

### 3. ACCOUNTING

#### 3.3 Capital Assets

#### 3.3.2 Establishing a Capital Assets System

3.3.2.10 Designing and establishing a capital asset system requires systematic planning. These plans fall into three basic areas:

1. Establishing the objectives of the capital asset system and making permanent policy decisions, which will shape both the initial establishment of capital asset inventory and maintenance of the system.
2. Designing the plan for taking the initial inventory, for verifying and testing the data, and for establishing a value for each recorded asset.
3. Determining when and how to implement controls over additions and deletions to the capital asset inventory.