

# TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

## Tangible Personal Property Policies & Procedures Manual



\*\*It will be the responsibility of each Department Head and Constitutional Officer to insure that all provisions contained herein are complied with in full

## **SECTION I DEFINITIONS**

1. "Fixed Assets Manager" means the person employed by the Board of County Commissioners to control and account for county property.
2. "Governmental Unit", means the Governing Board, Commission, or authority of a county or taxing district of the state or the Sheriff of the county. In this manual it refers to Taylor County Board of Commissioners.
3. "Improvement" means any purchase that enhances the value of an asset by \$1,000.00 or more and is not replacing any original value.
4. "Property" means all tangible personal property, owned by a governmental unit, of a non-consumable nature the value which is \$1,000.00 or more and the normal expected life of which is one (1) year or more.
5. "Property Custodian" means the person to whom the custody of the county or district property has been delegated by the governmental unit.
6. "Property Delegate" means the person that the custodian delegates to account for property under their control.

## **SECTION II**

### **POLICY STATEMENT**

#### **1. PURPOSE AND OBJECTIVES**

- A. The purpose of this policy is for the Taylor County Board of Commissioners to adopt property control and accountability procedures. These procedures will be consistent with Chapter 274, Florida Statutes and Chapter 10.400, Rules of the Auditor General. These procedures will cover acquisition, disposition, control and accountability of tangible personal property. This policy will remain in force until changed or amended by the Board of County Commissioners.
  
- B. It is recognized that the primary responsibility for supervision and control of all tangible personal property rests with the Board of County Commissioners pursuant to Chapter 274.03, Florida Statutes. The Sheriff is the custodian of the property of the Sheriff's Office. Immediate control and supervision will be delegated in the following manner:
  - 1. Department Heads/Constitutional Officers shall be accountable and responsible for the property under their control. In addition, any changes in location or status of equipment are hereby delegated the authority and responsibility as "Property Custodian". Property Custodians shall be held directly responsible to the Board of County Commissioners consistent with Chapter 274, Florida Statutes, Chapter 10.400, Rules of the Auditor General, and directives set forth by the Board of County Commissioners.
  
  - 2. Property Custodians may appoint an employee to serve as his/her custodian delegated to carry out the duties of the property custodian. This does not relieve the Department Head/Constitutional Officer of his/her responsibility as Property Custodian.
  
  - 3. Property Custodians shall maintain a current list and locations of all assets delegated to the custodian.

## **SECTION III**

### **PROPERTY RECORDS AND ACQUISITION PROCEDURES**

#### **1. ESTABLISHING PROPERTY INVENTORY RECORDS**

- A. The word “property”, according to Section 274.02, Florida Statutes, is defined as fixtures and other tangible personal property of a non-consumable nature. Each item of property that has a value of \$1,000 or more and with a normal life expectancy of one (1) year or more which is practical to identify by marking shall be tagged in accordance with Chapter 10.400, Rules of the Auditor General and directives from the Board of County Commissioners. Any other property that the County Commissioners, Constitutional Officer or other agency that is regulated by this document deems fit to record due to, but not limited to, high theft rate shall also be marked/tagged.
- B. An individual property record shall be established for each item of tangible personal property and will reflect the following information:
1. County property identification number
  2. Description of item (if group accountability is established, the number and description of the components of the item(s) group).
  3. Date acquired.
  4. Unit and total cost (include freight and installation of the total cost).
  5. Purchase order, voucher number, warrant, account number and invoice number.
  6. Make, model, manufacturer, year, and type of equipment
  7. Serial number/VIN (vehicle identification number)
  8. Vehicle registration/tag number (when applicable)
  9. Certificate of the title number (when applicable)
  10. Physical location of item/property
  11. Vendor the item was purchased from
  12. Date of last physical inventory
  13. If disposed of, the directives prescribed in 10.400, Rules of the Auditor General.
  14. Any additional information as may be required to insure efficient control and accountability

## 2. ACQUISITION PROCEDURES

- A. Department Head/Constitutional Officer purchasing property under capital outlay shall be responsible for drawing from the proper capital outlay accounts. (i.e. land, buildings, equipment, etc.) Within five (5) days of receiving the property, the purchaser shall turn in a Report of Acquisition of Property to the Fixed Assets Manager.
- B. The Finance Department will forward a copy of the check, invoice, purchase requisition, and any other applicable information such as warranties and title work to the Fixed Assets Manager.
- C. The Fixed Assets Manager shall complete the Report of Acquisition of Property and assign the property an inventory identification number. The Assets Manager will attach the following to the Report of Acquisition of Property:
  - Purchase Requisition
  - Invoice
  - Check
  - Inventory Identification
  - Any other applicable information

The Fixed Asset Manager will input all data into an electronic file in addition to maintaining a hard copy. The Property Custodian shall sign the Report of Acquisition of Property and will be provided a copy to keep in their records by the Fixed Assets Manager.

- D. Improvements – All asset procedures apply to improvements. The improvements threshold is \$1,000.00 and the asset number being improved should be noted on all purchase documentation. Improvements shall be charged by the appropriate capital outlay account. All information for the improvement(s) will be added to the existing property records.

## 3. PROPERTY ACQUISITION COST

- A. Acquisition cost is the procurement cost, which is the invoice price, plus freight and installation charges, less discounts if applicable.
- B. Whenever the transaction involves the trade in of an item of property, the allowance of the trade is added to the cost disbursement to arrive at the acquisition cost.

- C. Acquisition of surplus property and donations are to be recorded at fair market or a reasonable and equitable estimate of such value on the date of acquisition.

#### 4. IDENTIFICATION & MARKING OF PROPERTY

- A. Each item of tangible personal property will be given an identification number that will become a permanent part of the item. The identification number may be affixed to property by using the following methods:

1. Bar code label
2. Metal tags
3. Steel tags
4. Branding iron
5. Paint or stencil
6. Engraving
7. India or indelible Ink
8. Permanent Stamp

- B. The method of marking will be determined by the Fixed Assets Manager. Property Identification markings shall be placed on all new assets after all proper documentation has been provided by the Fixed Assets Manager and the invoice for the purchase/acquisition has been paid. The asset may not be put to operation until after the Property Custodian complies with Section III 2.A. An exception will be made in an emergency for putting the asset into operation upon approval of the County Administrator. The Custodian shall be responsible for producing the asset in a reasonable time/manner upon the request of the Fixed Asset Manager.

**SECTION IV  
DISPOSAL OR TRANSFER OF PROPERTY**

- A. Property Disposal - County tangible personal property may become surplus, obsolete, damaged or worn out and therefore of no further use to the custodian department. Such property should then be traded in on new equipment, cannibalized, transferred, or disposed of according to state and county procedures. County disposition procedures will be used for property purchased with federal or state funds. However, additional requirements may be necessary to dispose of this property based on the federal and state requirements. No tangible personal property purchased with grant funds (federal or state) in part or in full shall be disposed of in any manner without prior approval of the funding agency and per the terms of the grant agreement/contract. All property must be operated, maintained, and stored with the Property Custodian/Department as per the grant application and grant agreement/contract.

**THE DISPOSITIONS OF ASSETS REPORT SHALL BE FILLED WITHIN 10 DAYS  
OF THIS ACTION**

Information required on the Disposition of Assets Report includes

1. Date of disposition
  2. Authority for disposition (resolution of the governing body properly recorded in the minutes as required by Section 274.07, Florida Statutes)
  3. Manner of dispositions (sold, donated, transferred, cannibalized, scrapped, destroyed, traded)
  4. Identity of the employee(s) witnessing the disposition, if cannibalized, scrapped or destroyed.
  5. For items disposed of, a notation identifying any related transactions (such as, receipt for sale of the item; insurance recovery; trade in)
  6. For property classified and disposed of as surplus, reference to documentation that such property was disposed of in the manner prescribed by Section 274.05 or Section 274.06, Florida Statutes
- B. Trade-In - The Property Custodian shall first get permission from the County Administrator before trading in any equipment. After the County Administrator approves

the trade; the purchase requisition form should include all applicable information required by Section IV 1.A . Prior to the trade in leaving the custodian department, the inventory tag shall be removed and attached to a completed Transfer of Asset or Disposition of Asset Report. The original shall be forwarded to and maintained by the Fixed Assets Manager.

- C. Cannibalization - The Property Custodian shall first get permission from the County Administrator before cannibalizing or disposing of any equipment. After the County Administrator approves the request the Property Custodian shall complete a Disposition of Asset Report which will include all applicable information outlined in Section IV 1A., and destroy the property identification tag. After approval by the Board of County Commissioners, the original forms will be forwarded to and maintained by the Fixed Asset Manager.
  
- D. Stolen Equipment - Stolen equipment must be reported immediately by the Property Custodian to appropriate law enforcement, Fixed Asset Manager, and the County Administrator. A copy of the law enforcement report must be attached to the Disposition of Asset Report and sent to the Fixed Asset Manager. Upon receipt and review the Fixed Asset Manager will forward it to the County Administrator. Both the County Administrator and the Board of Commissioners shall approve the Disposition Report and this action shall be recorded in the minutes of the BOCC meeting when approved. The originals shall be forwarded to and maintained by the Fixed Asset Manager.
  
- E. Transfer of Equipment - To transfer property from one department to another, the Property Custodian shall complete a Transfer of Asset Report. The report will include all the applicable information outlined in Section IV 1.A. and the signatures of the losing and gaining custodians. The new location of the property shall be included and the Transfer shall require the approval of the County Administrator. The original approved Transfer of Asset Report shall be forwarded to and maintained by the Fixed Asset Manager.
  
- F. Surplus Property - Any Fixed Asset that is determined to be no longer needed by a Department but, has some value shall be considered as surplus. The Property Custodian shall fill out a Disposition of Asset Report for each item to be surplus. The Fixed Asset Manager shall forward the original to the County Administrator for approval. After approval by the County Administrator, the Board of Commissioners shall also approve and this approval shall be included in the Board minutes. The asset and proper documentation shall remain with the Property Custodian until future action of surplus being recycled. The Fixed Assets Manager shall maintain a list of all surplus items that may be reviewed by other Departments/ Constitutional Officers/Governmental Entities. Request for assets from surplus list shall be approved by the County Administrator or



Constitutional Officer. Surplus property may also be sold or donated to private non-profit agencies if all guidelines of 274.05 Florida Statutes are met.

- G. Missing, Lost or Unable to Locate Property - Property that is not believed to be stolen but cannot be located, or is known to be lost, shall be reported to the County Administrator immediately. The Property Custodian shall fill out a Disposition of Asset Report for each item that cannot be found. The Property Custodian shall forward the documents to the County Administrator for approval. After approval of the County Administrator, the Disposition of Asset Report will be approved by the Board of Commissioners. This action shall be recorded in the minutes. The original Asset Report will be forwarded to and maintained by the Fixed Asset Manager.

**NO PROPERTY WILL BE REMOVED FROM A PROPERTY CUSTODIAN'S INVENTORY UNTIL APPROVED BY THE BOARD OF COMMISSIONERS**

- H. County Auction of Surplus Property - The County Administrator shall determine the best time and method for an auction of Surplus Property. The County Administrator shall set the date, time and location of the sale, advertising of auction and provide oversight of the auction. The County must advertise the auction in the local newspaper no less than one (1) week nor more than two (2) weeks before the sale. Upon completion of the sale, all proceeds and proper documentation shall be delivered to the Finance Director in a timely manner. After the sale, but before the items leave possession of the County, the property identification tags will be removed along with any other county identification. Upon disposal, the Fixed Asset Manager shall remove the items sold from each, Property Custodian/Department's inventory. The Fixed Asset Manager shall receive the original Disposition of Asset Report and keep as a record of complying with Chapter 274, Florida Statutes and Chapter 10.400, Rules of the Auditor General.

**ALL COUNTY PROPERTY MUST BE APPROVED AS SURPLUS BY THE BOARD COMMISSION BEFORE BEING INCLUDED IN A COUNTY AUCTION.**

**SECTION VI  
PROPERTY CONTROL DATABASE SYSTEM AND RECORDS**

- 1. The Fixed Asset Manager shall record all tangible personal property with a cost of \$1,000.00 or more and a life expectancy of more than one (1) year in the Property Control Database system. This electronic record shall include all information required by Florida Statutes and the Rules of the Auditor General. As part of the system, a paper control record will be created and maintained for each asset as well as the electronic record.