



TOWN OF HOPKINTON, NEW HAMPSHIRE

CAPITALIZATION

POLICY NO. 25

This policy was signed by the Board of Selectmen

Celeste Hemingson, Chairman
Donald Lane
Lloyd Holmes

CAPITAL ASSETS AND DEPRECIATION

POLICY NO. 25

General Policy:

The following table depicts the balance sheet and expenditure object codes of capital asset items, the dollar level at which the items will be inventoried and capitalized and whether the item is depreciated.

Balance Sheet	Expenditure Object Code	Inventory	Capitalize	Depreciate
1610 Land				
	4710 Land	\$1	\$10,000	No
1615 Land Improvements				
	4715 Land Improvements	\$5,000	\$10,000	Yes
1620 Buildings				
	4720 Buildings	\$5,000	\$10,000	Yes
	4725 Building Improvements	\$5,000	\$10,000	Yes
	4727 Building Systems	\$5,000	\$10,000	Yes
1640 Machinery & Equipment				
	4741 Machinery & Equipment	\$5,000	\$10,000	Yes
	4742 Light Vehicles	\$5,000	\$10,000	Yes
	4743 Heavy Vehicles	\$5,000	\$10,000	Yes
	4744 Furniture & Fixtures	\$5,000	\$10,000	Yes
	4745 Computers & Communication Equipment	\$5,000	\$10,000	Yes
	4748 Books and Collections	\$5,000	\$10,000	Yes
1650 Infrastructure				
	4751 Roadways	\$10,000	\$10,000	Yes
	4752 Bridges	\$10,000	\$10,000	Yes
	4754 Waterways	\$10,000	\$10,000	Yes
	4757 Utility Systems	\$10,000	\$10,000	Yes
1660 Construction in Progress				
	NA Construction in Progress	\$1	\$10,000	No

Exceptions to Capitalization:

There are certain items that due to their nature should be inventoried and/or depreciated although their values may not require it. These include:

- Police weapons – Inventory all, use capitalization threshold of \$10,000.
- Assets purchased with Federal Grants – Inventory \$1,000, capitalization threshold \$5,000.
- Group aggregation - Where the amount of a single item is less than \$10,000, but where the aggregate cost of a quantity of the same item being purchased is in excess of the \$10,000, the items should be capitalized and depreciated as a group.

Depreciation:

Straight-line method will be used when calculating depreciation, taking into consideration salvage value at the end of the asset's useful life. Grouped assets will not be assigned a salvage value. The policy for recording depreciation on capital assets is to take one half of a full year's depreciation in the fiscal year in which the asset is placed in service, regardless of when it was actually placed in service during the year. Infrastructure will be depreciated. The following table reflects the useful lives of the various categories of capital assets.

CAPITAL ASSETS AND DEPRECIATION

POLICY NO. 25

Depreciation Table

Category	Examples	Maximum Depreciable Life
Land		None
Land Improvements		
Ground work	landscaping, athletic fields	20
Structural	parking lots, sidewalks, fences, track, retaining walls	20
Other	area and street lighting	15
Buildings	Permanent	40
	Temporary	20
Building Improvements		40
Building Systems		
HVAC		20
Elevators		20
Power Generation		15
Wastewater treatment system		24
Machinery & Equipment		
Business	copiers, fax	10
Firefighting	SCBA, ladders, hoses	10
Lab		10
Kitchen	appliances	15
Traffic control	stoplights	10
Recreational	weight machines, mats, treadmills	10
Custodial	floor scrubbers, vacuums	15
Medical	defibrillator	5
Outdoor	playground, scoreboards, bleachers, radio towers	15
Shop	lathes, drill presses	15
Utility	water meters	15
School	sports equip & uniforms	5
	musical instruments	10
Light Vehicles	autos, vans, pickups, ambulance	8
	light tractors, mowing equipment	10
Heavy Vehicles	buses, dump trucks, backhoes	8
	fire apparatus,	15
Furniture & Fixtures	office equipment, desks, tables, chairs	20
	carpeting	7
Fixtures	counters, partitions	15
Computers & Communication Equipment		
Computers	CPU, monitors, printers	5
Communications	telephone, radio	10
Books and Collections		
Books	Library books	5
Artworks	collections, monuments	None
Roadways		
Asphalt		20
Concrete		30
Bridges		
Vehicle		50
Pedestrian		50
Waterways		
Dams	Concrete, steel sheetpile, earthen	60
Dredging		40
Utility Systems		
Mains & manholes	ductile iron and concrete pipe	50
Construction in Progress		None

Write Off of Capital Assets:

Assets will be written off the books, along with its accumulated depreciation, when the asset is no longer in use. Assets fully depreciated, but still in use, will remain on the books. Certain asset that are capitalized and depreciated, as a group, such as computer equipment or books, will be written off the year it becomes fully depreciated.

Definitions for Capital Outlay Expenditure Object Codes

4700	Capital Outlay. Expenditures for acquiring capital assets, including land, new or existing buildings, improvements of grounds, initial equipment, additional equipment or replacement of equipment and new or improvements to infrastructure. Expenditures in this series <u>do not</u> include maintenance items. The cost of the acquisition must be \$10,000 or greater with a useful life of 3 years or greater. This includes the expenditure for multiple like items individually less than \$10,000, where the aggregate cost is \$10,000 or greater.	
	4710	Land. Expenditures for the purchase of land. This includes closing costs, appraisals, purchase of rights of way and site preparation.
	4715	Land Improvements. Expenditures for acquiring improvements to land (not associated with buildings) intended to make the land ready for its purpose. These include landscaping, property drainage, driveways, parking lots, sidewalks, monuments, fences, area lighting of streets and parking lots, retaining walls, and athletic track and fields.
	4720	Buildings. Expenditures for contracted construction of new buildings, additions to or acquiring of existing buildings. This also includes the cost of demolition. Initial cost of major building equipment components or furniture and fixtures should use other appropriate code.
	4725	Building Improvements. Expenditures for improvements to existing buildings. This includes major permanent structural alterations, roof replacements, interior or exterior renovations, fire protection systems installation or upgrade, electrical and plumbing upgrades. Replacement or additions to major building equipment components or furniture and fixtures should use other appropriate code.
	4727	Building Systems. Expenditures for initial acquisition, replacement or addition to significant building equipment components. This includes the heating, ventilation and air conditioning systems (HVAC), elevators, power generation, and other service systems of buildings.
		4740 Series – Machinery and Equipment. This series accounts for expenditures related to acquisition of machinery and/or equipment, including vehicles, furniture and fixtures, computers, etc.
	4741	Machinery and Equipment. Expenditures for equipment usually composed of a complex combination of parts, excluding vehicles. Examples include firefighting equipment (SCBA, ladders, hoses, etc.), medical & lab equipment, recreational and athletic equipment, traffic control equipment, generators, lathes, and drill presses.

	4742	Light Vehicles. Expenditures for vehicles or light mobile equipment used to transport persons or objects. Examples include automobiles, vans, pick-up trucks, ambulances, motorcycles, light tractors and accessory trailers, etc., including the installation of any related equipment.
	4743	Heavy Vehicles. Expenditures for vehicles or heavy mobile equipment used to transport large objects or quantities or for use in construction. Examples include buses, fire apparatus, dump trucks, backhoes, graders, rollers and accessory trailers, including the installation of any related equipment.
	4744	Furniture and Fixtures. Expenditures for initial, replacement or additional furnishings and fixtures used in business/office facilities, including purchases of carpeting, desks, chairs, bookcases, counters, etc.
	4745	Computers and Communications Equipment. Expenditures for computer or communications equipment, including radios, telephone systems and computer systems and related equipment such as printers, uninterruptible power supplies, etc.
	4748	Books and Collections. Expenditures for purchase of long lived books, textbooks or reference material, regardless of the media, i.e., paper vs. electronic. Also includes the acquisition of artworks.
		4750 Series - Infrastructure. Expenditures for construction of, or major renovation to infrastructure, including roadways, bridges, water, sewer, and drainage systems, or dams. This also includes the cost of demolition. It does not include any buildings or equipment related to these systems.
	4751	Roadways. Expenditures for construction of, or major renovation to roadways. This includes shim and overlay, but excludes maintenance items such as crack sealant.
	4752	Bridges. Expenditures for construction of, or major renovation to bridges. This includes pedestrian as well as vehicular bridges.
	4754	Waterways. Expenditures for construction of, or major renovation to waterways, including dams, dredging, embankments, etc.
	4757	Utility Systems. Expenditures for construction of, or major renovation to townwide drainage, water, sewer and/or electrical utility systems. This includes the cost of mains, manholes, trench paving, etc.
	4760	Depreciation Expense. The apportioned cost of a fixed asset over its useful life.

EXPENDITURE OBJECT CODES

Expenditure Object Codes are used to describe the service or commodity obtained as the result of a specific expenditure. There are twelve major object categories, each of which is further subdivided. The following are definitions of the object categories and the specific object codes:

Category	Object	Description
4100		Personal Services – Wages. Amounts paid to both permanent and temporary employees, including personnel hired to substitute for those in permanent positions. This category includes gross salary for personal services rendered while on the payroll.
	4110	Regular Salaried Employees. Cost of regular salaried employees.
	4115	Regular Hourly Employees. Cost of hourly wages for regular full-time and part-time employees.
	4120	Temporary Employees. Full-time, part-time and prorated portions of the costs for work performed by employees who are hired on a temporary or substitute basis.
	4125	Elected Officials. Payment to elected officials as stipulated by Town personnel policy.
	4130	Overtime Pay. Amounts paid to employees in either temporary or regular positions for work performed in addition to the normal work period according to FLSA, the Merit Plan or the bargaining unit contract.
	4160	Severance Pay. Amounts paid to employees at termination of service for unused leave balances not accrued in the current fiscal year.
	4170	Longevity Pay. Remuneration paid to employees based on their years of service in accordance with the Merit Plan or a bargaining unit contract.
4200		Personal Services – Benefits. Amounts paid on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, although not paid directly to employees, are part of the cost of personal services.
	4211	Health Insurance. Employer's share of group health insurance plan.
	4212	Dental Insurance. Employer's share of group dental insurance plan.
	4213	Life Insurance. Employer's share of group life insurance plan.
	4214	Disability Insurance. Employer's share of group disability insurance plan.
	4220	FICA. Employer's share of social security.
	4225	Medicare. Employer's share of Medicare.
	4230	Retirement. Employer's share of NH Retirement System.
	4240	Staff Development. Amounts paid to cover the cost of tuition, seminars, conference registration fees, etc., for

EXPENDITURE OBJECT CODES

<i>Category</i>	<i>Object</i>	<i>Description</i>
		employees by the Town. (These amounts exclude travel, meals and lodging, which should be charged to 4580 – Travel Expense.)
	4250	Unemployment Benefits. Amounts paid to provide unemployment compensation for employees.
	4260	Workers' Compensation Insurance. Amounts paid to provide workers' compensation insurance for its employees. These charges may be distributed to functions in accordance with the budget.
	4261	Workers' Compensation Claims. Amounts paid to cover employees' claims for work-related injuries.
	4290	FSA Fees. Amounts paid for administration of employees' Flexible Spending Accounts.
	4291	Uniform & Cleaning Allowance. Fixed allowance amounts paid to employees on a periodic basis for uniform purchases, upkeep and/or costs of cleaning work-related clothing (taxable benefit).
	4295	Uncompensated Leave Accrual. Annual adjustment for the current liability related to uncompensated annual leave.
4300		Purchased Professional and Technical Services. Services that by their nature can be performed only by persons or firms with specialized skills and knowledge. Although a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, physicians, lawyers and consultants.
		4310 Series – Official/Administrative. Services in support of various policy-making and managerial activities. These services include management-consulting activities directed toward general governance or business and financial management of the government, school management support activities, election and tax assessing and collection services.
	4311	Administrative Services. Services in support of general administrative activities. These include the cost of personnel from a temp agency and college work-study.
	4312	Management Services. Services in support of management activities on an ongoing basis. These include contracted services for assessing, financial advisory fees and wastewater treatment plant operation.
		4320 Series – Professional. Services supporting the instructional program and its administration. These services include curriculum improvement services, counseling and guidance services, library and media support and contracted instructional services.

EXPENDITURE OBJECT CODES

<i>Category</i>	<i>Object</i>	<i>Description</i>
		4330 Series – Other professional. Professional services, other than educational, supporting the operation of the government. These professionals include physicians, lawyers, architects, auditors, therapists, systems analysts and planners
	4331	Study Services. Services provided to the Town for feasibility studies by engineers or architects. (For non-engineering or architectural studies, see Consulting Services – 4339)
	4332	Design Services. Services provided to the Town for the design of infrastructure by engineers or architects. This includes planning, preliminary plans, final plans and other related activities.
	4333	Construction Services. Services provided to the Town for contract administration by engineers or architects.
	4334	Legal Services. Services provided to the Town by attorneys for the rendering of opinions, representation of the Town in litigation, assistance in negotiations with bargaining units, etc.
	4335	Auditing Services. Services provided to the Town by independent auditors for the rendering of an opinion on the annual financial statements or other review work requested.
	4336	Medical Services. Services provided by medical staff, ambulance and hospitals or clinics. Includes the cost of examination for employees.
	4337	Dental Services. Services provided by dental staff.
	4339	Consulting Services. Services provided to the Town by outside consultants for specific assistance or studies.
		4340 Series – Technical. Services that are not regarded as professional but that require basic scientific knowledge, manual skills or both. The services include data processing, purchasing and warehousing and graphic arts.
	4341	Technical Services. Non-professional services provided to the Town of a technical nature.
	4342	Surveys/Borings. Services provided to the Town for surveys and borings.
4400		Purchased Property Services. Services purchased to operate, repair, maintain and rent property owned or used by the Town. Persons other than Town employees perform these services. Although a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
	4411	Water and Sewer Expense. Expenditures for water/sewage utility services.

EXPENDITURE OBJECT CODES

<i>Category</i>	<i>Object</i>	<i>Description</i>
	4420	Waste Collection Services. Expenditures to provide the Town with collection of solid waste whether to be recycled or not (apart from the services provided by Town employees).
	4421	Waste Disposal Services. Expenditures for solid waste disposal not provided by Town personnel.
	4422	Contract Snow Plowing. Expenditures for snow removal not provided by Town personnel.
	4423	Cleaning Services. Expenditures for custodial services and cleaning of carpets, drapes, curtains, etc.
	4424	Contract Lawn Care. Expenditures for lawn and grounds upkeep, minor landscaping and nursery services not provided by Town personnel.
		4430 Series – Repair and maintenance services. Expenditures for repair and maintenance services not provided directly by Town personnel. These expenditures include contracts and agreements covering the upkeep of buildings and equipment. Costs for renovating and remodeling are not included here.
	4431	Maintenance Charges – Buildings. Expenditures for maintenance of building facilities not provided by Town personnel. This would include contracts such as the annual energy conservation management fees.
	4432	Maintenance Charges – Improvements other than Buildings. Expenditures for maintenance of improvements other than buildings, such as roadways, parking lots, walkways, major landscaping, etc. not provided by Town personnel.
	4433	Maintenance Charges – Equipment. Expenditures for maintenance of equipment (non-office), such as generators, etc. not provided by Town personnel.
	4434	Maintenance Charges – Vehicles. Expenditures for maintenance of vehicles, including automobiles, trucks, mobile equipment, etc., not provided by Town personnel.
	4435	Maintenance Charges – Office Equipment. Expenditures for maintenance of office equipment, including typewriters, annual hardware and software maintenance contracts for computers, new purchase of or upgrades to computer productivity software, etc. not provided by Town personnel.
	4441	Rental of Land and Buildings. Expenditures for leasing or renting land and buildings for both temporary and long-range use by the Town.

EXPENDITURE OBJECT CODES

<i>Category</i>	<i>Object</i>	<i>Description</i>
	4443	Rental of Equipment. Expenditures for leasing or renting equipment for both temporary and long-range use by the Town. These expenditures include equipment rentals when operated by the Town, capital lease arrangements and other rental agreements.
	4444	Rental of Vehicles. Expenditures for leaving or renting vehicles for both temporary and long-range use by the Town. These expenditures include bus and other vehicle rentals when operated by the Town, capital lease arrangements and other rental agreements.
	4446	Rental of Computers and Communications Equipment. Expenditures for leasing or renting computers or communications equipment for both temporary and long-range use by the Town. These expenditures include rentals when operated by the Town, capital lease arrangements and other rental agreements.
	4460	Taxes. Amounts paid to other governmental units for taxes assessed.
		Other Purchased Services. Amounts paid for services rendered by organizations or personnel not on the payroll of the Town (separate from professional and technical services or property services). Although a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
		4520 Series – Insurance other than employee benefits. Expenditures for all types of insurance coverage, including property, liability and fidelity. Group insurance for employees is not charged here, but is recorded under the 4200 Series.
	4521	Property Insurance. Expenditures for insurance coverage for property, including building and improvements other than buildings.
	4522	Vehicle and Equipment Insurance. Expenditures for insurance coverage for vehicles, including automobiles, trucks, mobile equipment, etc.
	4523	Police Liability Insurance. Expenditures for liability insurance coverage for sworn Police Officers.
	4524	Public Liability Insurance. Expenditures for liability insurance coverage for the Town and Public Officials.
	4529	Insurance Deductible Payments. Expenditures for payment of the Town's deductible under its insurance policies.
	4531	Communications. Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone, pager services, data lines, internet service provider charges, etc.

EXPENDITURE OBJECT CODES

<i>Category</i>	<i>Object</i>	<i>Description</i>
	4534	Postage. Amounts paid for mailing documents or other items through regular, restricted or special delivery mail. This includes Federal Express/UPS charges.
	4540	Advertising. Expenditures for announcements in professional publications, newspapers or broadcasts over radio and television. These expenditures include advertising for such purposes as personnel recruitment, legal ads, new and used equipment and sale of property. Cost for public relations services are not recorded here, but are charged to Object 4339 (Consulting Services).
	4550	Printing and Binding. Expenditures for job printing and binding, usually according to specifications of the Town. This category includes designing and printing posters, newsletters, pamphlets, as well as printing and binding Town publications. Preprinted standard forms are not charged here, but are recorded under Object 4612 – Operating Supplies.
	4580	Travel Expense. Expenditures for transportation, meals and lodging expenses associated with staff travel for the Town. Cost of registration for conferences, seminars, etc. should be charged to Object 4240 – Staff Development.
	4591	Special Programs. Expenditures related to entertainment, recreational, educational or other specific services purchased by the Town to supplement programs run by the Town, including firework displays, admission tickets to events for groups, clown and magician acts, etc.
	4592	Emergency Shelter. Expenditures to provide emergency shelter to the public.
4600		Supplies. Amounts paid for items that are consumed or deteriorated through use or that lose their identity through fabrication or incorporation into different or more complex units or substances.
	4611	Office Supplies. Expenditures for supplies related to office operations and the output of services, including freight. This includes pens, pencils, paper, stationary, adding machine tape, ribbons, laser cartridges, copies from Central Stores, etc.
	4612	Operating Supplies. Expenditures for non-maintenance supplies used for operational purposes, including chemicals for water treatment or pools, photography supplies, service ammunition, etc. This also includes preprinted forms such as invoices, envelopes for mass mailings, purchase orders, parking tickets, etc.
	4615	Clothing & Uniforms. Amounts paid by the Town for the purchase of clothing and uniforms for employees (does not include allowances).

EXPENDITURE OBJECT CODES

<i>Category</i>	<i>Object</i>	<i>Description</i>
	4619	Supplies for Resale. Supplies purchased by the Town intended for resale to the public, including souvenirs, vending machine products, etc. For use by General Fund Functions only. Special Revenue and Enterprise Funds should use Object 4895 – Cost of Sales.
	4621	Natural Gas. Expenditures for gas utility services from a public or private utility company
	4622	Electricity. Expenditures for electric utility services from a private or public utility company.
	4624	Heating Oil. Expenditures for bulk oil normally used for heating.
	4626	Vehicle Fuels. Expenditures for fuels used by Town vehicles.
	4631	Food. Expenditures for the retail or wholesale purchase of food, including the school food service program, catering, meals for prisoners, general assistance, etc.
	4632	Food Commodities. Value of food commodities received.
	4635	Medicinal Supplies. Expenditures for pharmaceuticals, first aid supplies, etc.
	4640	Publications. Expenditures for periodicals available for general use regardless of the media, i.e., paper vs. electronic. This includes the use of on-line databases. These expenditures include the cost of workbooks, textbook binding or repairs, as well as textbooks that are purchased to be resold or rented.
	4651	Maintenance Supplies – Buildings. Expenditures for supplies to maintain building facilities with Town personnel, including custodial supplies, paint, brick mortar, electrical or plumbing materials, etc.
	4652	Maintenance Supplies – Improvements Other Than Buildings. Expenditures for supplies to maintain improvements other than buildings, such as roadways, parking lots, walkways, major landscaping, etc. with Town personnel. This includes pavement sealer, landscaping supplies, road patch, signs and posts, etc.
	4653	Maintenance Supplies – Equipment. Expenditures for supplies to maintain equipment (non-office), such as generators, lawnmowers, snow-blowers, trimmers, etc. with Town personnel, including batteries, saw and lawnmower blades, various replacement parts, etc.
	4654	Maintenance Supplies – Vehicles. Expenditures for supplies to maintain automobiles, trucks, mobile equipment, etc. with Town personnel, including oils, filters, tires, parts for tune-ups, replacement parts, etc.

EXPENDITURE OBJECT CODES

<i>Category</i>	<i>Object</i>	<i>Description</i>
	4661	Fleet Maintenance Charge. Allocation of Fleet Maintenance budget to departments based on type and number of vehicles.
	4681	Minor Equipment, Furniture and Fixtures. Expenditures for equipment, furniture and fixtures that are non-capital in nature; i.e., less than \$10,000 or a useful life of less than 3 years, including hand and power tools, small appliances, desks, chairs, adding machines, telephones, etc. Aggregate purchases of like items over \$10,000 with useful lives of 3 years or greater should be recorded under the 4700 Series – Capital Outlay.
4700		Capital Outlay. Expenditures for acquiring capital assets, including land, new or existing buildings, improvements of grounds, initial equipment, additional equipment or replacement of equipment and new or improvements to infrastructure. Expenditures in this series <u>do not</u> include maintenance items. The cost of the acquisition must be \$10,000 or greater with a useful life of 3 years or greater. This includes the expenditure for multiple like items individually less than \$10,000, where the aggregate cost is \$10,000 or greater.
	4710	Land. Expenditures for the purchase of land. This includes closing costs, appraisals, purchase of rights of way and site preparation.
	4715	Land Improvements. Expenditures for acquiring improvements to land (not associated with buildings) intended to make the land ready for its purpose. These include landscaping, property drainage, driveways, parking lots, sidewalks, monuments, fences, area lighting of streets and parking lots, retaining walls, and athletic track and fields.
	4720	Buildings. Expenditures for contracted construction of new buildings, additions to or acquiring of existing buildings. This also includes the cost of demolition. Initial cost of major building equipment components or furniture and fixtures should use other appropriate code.
	4725	Building Improvements. Expenditures for improvements to existing buildings. This includes major permanent structural alterations, roof replacements, interior or exterior renovations, fire protection systems installation or upgrade, electrical and plumbing upgrades. Replacement or additions to major building equipment components or furniture and fixtures should use other appropriate code.
	4727	Building Systems. Expenditures for initial acquisition, replacement or addition to significant building equipment components. This includes the heating, ventilation and air conditioning systems (HVAC), elevators, power generation, and other service systems of buildings.

EXPENDITURE OBJECT CODES

<i>Category</i>	<i>Object</i>	<i>Description</i>
		4740 Series – Machinery and Equipment. This series accounts for expenditures related to acquisition of machinery and/or equipment, including vehicles, furniture and fixtures, computers, etc.
	4741	Machinery and Equipment. Expenditures for equipment usually composed of a complex combination of parts, excluding vehicles. Examples include firefighting equipment (SCBA, ladders, hoses, etc.), medical & lab equipment, recreational and athletic equipment, traffic control equipment, generators, lathes, and drill presses.
	4742	Light Vehicles. Expenditures for vehicles or light mobile equipment used to transport persons or objects. Examples include automobiles, vans, pick-up trucks, ambulances, motorcycles, light tractors and accessory trailers, etc., including the installation of any related equipment.
	4743	Heavy Vehicles. Expenditures for vehicles or heavy mobile equipment used to transport large objects or quantities or for use in construction. Examples include buses, fire apparatus, dump trucks, backhoes, graders, rollers and accessory trailers, including the installation of any related equipment.
	4744	Furniture and Fixtures. Expenditures for initial, replacement or additional furnishings and fixtures used in business/office facilities, including purchases of carpeting, desks, chairs, bookcases, counters, etc.
	4745	Computers and Communications Equipment. Expenditures for computer or communications equipment, including radios, telephone systems and computer systems and related equipment such as printers, uninterruptible power supplies, etc.
	4748	Books and Collections. Expenditures for purchase of long lived books, textbooks or reference material, regardless of the media, i.e., paper vs. electronic. Also includes the acquisition of artworks.
		4750 Series - Infrastructure. Expenditures for construction of, or major renovation to infrastructure, including roadways, bridges, water, sewer, and drainage systems, or dams. This also includes the cost of demolition. It does not include any buildings or equipment related to these systems.
	4751	Roadways. Expenditures for construction of, or major renovation to roadways. This includes shim and overlay, but excludes maintenance items such as crack sealant.
	4752	Bridges. Expenditures for construction of, or major renovation to bridges. This includes pedestrian as well as vehicular bridges.

EXPENDITURE OBJECT CODES

<i>Category</i>	<i>Object</i>	<i>Description</i>
	4754	Waterways. Expenditures for construction of, or major renovation to waterways, including dams, dredging, embankments, etc.
	4757	Utility Systems. Expenditures for construction of, or major renovation to town wide drainage, water, sewer and/or electrical utility systems. This includes the cost of mains, manholes, trench paving, etc.
	4760	Depreciation Expense. The apportioned cost of a fixed asset over its useful life.
4800		Other Expenses. Amounts paid for goods and services not previously classified.
	4810	Membership Dues. Expenditures for membership dues to professional organizations for employees of the Town as a whole.
	4812	Easements. Expenditures to acquire easements.
	4819	Fees and Charges. Amounts paid for fees levied against the Town. Examples include lien redemptions, copies of deeds from Registry, etc.
	4820	Department Overhead Charges. Administrative charges allocated to Enterprise Funds.
	4831	Disbursement by Agent. Release of funds by the Town as agent.
	4832	Disbursement to Borrower. Amounts disbursed to a borrower on an approved loan.
	4835	Grants/Subsidies. Amounts paid by the Town to non-profit agencies to support their operations.
	4840	Contingency. Expenditures unanticipated by the Town during the budget process.
	4841	Special Investigations. Expenditures related to Police investigations.
	4891	Abatements. The cost of a complete or partial cancellation of a levy, usually property tax or water/sewer fees.
	4892	Bad Debt Expense. The cost of writing off an account receivable not considered collectible.
	4893	Loss on Sales. The amount that the book value of an asset exceeded the proceeds of the sale of the asset.
	4895	Cost of Sales. The cost of producing sales. Beginning inventory plus inventory additions less ending inventory.
4900		Other Financing Uses. Amounts paid or transferred that are not considered operational expenditures of departments.
	4911	Transfer to General Fund. Operating transfers made to the General Fund.
	4912	Transfer to Special Revenue. Operating transfers made to Special Revenue Funds.

EXPENDITURE OBJECT CODES

<i>Category</i>	<i>Object</i>	<i>Description</i>
	4914	Transfer to Capital Projects. Operating transfers made to Capital Project Funds.
	4915	Transfer to Enterprise. Operating transfers made to Enterprise Funds.
	4916	Transfer to Internal Service. Operating transfers made to Internal Service Funds.
	4917	Transfer to Agency. Operating transfers made to Agency Funds.
	4918	Transfer to Trust Fund. Operating transfers made to Trust Funds.
	4920	Principal Payments. Amounts paid for the principal of long-term debt.
	4921	Interest – Bonds. Amounts paid for the interest on bonds.
	4922	Interest – Bond Anticipation Notes. Amounts paid for the interest on Bond Anticipation Notes.
	4923	Interest – Tax Anticipation Notes. Amounts paid for the interest on Tax Anticipation Notes.
	4925	Interest – Capital Lease. Amounts paid for the interest on Capital Leases. Principal charged to the appropriate capital outlay object.
4950	Education.	
	4590	Education. Expenditures related to school operations.
4990	Intergovernmental.	
	4990	County Tax. The payment to the County for the Town's apportionment of the County Tax Assessment.