

**ARCADIA HOUSING AUTHORITY
CAPITALIZATION POLICY**

The Arcadia Housing Authority adopts the following capitalization policy for the purpose of determining, distinguishing and recording materials and non-expendable equipment and person property purchased or acquired in connection with the development, management, and maintenance of public housing developments owned or operated by this Authority and any future programs adding personal property.

If the initial cost of a piece of equipment and/or other personal property is One Thousand \$1000 or more and the anticipated life or useful value of said equipment or property is more than one (1) year, the same shall be capitalized and recorded as non-expendable equipment and charged as a capital expenditure.

If the initial cost of the piece of equipment and/or personal property is less than One Thousand Dollars \$1000 or its useful life is less than one (1) year regardless of cost, the same shall be treated and recorded as materials or inventory and charged to maintenance, administration, or tenant service expense.

The Executive Director, of the Executive Director's designee, is authorized and directed to determine whether each piece of equipment or other personal property that is acquired by the Housing Authority in connection with the development, management and maintenance of the properties owned or operated by the Housing Authority, shall be classified as material or non-expendable, as defined in the preceding section. The Executive Director is further directed to ensure that the determination is documented in the appropriate records of the Housing Authority and retained for the information and guidance of its personnel and for audit purposes.

BE IT FURTHER RESOLVED, that such Resolution is so adopted.

ADOPTED THIS 17th DAY OF NOVEMBER 2011.

BOC Chairman, Rev. Ted Hanus

Interim ED, Becky-Sue Mercer