



6300 Alderson Street
Weston, Wisconsin 54476

TO: Dr. Kristine Gilmore, Superintendent
Jack E. Stoskopf, Jr., Assistant Superintendent Business/Personnel Services

FROM: Aaron Nelson, Supervisor of Administrative Services

RE: Fixed Asset Capitalization Threshold

DATE: 4/18/2011

While completing the 2009-10 audit, Krause, Howard & Company recommended we increase our fixed asset capitalization threshold.

Our current fixed asset capitalization threshold is as follows:

Sites and Improvements	\$1,000
Buildings	\$1,000
Equipment	\$1,000
Vehicles	\$1,000

The recommended fixed asset capitalization threshold is as follows:

Sites and Improvements	\$5,000
Buildings	\$5,000
Equipment	\$5,000
Vehicles	\$5,000

Assets below the recommended threshold would still be entered into the district's inventory, however, they would not be included within the district's audited financial statements.