

SALE OF PROPERTY

AUTHORITY AND ACCOUNTING PROCEDURES

Statutory Authority: Per [Wis. Stat § 120.13\(19m\)](#) SALE OF PROPERTY. Sell any property belonging to and not needed by the school district. If a school site or other lands are to be abandoned which were acquired or are held upon condition that they revert to the prior owner when no longer used for school purposes, the school board shall sell any school buildings thereon or move them to another site within 8 months after the school buildings cease to be used for school purposes or the site ceases to be maintained as a school district playground or park.

General Considerations When Selling School District Property:

When a district sells property, the sale is generally recorded in the fund that was used for the purchase. The district should research if there are any restrictions on the original revenues obtained to purchase the capital object that was recently sold. For example, the district should research if any of the original revenues, used for the purchase, originated from a gift, a state or federal grant that may have targeted those monies for a certain purpose. If there are restrictions the District should contact their legal counsel for further guidance.

If there are no restrictions, another consideration is to determine the intended use of the revenues collected from the sale of the property. For example, if the revenues are going to be used for capital improvement projects, the revenues are to be coded to Fund 49. If the revenues are going to be for general operations and/or classroom instruction, those revenues are to be coded to Fund 10.

Property is classified as either non-capital or capital. Non-capital property sales are to be coded to source 264 in the appropriate revenue account fund - 10, 27, 29, 50 and 80.

Capital property sales are to be coded as either equipment and vehicle sales or land and real property sales. The coding for equipment and vehicle sales is source 861 in either Fund 10, 27, 50 or 80. The coding for land and real property sales is source 862 in the appropriate revenue account fund - 10, 49, 50 or 80.