POLICY NAME	CAPITAL ASSET POLICY			POLICY NO.	
EFFECTIVE DATE	September _ 2026	DATE OF LAST REVISION	n/a	VERSION NO.	1

ADMINISTRATOR RESPONSIBLE	CEO	CONTACT INFORMATION	ceo@volleyballbc.org
APPLIES TO	Registered participants including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team management, health care and other staff.	APPROVED BY	Finance and Audit Committee and Board of Directors

1. Definitions

GAAP: Abbreviation for "generally accepted accounting principles" in Canada.
CPA Canada: Canadian Institute of Chartered Accountants.
Individuals: Registered participants including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team management, health care and other staff.
Finance and Audit Committee: A standing committee of Volleyball British Columbia
Risk Management: An explicit and organized process used to identify, assess, and mitigate risks (when appropriate) so as to better achieve desired outcomes, in a way that is reflective of our values.
Capital Asset: see definition below.
Amortization: the process of gradually expensing the initial cost of an asset over its useful life.
Capitalization Threshold: the minimum cost for an asset or group of similar assets that determines if it must be considered a capital asset and not charged as an operating expense which is set at $5,000.
Useful Life: The estimated period of time over which a Capital Asset is expected to be used by the Volleyball BC. A Capital Asset may extend past the expected life of the asset or group of assets.
Capital Lease: a payment used to acquire a capital asset whereby substantially all benefits and risks incidental ownership of the asset will be transferred from the lessor to the lessee at the conclusion of the payment term.
The Organization: The "Organization" refers to Volleyball BC.

2. Policy Statement

2.1 Volleyball British Columbia is committed to ensuring the ongoing and long-term financial health and stability of the organization and its capital assets to ensure that it can successfully deliver on its mission and mandate. Volleyball British Columbia will always conduct itself in a business-like fashion in both its day-to-day and long-term operations and activities, respectful of its capital assets and the investment made in them to extend their life and maintain their standard.

3. Purpose

3.1 The purpose of this Policy is to guide the management of Volleyball BC's capital assets.

3.2 This Policy is supported by the Finance Policy and the Financial Procedures Manual which provides detail on the financial practices and processes of the Organization.

4. Scope and Application

4.1 The Chief Executive Officer has overall responsibility for the financial operations and risk management of the organization. The Head of Operations has the responsibility to oversee the practical application of this policy.

4.2 Volleyball BC defines a capital asset as an item that:

a. Has a minimum useful life of more than one year beyond a fiscal year;
b. Has a cost that meets or exceeds Volleyball BC's asset threshold;
c. Has been acquired with the intention of being used on a continual basis;
d. Is not intended for sale during the normal course of operations.

4.3 Valuation of the Asset:

a. It will be valued at cost plus any additional direct investment made to repair, extend the life, maintain, or improve the condition of the asset. This would include the purchase of new parts, repairs. Annual scheduled maintenance would not be included in this value.
b. The cost of a donated capital asset will be valued at fair market value at the date of the donation.

4.4 A capital asset purchase which exceeds the capitalization threshold amounts will be amortized at the following rates:

Asset Class	Amortization Rate
Furniture and Fixtures	20% decline
Automobile Equipment	30% decline
Sport Centre Improvements	7 to 10 years straight line
Sport Centre Roof	13 Years straight line
Volleyball Equipment	20% decline

Amortization is provided annually at the rates and methods above, except in the year of acquisition when one half of the rate is used.

4.5 Property and equipment subject to amortization are tested for recoverability whenever events or changes in circumstances indicate that the asset can no longer service the Organization. Under such circumstances an impairment loss is measured.

4.6 When acquiring or purchasing a capital asset, Volleyball BC will follow the same procurement process and policies that are used for purchasing equipment or any goods and services.

4.7 Duties and Responsibilities

a. The Head of Operations and the Finance Coordinator will:
    i. Identify and record Capital Asset acquisitions, leases, disposals, amortization, and write-downs in Volleyball BC's accounting system and Volleyball BC's capital asset tracking system;
    ii. Ensure processes are in place to safeguard theft or damage;
    iii. Ensure that there are maintenance processes in place to keep capital assets in a condition that maintains their economic value;
    iv. All capital assets will be tracked in the Volleyball BC tracking system for location, user, condition;
    v. Reconcile the fair value of the capital assets at fiscal year end each year.
    vi. Responsible for the financial disposal of the assets and to ensure it is recorded at fiscal yearend.

b. Individuals are responsible for the use and care of capital and non-capital assets and are to implement and use processes and protocols put in place by Volleyball BC to ensure that capital assets are safeguarded from theft, damage and loss.
c. Program Budget Managers are responsible for completing periodic assessment of the value, location, and condition of capital assets that are utilized in their program area. The assessment should be reported to the Finance Coordinator and Head of Operations to be recorded in the tracking and accounting systems.
d. Program Budget Managers must report any loss, stolen or damaged capital assets immediately to the Head of Operations.

5. Communication

5.1 This Policy will be reviewed every two years or as decided by the Chief Executive Officer and/or the Volleyball BC Finance and Audit Committee or Board of Directors.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1				