

University Laboratory School:
A Hawai'i Public Charter School

Accounting Policy

(LSB Approved 4/19/12)

(Updated 9/19/13)

1. General. The University Laboratory School will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP).

2. Method of Accounting. All financial activity of the University Laboratory School will be recorded using the accrual basis of accounting. Under the accrual basis of accounting, all revenue and expenses are recognized when earned or incurred regardless of when the related cash is received or paid.

3. Fiscal Year. The University Laboratory School will operate on a fiscal year that begins on July 1st and ends on June 30th of the following calendar year.

4. Fixed Assets. The University Laboratory School will conform to the capitalization amount observed by the federal government. Any acquisition of \$5,000 or more (per unit) of a tangible non-expendable personal property having a useful life of more than one year will be considered as equipment and will be recorded as a fixed asset. All equipment items will be inventoried and accounted for on an annual basis. The Business Manager, in his role as the chief procurement officer, shall review and make certain that property meeting the criteria is properly identified as equipment.