (Reason/Comments)

2	Asset Number	Category Code	Project #	Quantity	Amount		Fiscal Year	Disposal Date

Other Information (Reason/Comments)

3	Asset Number	Category Code	Project #	Quantity	Amount		Fiscal Year	Disposal Date

Other Information (Reason/Comments)

4	Asset Number	Category Code	Project #	Quantity	Amount		Fiscal Year	Disposal Date

Other Information (Reason/Comments)

5	Asset Number	Category Code	Project #	Quantity	Amount		Fiscal Year	Disposal Date

Other Information (Reason/Comments)

Project Manager Name	Title	Signature	Date
Fiscal Chief/Officer/Manager Name	Title	Signature	Date
Department Director	Title	Signature	Date

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CAPITAL ASSETS FORM
GASB 87 Leases / GASB 96 SBITAs
 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:

DEPARTMENT		BUSINESS UNIT		
FUND	DEPT ID	PROGRAM *	CLASS *	PROJ/GRANT *
CATEGORY	ACCOUNT	Present Value of Minimum Lease or Subscription Payments		
Select				
BOOK	FINANCING CODE	LOCATION	Notes	
Select				
ACQUISITION DATE		IN SERVICE DATE		
VENDOR CODE:		VENDOR NAME		
MANUFACTURER	SERIAL NUMBER	MODEL		
ASSET DESCRIPTION:				
DEPRECIATION METHOD	USEFUL LIFE (in months)			
Straight Line				
PURCHASE AUTHORIZATION		VOUCHER		
GASB 87 Lease/GASB 96 SBITA Information:				
LEASE/Subscription ID#				
ATTACH THE FOLLOWING AND CHECK THE BOX FOR EACH ATTACHMENT PROVIDED:				
<input type="checkbox"/> P.O.s Form 11	<input type="checkbox"/> Lease/SBITA Contract	<input type="checkbox"/> Payment Schedule	<input type="checkbox"/> Lease/SBITA Evaluation Tool	<input type="checkbox"/> Present Value Calculator

Prepared by: _____ Phone: _____
 Date: _____ Dept: _____

Auditor-Controller's Use

ACO Reporting Approval:	Initials	Date	ACO Capital Asset Approval:	Initials	Date

June 2024

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