



Form - Capital Asset Accounting Record (Ledger Card)

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Reference Number: MTAS-649

Appendix A. CAPITAL ASSET ACCOUNTING RECORD (Ledger Card)

City of: _____

Assigned Property #: _____

Description: _____

Department: _____

Manufacturer's Serial #: _____

Location: _____

Tax Map Reference: _____ Book #: _____ Map #: _____

Kind of Deed: _____

Title Abstract: _____

Source of Funds: _____

Manufacturer: _____

Make and Model: _____

Color: _____

Purchase Order or Check #: _____

How and From Whom Acquired: _____

Date of Purchase: _____

Date Placed in Service: _____

Date of Last Improvement: _____

Invoice Price: \$ _____

List Other Costs: \$ _____

Installation Costs: \$ _____

Estimated Salvage: \$ _____

Improvements or Betterments: \$ _____

Accumulated Capital Asset Amount: \$ _____

Depreciation Basis: \$ _____

Estimated Useful Life: _____

Depreciation Method: _____

Annual Depreciation: \$ _____

Method of Price Evaluation: _____

Authority and Date: _____

The following explanations are offered to assist with completing ledger cards.

Accumulated Capital Asset Amount: Include in this amount the initial cost plus betterments to arrive at total investment cost.

Authority: Name of the person, board or council authorizing disposal of the asset.

How and From Whom Acquired: The "how" should indicate whether the asset was acquired through condemnation, as a gift, etc.

Method of Price Evaluation: Indicate how the price of the asset was determined. If other than cost, the name of the person making the evaluation should appear on the next line.

Other Comments: Should be used to report anything unusual or unique about this asset.

Property Number: This refers to the CAAS number assigned to this particular capital asset. It should be noted if this number has not been affixed to the asset.

Reference: This space should be used to indicate the source of the authority, such as minute book number and page number.

Source of Funds: This refers to the fund financing the asset, as well as whether by rental, purchase, etc.

Tax Map Reference: For counties in which the reappraisal program has been completed, this information can be obtained from the tax assessor.

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