Capital Assets (Part 1):
Understanding Agency
Reporting Requirements

Office of General Services (OGS) Bureau of Capital Assets (BCA)



Course Description

This course provides a foundational understanding of the capital asset reporting requirements and process. Participants will learn about the types of assets that must be tracked, the criteria for if and when they must be recorded or modified in the Statewide Financial System Asset Management Module (SFS AM), and the importance of accurate monitoring and reporting. The course will also highlight tools and resources available to support agencies in fulfilling these responsibilities effectively.

Welcome to the OGS BCA



Capital Assets Team

Michael Jenks, Assistant Chief Accountant Kerry Forezzi, Principal Accountant Deanne Webster, Associate Accountant Ben Felts, Senior Accountant Remington Abbott, Senior Accountant

Agenda

Part 1: General Overview

Part 2: Agency Roles and Responsibilities

Part 3: GAAP Reportable Assets

Part 4: Valuation and Acquisition

Part 5: Biennial Inventory

Part 6: Site Visits

Part 7: Test Your Knowledge

Part 8: Helpful Information

Part 9: OSC - Capital Asset Reporting

Part 1 General Overview

Did you know?

New York State has more than \$120.6* billion in capital assets.**

Approximately \$20 billion of the State's assets are managed in SFS AM by OGS BCA.

^{*}Net of depreciation (over \$150b gross)

^{**}as of March 31, 2025

Statewide Financial Statements Fiscal Year ended March 31, 2025

Capital Assets

As of March 31, 2025, the State has \$120.6 billion invested in a broad range of capital assets, including equipment, buildings, construction in progress, land preparation, and infrastructure, which primarily includes roads and bridges (Table 4). This amount represents a net increase (including additions and deductions) of \$2.2 billion over last year.

Table 4
Capital Assets as of March 31, 2025 and 2024
(Net of depreciation, amounts in millions)

	Gover Acti	nmen vities		Busine Acti	ess-Ty vities	•	Total Primary Government					
	2025		2024	 2025		2024		2025	2024			
Land and land												
improvements	\$ 4,966	\$	4,829	\$ 1,176	\$	1,170	\$	6,142	\$	5,999		
Land preparation	4,458		4,409	-		-		4,458		4,409		
Buildings	5,348		5,270	14,105		14,131		19,453		19,401		
Equipment and library												
books	443		352	787		789		1,230		1,141		
Leases	2,034		2,116	920		1,033		2,954		3,149		
Construction in progress	4,703		3,595	2,178		1,835		6,881		5,430		
Infrastructure	77,705		77,197	827		851		78,532		78,048		
Artwork and historical	-							-		-		
treasures	-		-	47		47		47		47		
Intangible assets	 637		604	 222		215		859		819		
Totals	\$ 100,294	S	98,372	\$ 20,262	\$	20,071	\$	120,556	S	118,443		

^{*}As of June 30, 2024 and 2023 for SUNY and CUNY activities

Chapter 405 of the Laws of 1981

Under this law, the State is responsible for establishing and maintaining custody of a comprehensive capital asset reporting system that allows for monitoring and reporting of the State's capital assets.

The State developed a comprehensive capital assets reporting system in compliance with this law that monitors and reports upon the State's capital assets. The SFS AM module is maintained by the OGS BCA.

Statewide Financial System Asset Management Module SFS AM

The State established SFS AM to house and maintain capital asset information in a single master file.

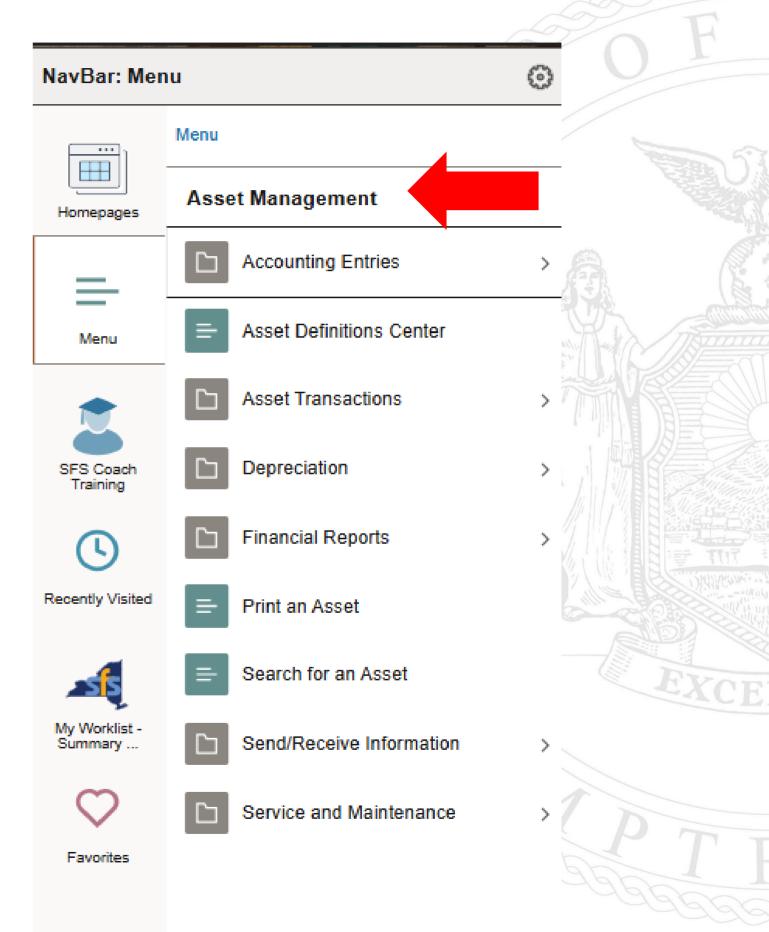
The system was designed to improve controls, financial reporting, accountability and operational efficiencies in managing the State's assets.

SFS AM maintains auditable information in accordance with generally accepted accounting principles (GAAP).

NOTE: Non-GAAP assets are not required to be entered into SFS AM, but some agencies may opt to use SFS AM for these assets as well if they do not have their own asset management database.

SFS AM





Who must record assets in SFS AM?

All NYS agencies with GAAP reportable assets

It is the agency's responsibility to maintain accurate capital asset information on the system.

Even if an agency has its own capital asset database, they still need to update SFS AM with all GAAP reportable assets.

OGS Bureau of Capital Assets (OGS BCA)

OGS BCA primary responsibilities:

- Monitor and coordinate SFS AM capital asset inputs.
- Assist agencies in the management and maintenance of their asset data in SFS AM.
- Distribute reports to agencies and the Office of the State Comptroller (OSC) as requested or needed.

OGS BCA's role in maintaining asset records

- Intermediary an agent of OSC to provide oversight of SFS AM to ensure the most current and accurate data is maintained and reportable.
- Reviews and approves asset entries in SFS AM module.
- Maintain educational material:
 - Handbook
 - Job Tutorials
 - Presentations
- Confirm assets are added and updated:
 - Conducting site visits
 - **Biennial letters**
 - Reminders
 - Periodic review of queries and reports (CIP)
- Resource for questions and assistance
 - One-on-one training available upon request

Part 2 Agency Roles and Responsibilities

Agency Roles and Responsibilities

Each State agency is responsible for recording and maintaining accurate capital asset information in SFS AM.

- Agency Management Overall responsibility for the agency
- Purchasing Unit Personnel
- Property Control Manager(s)



Roles Defined

Purchasing Unit Personnel – The purchasing unit plays a key role in the early identification of capital assets. Whenever possible, purchasing unit personnel are expected to identify capital assets when they are ordered. This should be identified on the purchase order and a copy or photocopy sent to the property control manager.

Property Control Manager – The person responsible for gathering and maintaining information related to capital asset activity at that agency's site. This information is gathered through physical examination of the asset and its related documentation. All capital assets and their activities are the immediate responsibility of the property control manager. The property control manager is further responsible for monitoring and reporting all capital asset information to the Bureau of Capital Assets.

Purchasing Unit Duties

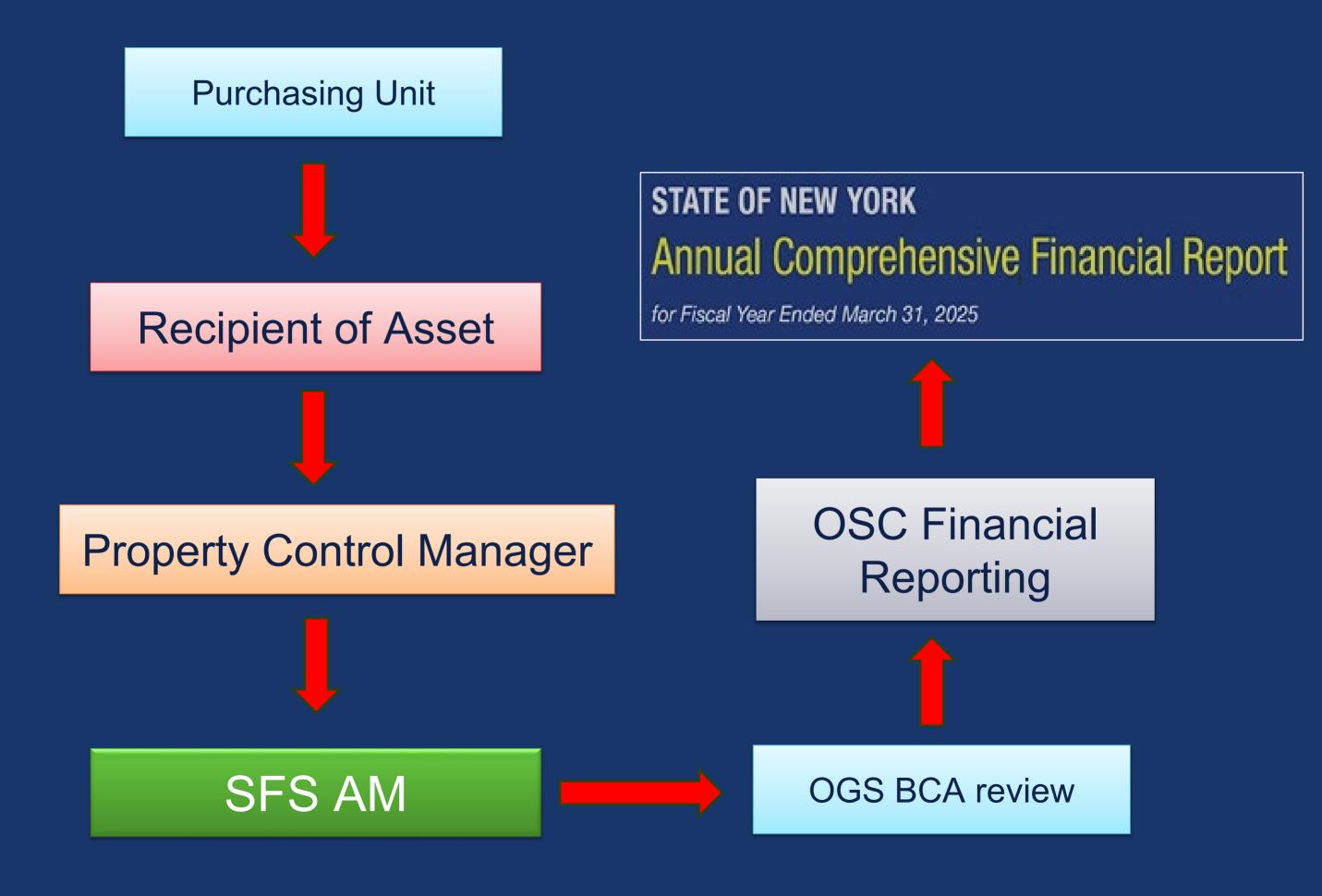
- Determine when a purchase is a capital asset to ensure timely and proper tracking.
- Add the words, **CAPITAL ASSET**, in the description area of the purchase order.
- Send a copy of the purchase order to the property control manager.



Property Control Manager Duties

- Ensure there are protocols for staying informed when there are purchases, disposals, changes in locations, etc.
- Gather detailed information about the asset.
- Ensure asset tags are affixed to equipment assets.
- Ensure the asset and its required data are accurately entered into the SFS AM module, and any subsequent changes.
- Oversee the management and document retention of capital assets.
- Follow proper protocols for asset retirements and transfers.
- Inventory and inspections:
 - Periodically examine the assets and their conditions.
 - Compare agency records with SFS AM records.
 - Inspect assets as part of the OGS BCA biennial process.
 - Being accessible for OGS BCA site visits.

Flow of Asset Information



Part 3 GAAP Reportable Assets

Major Types of Assets

The major types of GAAP assets included in the SFS Asset Management (SFS AM) module are:

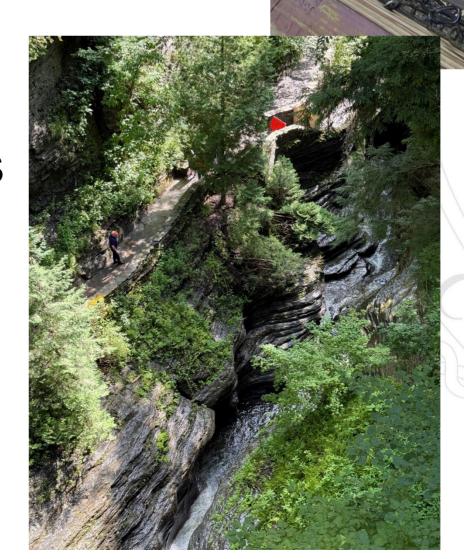
Asset Type	GAAP Threshold
Land	All land regardless of cost
Land Improvements	In excess of \$100,000 and a useful life of two years or more
Buildings	All buildings regardless of cost
Building Renovations and Improvements	In excess of \$100,000 and a useful life of two years or more
Construction in Progress	In excess of \$100,000
Equipment and Machinery	In excess of \$40,000 and a useful life of two years or more
Infrastructure	In excess of \$1,000,000
Library Books	In excess of \$5,000 each
Works of Art and Historical Treasures	In excess of \$40,000
Intangible Assets	In excess of \$1,000,000

Land

All State-owned land must be recorded regardless of cost.

Examples:

- State Forests
- State Parks
- Wildlife Management areas
- Cemetery land



Watkins Glen

Land Improvements

- Over \$100,000 and a useful life of two or more years.
- Includes structures on the land and permanently affixed to the land.
- Recorded separately from the land they sit on.

Examples:

- Parking lots
- Retaining walls
- Fencing
- **Exterior lighting**
- **Pavilions**
- Playgrounds
- Paving
- Fuel tanks



Buildings

All State-owned buildings must be recorded in SFS AM regardless of cost.



Agencies must contact the OGS BCA to obtain a tag number and location code prior to entering in SFS AM.

Building Definition

A structure built for permanent use with at least three walls and a roof.

Buildings are recorded in SFS AM in 10 components, each recorded as an individual asset.

Buildings that are commonly overlooked:

- Sheds
- Storage units
- Generator buildings
- Guard sheds
- Lean-tos
- **Outhouses**
- Pole barns



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Building Components

10 Building Components:

- 00 General Construction The basic construction components, such as foundation wall, interior foundations, slab on ground, framing, exterior wall, and structural floor.
- 01 Site Preparation Clearing, grading, installing public utilities, etc.
- 02 Roof and Drainage The roof covering materials and roof drainage.
- 03 Interior Construction Interior finish of the building, such as floor finish, ceiling finish, wall partition materials and finishes.
- 04 Plumbing General plumbing, fixtures and installation of such items as sinks, lavatories, drinking fountains, bathtubs, showers, urinals, water heaters, water closets, etc.
- 05 Heating, Ventilating and Air Conditioning (HVAC) The system for heating, ventilating and cooling a building (e.g., furnace, boiler, rooftop packaged units, central cooling systems, etc.)
- 06 Electrical The quantity and type of electrical services including wiring and lighting.
- 07 Fire Protection, Life Safety Such items as a sprinkler system, manual fire alarm system, and an automatic fire detection system.
- 08 Elevators The quantity of elevators and the elevator landings.
- 09 Miscellaneous Features such as emergency generators, intrusion alarm systems, electric doors, fire escapes, public address systems, etc.

Sample form to track 10 components

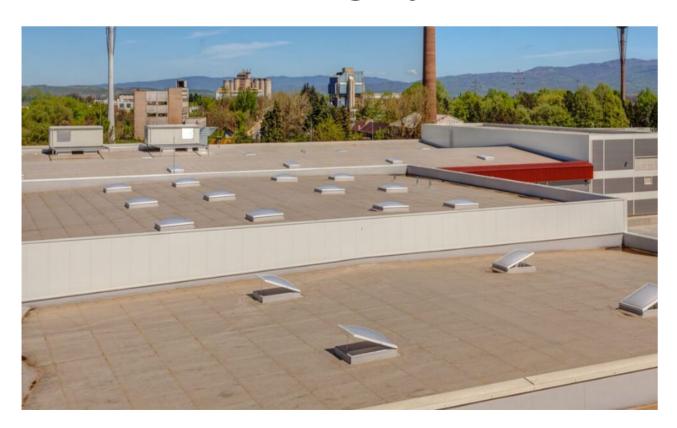
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Building Improvements

- Costs over \$100,000
- Useful life of two or more years

Examples:

- New roof
- Added fire alarm system
- Air conditioning system





Construction in Progress (CIP)

GAAP Threshold: Over \$100,000

Construction in progress through OGS - Dormitory Authority of the State of New York (DASNY)

- OGS BCA obtains this information from DASNY and **OGS**
- OGS BCA reports to OSC at year-end

Construction <u>not</u> through OGS-DASNY.

- Agencies report this information to OGS BCA
- OGS BCA reports to OSC at year-end



Completed Construction ALL DONE!

Construction through OGS/DASNY

 OGS BCA obtains this information directly from OGS & DASNY and adds the record to SFS AM.

Construction **not** through OGS/DASNY.

Agencies input information into SFS AM.

Equipment

- Costs over \$40,000.
- Useful life of two or more years.
- Asset tags must be affixed and visible on the asset.

Examples:

- Vehicles
- Trucks
- Tractors
- Servers
- Storage units
- Snowplows



Note: NY statewide asset tags are provided by OGS BCA upon request.

Infrastructure

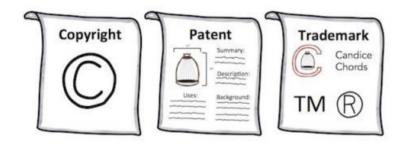
- Costs over \$1,000,000.
- Long-lived capital assets, stationary in nature.
 - Examples: roads, bridges, drainage systems, water and sewer systems, dams, electrical systems





Intangible Assets

- Costs over \$1,000,000.
- Lacks a physical existence (aside from the related legal documents)



Examples:

- Easements
- Software
- Copyrights
- **Trademarks**



Part 4 Valuation and Acquisition

Valuation of Capital Assets

Cost or historical cost if known, estimated historical cost if unknown.

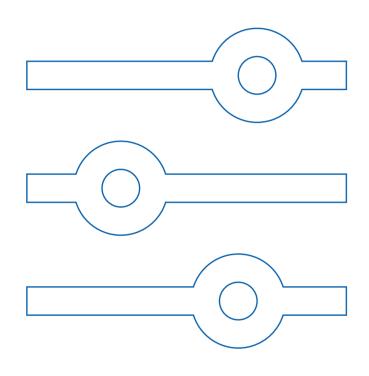
Cost or Historical Cost:

Consideration given or received whichever is more objectively determinable.

Depending on the type of asset, acquisition costs could include actual cost, plus freight, installation, insurance, professional fees, costs to prepare site, taxes if applicable, less rebates.

Refer to GASBS 34 for guidance.

Methods of Acquisition



Options in SFS AM:

- 1. Purchased
- 2. Constructed
- 3. Transferred
- 4. Donated



Purchased and Constructed Assets











Transferred

Intra-agency transfers – Within the same agency. Requires a modification to the capital asset record in SFS AM: change location code.

Inter-agency transfers: Transfers between agencies

Types of inter-agency transfers:

- 1. Land and Building transfers
- Equipment assets transfers
- Infrastructure transfers

Donated Capital Assets

Per Paragraph 79 of GASBS 72:

Donated State assets must be recorded at acquisition value at the date of donation.

Acquisition value: the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date, or the amount at which a liability could be liquidated with the counterparty at the acquisition date.

In other words, if the asset wasn't donated, how much would it cost to acquire the asset directly? One method is to conduct market research to identify the fair market value.

Refer to GASBS 72 for further guidance.

Part 5 Biennial Inventory

Biennial Inventory

Due at the end of November each year (formerly December).

Inventory Inspection of all GAAP agency assets:

- Equipment over \$40,000.
- Land Improvements costing over \$100,000.
- Infrastructure assets costing over \$1 million.
- Land
 - Only land acquired within the past 5 years.
- Buildings
 - Only the building itself, not components.
- Intangible assets over \$1 million.

NOVEMBER 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11 Veterans Day	12	13	14	15
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23	24	25	26	27 Thanksgiving	28	29
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Biennial Inventory Review

Modifying an existing asset:

SFS AM must be updated for every asset on the report.

Fields to update as part of the inspection:

- 1. Inspection Date (required field) this date must be updated to reflect the date you reviewed the asset as part of the inspection.
- 2. Inspector/Custodian update if it changed since the last biennial.
- 3. Other fields as necessary E.g.: asset description, condition code, location code.

Mass updates for Biennial

Mass uploads using Excel to CI are good options for agencies with large quantities of assets, as they are much more efficient. A spreadsheet can be provided by OGS BCA upon request for this method.

Note: Only the following 4 fields can be updated using the excel to CI file method:

- 1. Asset Description (max 30 characters)
- 2. Condition Code
- 3. Inspector/Custodian
- 4. Inspection Date

If you need to update any other fields or add or retire an asset, they must be done manually directly in SFS AM.

Biennial Inventory Certification Letter

Must be returned after all assets have been inspected and updated in SFS AM. Must be returned even if you have no assets in SFS AM.

OGS Bureau Statewick Empire State Plaza Corning Tower Build 32nd Floor Albany, NY 12242	
Dear Sir/Madam:	
-	ne following have been verified as to their existences per the information S Asset Management Module.
For:	Building
	Land
	Land Improvement
	Equipment
	Infrastructure
	NO Capital Assets for our Agency
If applicable, r	revisions have been made directly on the web site and can be verified on fupdated reports.
	fying capital assets, which have not been included on SFS AM have now entered on the web site.
	Sincerely,

The certification must be placed on agency letterhead.

Part 6 Site Visits

Site Visits

OGS BCA staff visit and perform a visual inspection of all assets

Summary of steps

- 1. Scheduling.
- 2. Engagement letter with list of all assets and recent purchases.
- 3. Request for source documentation.
- 4. On-site inspection.
- 5. Findings letter and summary report.
- 6. Follow-up until updates are completed in SFS AM.

Day of the site visit

The property control manager or designated staff member must be available at the site.

All building and equipment assets on record must be available for inspection by OGS BCA staff.

What we look for:

Buildings: physical existence, building number and/or name, condition, renovations & improvements.

Equipment: manufacturer, model, serial number, affixed asset tag. If you do not have a tag, we will provide one during our visit.

OGS BCA staff will identify assets on record, changes and updates needed (condition, location, serial #), assets not on record, missing assets (ex. demolished, retired, transferred, or sent to surplus).

Part 7 Test your Knowledge

Quiz Question #1 - Vehicle equipment

If my agency purchased a vehicle for \$35,000, does this need to be recorded in SFS AM?

Not required. It doesn't meet the \$40,000 equipment threshold.

Quiz Question #2 - Vehicle equipment

If my agency purchased 2 vehicles for \$81,000, do these need to be recorded in SFS AM?

It depends. Yes, if each vehicle costs over the \$40,000 equipment threshold each. No, if the breakdown is \$50,000 and \$31,000 (for example) – only the \$50,000 asset needs to be recorded.

Quiz Question #3 - Land improvements

My agency just built a new pavilion, with a total cost of \$105,000. Does this need to be added to SFS AM?

Yes, it is over the \$100,000 threshold for land improvements.

Quiz Question #4 – Inter-agency transfer

My agency received a GAAP asset from another agency via a transfer; do we still need to record this in SFS AM?

Only a change needs to be recorded.

The asset should already be in SFS AM so the easiest way to handle this transaction is to update the record to show an inter-agency transfer (location change) if the asset wasn't retired. If the donating agency previously retired the asset, then the receiving agency must re-add it to SFS AM as a new asset using their location code and the fair market value of the asset at the time of the transfer.

Part 8 Helpful Information

Resources Available

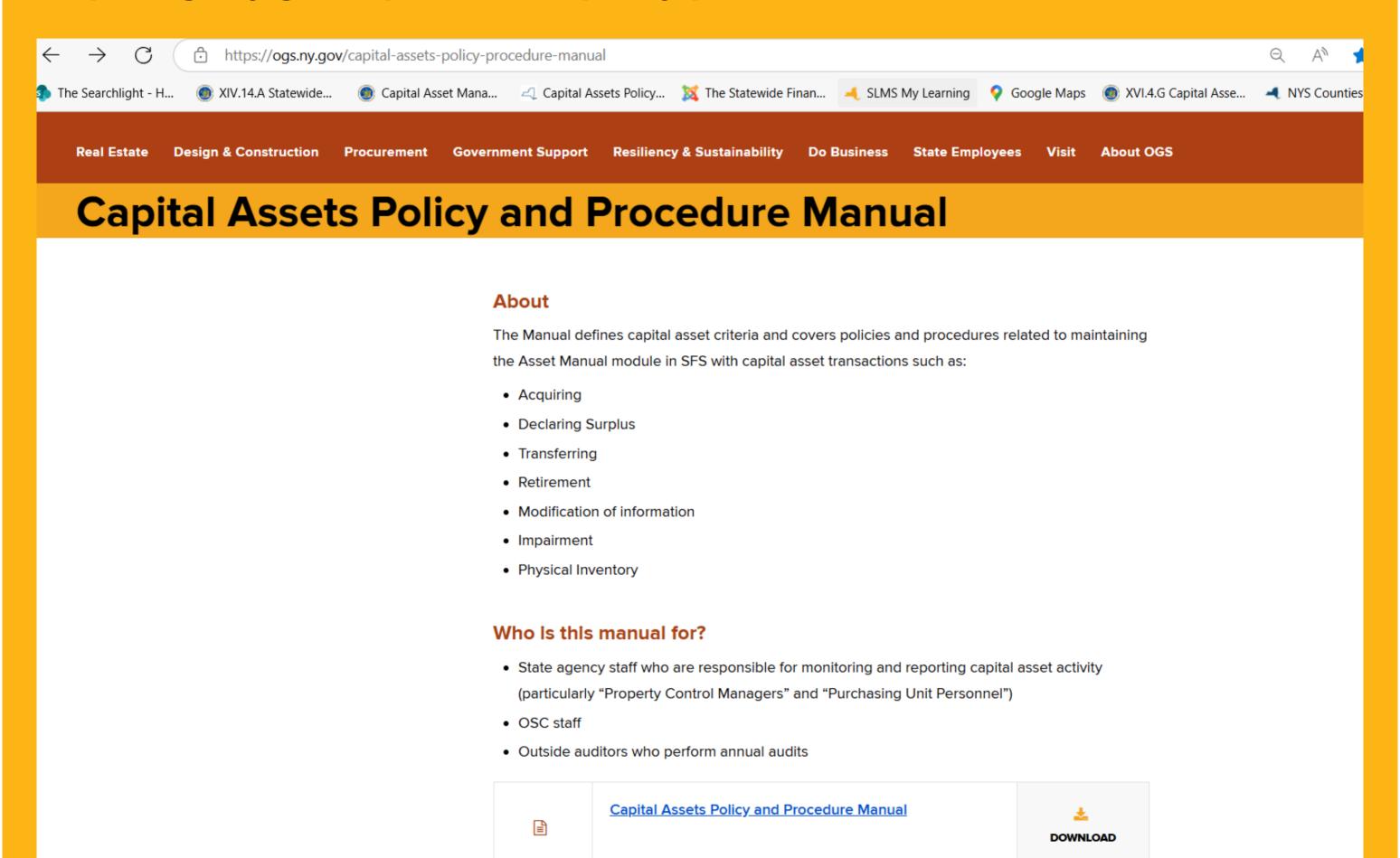
We are here to help!

Helping YOU, helps US

- SFS Job Aids.
- Step-by-step tutorials w/screen shots.
- Capital Assets Manual.
- A list of location codes specific to your agency.
- One-on-one instruction/review of SFS AM via Teams meeting or in person during a site visit.



Google OGS Capital Assets manual or type in link in web browser and bookmark https://ogs.ny.gov/capital-assets-policy-procedure-manual



Important Contact Information



OGS BCA:

Email Fixed.Assets@ogs.ny.gov

(518) 474-3634 Phone

helpdesk@sfs.ny.gov SFS help desk

(518) 457-7737 or (877) 737-4185 SFS Phone

To declare equipment assets as surplus:

Must register for online access first.

Website https://ogs.ny.gov/state-surplus-property-program

Phone (518) 457-6335

State.Surplus@ogs.ny.gov **Email**

State Asset and Land Management:

(518) 474-2195 Phone

Land.Management@ogs.ny.gov **Email**

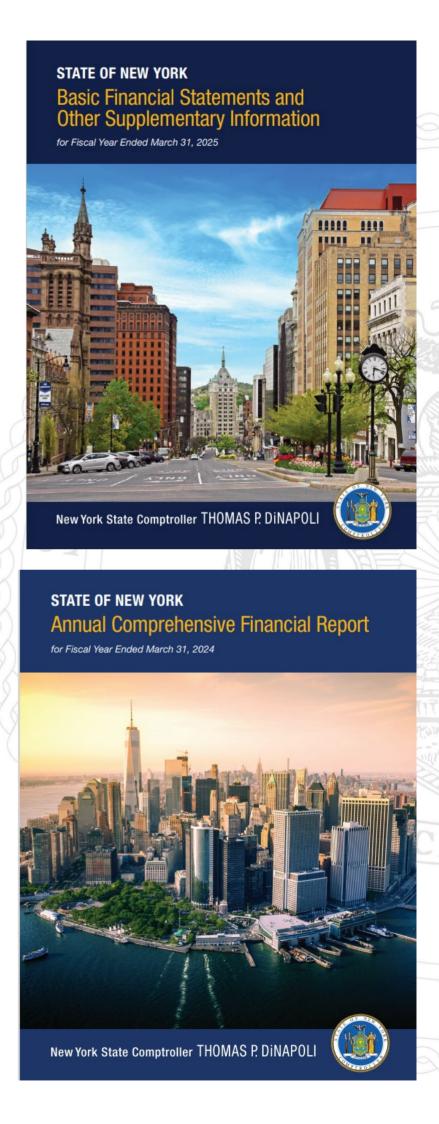
Part 9 OSC Bureau of Financial Reporting and Oil Spill Remediation (BFROSR) -Capital Assets

Christine Wemette

Financial Reporting

State Finance Law – Article 2 section 8(9)

- Report to Legislature MUST be completed by July 29th (120 days after fiscal year-end).
- These are audited to render an opinion on the fair presentation of the financial statements and in conformity to GAAP.
- GAAP financial statements present timely modified accrual and full accrual-based financial statements to the public, bond rating agencies, etc.



Financial Reporting

Capital asset information appears in various sections of our GAAP financial statements:

Statement of Net Position

(Amounts in millions)

	Primary Government								
		Governmental Activities		Business-Type Activities		Total		Component Units	
ASSETS:									
Cash and investments	\$	96,592	\$	12,245	\$	108,837	\$	71,786	
Receivables, net of allowances for uncollectibles:									
Taxes		24,045		-		24,045		-	
Leases		33		24		57		2,969	
Due from Federal government		16,422		38		16,460		-	
Loans and notes		-		-		-		32,533	
Other		9,304		5.024		14,328		5,456	
Internal balances		1,381		(618)		763		-	
Net pension asset		-				_		42	
Net other postemployment benefits asset		-		155		155		213	
Other assets		3.082		259		3,341		4.434	
Capital assets:		-,	1			-,-		,	
Land, infrastructure and construction in progress		90,932		3.387		94,319		20.352	
Buildings, equipment, land improvements									
and infrastructure, net of depreciation		6,691	l	15,733		22,424		107,104	
Leases, net of amortization.		2,034		920		2.954		2,429	
Intangible assets, net of amortization		637		222		859		605	
Derivative instruments.		-				-		95	
Total assets		251,153		37,389		288,542		248,018	
				,		-			

NOTE 5 - Capital Assets

Capital asset activity for the year ended March 31, 2025 was as follows (amounts in millions):

Governmental Activities:

Governmental Activities.		Beginning Balance		Additions		Retirements		Ending Balance	
Depreciable and amortizable assets:				The second secon					
Buildings and building improvements	S	14,959	\$	555	\$	92	\$	15,422	
Land improvements	-	1,071	_	146	-	6		1,211	
Infrastructure		560		70		-		630	
Equipment		1,147		240		148		1,239 >	
Lease assets - buildings		2,630		208		58		2,780	
Lease assets - other		20		-				20	
Intangible assets – easements		205		11		-		216	
Intangible assets – computer software		1,334		148		-		1,482	
Intangible assets - subscription-based IT		-						d	
arrangements		101		14				115	
Total depreciable and amortizable assets		22,027		1,392		304		23,115	
Less accumulated depreciation and amortization:									
Buildings and building improvements		(9,689)		(416)		(31)		(10,074)	
Land improvements		(618)		(70)		(6)		(682)	
Infrastructure		(233)		(26)		-		(259)	
Equipment		(795)		(94)		(93)		(796)	
Lease assets - buildings		(526)		(280)		(53)		(753)	
Leases assets - other		(8)		(5)		-		(13)	
Intangible assets – easements		(133)		(11)		-		(144)	
Intangible assets - computer software		(872)		(96)		-		(968)	
Intangible assets – subscription-based IT arrangements		(31)		(33)		-		(64)	
Total accumulated depreciation and amortization		(12,905)		(1,031)		(183)		(13,753)	
Total depreciable and amortizable assets, net		9,122		361		121		9,362	
Nondepreciable and nonamortizable assets:								7.3	
Land		4,376		61		_		4,437	
Land preparation		4,409		49		-		4,458	
Construction in progress (buildings)		1,638		812		424		2,026	
Construction in progress (roads and		-						_	
bridges)		1,957		1,289		569		2,677	
Infrastructure (roads and bridges)		76,870		523		59		77,334	
Total nondepreciable and nonamortizable assets		89,250		2,734		1,052		90,932	
Governmental activities, capital assets, net	S	98,372	S	3,095	S	1,173	S	100,294	

Additional Capital Asset Reporting

BFROSR collects information annually about certain types of capital assets and related topics in an online reporting system—the Agency Financial Reporting Package (AFRP) system.

These topics include:

- Intangible Assets
 - Examples: owned computer software, easements, copyrights
 - Agencies should also report software currently in development (work-in-progress) if total historical costs are expected to exceed \$1 million.
- Other capital asset-related topics information about capital asset impairments and asset retirement obligations are also collected in the AFRP.

If you have any questions about accessing the AFRP system or reporting on a topic, email us at FinRep@osc.ny.gov

For a step-by-step tutorial on many of the common transactions done in SFS AM, check out Capital Assets Part 2: Entering and Maintaining Data in SFS AM.

Thank you.

