

SAM – PROPERTY ACCOUNTING

FINANCIAL STATEMENT REPORTING REQUIREMENTS

8660

(Revised 6/2014)

Capital assets will be included in year-end financial reports. Proprietary funds will report capital assets and accumulated depreciation/amortization in the funds themselves. Fiduciary funds will record capital assets (fully reserved) in the funds themselves. Departments which acquire property with resources of governmental funds will prepare a Statement of Changes in Capital Assets Group of Accounts – Report No. 18 and a Statement of Capital Assets Group of Accounts – Report No. 19.

1. The Statement of Changes in the Capital Assets Group of Accounts – Report No. 18 will contain the following for each asset type:
 - a. A listing of asset beginning balances in General Ledger Account Number order (e.g., land, building, computer software etc.).
 - b. A listing of asset additions.
 - c. A listing of asset deductions.
 - d. A listing of asset ending balances.

Refer to SAM section [7977 Illustration](#) for the required report format.

2. The Statement of Capital Assets Group of Accounts – Report No. 19 will contain the following:
 - a. A listing of assets, in General Ledger Account Number order (e.g., land, building, computer software etc.), for each asset type.
 - b. A listing of the investment in these capital assets by sources of the governmental funds used to acquire each.
 - c. A footnote that inventories of property were conducted in accordance with SAM section 8652.
 - d. A footnote that subsidiary capital assets records are in agreement with the general ledger control accounts.

Refer to SAM section [7978 Illustration](#) for required report format.