



Administrative Regulation No. 037.A001.0595

Accountability and Control of Tangible Personal Property Procedures

I. Purpose

The purpose of this Administrative Regulation is to set forth the City of Sarasota's procedures for the accountability, identification, and control of tangible personal property. This regulation incorporates the Auditor General's requirement as of 7/1/90.

II. Definitions

Property - Tangible personal property of a non-consumable nature, such as machinery, furniture and equipment, the unit value of which is five-hundred (\$500.00) dollars or more, and the normal expected life of which is one year or more.

Other property which falls within the parameters of the above definition, with a cost or value of less than five-hundred (\$500.00) dollars, may be capitalized at the discretion of the Finance Director's Office.

Custodian Department - The department or division of the City which is responsible for the custody of the property.

III. Procedures

1. Property Records

The City of Sarasota shall maintain an adequate record of its property. Such records shall contain the following:

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- (a) Description
 - (1) Type of Property
 - (2) Number of Units
 - (3) Name, Make or Manufacturer
 - (4) Year or Model

- (b) Identification (see: Identification of Property, below):
 - (1) Manufacturer's Serial Number
 - (2) City of Sarasota Identifying Number

- (c) Cost of Property and date acquired (see: Cost or Value of Property, below):
 - (1) Show total cost, date acquired and from whom acquired.
 - (2) Donations and similar acquisitions should be recorded at their fair market value at the time of acquisition.

- (d) Location

- (e) Custodian Department

2. Identification of Property

- (a) Method of Marking:
 - (1) Each item of property shall be identified as property of the City of Sarasota and issued a City of Sarasota identifying number.
 - a) The Accounting Department shall be responsible for issuing identifying numbers.
 - b) The Custodian Department shall be responsible for affixing identifying markings and numbers to the property.

 - (2) The Property shall be marked in a permanent manner as follows:
 - a) Decals
 - b) Metal tags
 - c) Paint or Stencils
 - d) Engraved
 - e) Indelible Ink
 - f) Bar Coding Decals

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- (3) The type of marking used for identification depends on the class of property. Metal tags should not be used to mark property such as automobiles, trucks, tractors, etc. Painting the identification numbers on this type of property is more appropriate and permanent.

(b) Location of Marks:

- (1) Identification marker should be uniformly located on similar types of property.
- (2) The method of uniformly locating the marks on property is prescribed as follows:

a) Office Furniture & Equipment

- 1) Desks -- inside knee well on the right pedestal;
- 2) Tables -- under top by right front leg;
- 3) Chair -- back side under seat;
- 4) File -- upper right hand corner by lock;
- 5) Cabinets -- upper right hand corner;
- 6) Benches, Sofas, etc. -- under seat by right back leg;
- 7) Credenzas -- under top right side or right end close to top;
- 8) Shelving Units -- upper right hand corner (where practical);
- 9) Bookcase -- upper right hand corner;
- 10) Display Cabinets -- right corner of base;
- 11) Appliances -- upper right corner on side;
- 12) Typewriters -- on back in the center;
- 13) Calculator (desk top) -- on back by manufacturer's I.D. plate or on bottom center;
- 14) Television -- on back by manufacturer's I.D. plate;
- 15) Projectors -- (movie) -- by manufacturer's I.D. plate;
- 16) Tape and Cassette Recorders -- by manufacturer's I.D. plate located either on back or underside;
- 17) Slide and Film Projectors -- by manufacturer's I.D. plate located either on back or underside;
- 18) Cameras -- on bottom (avoid covering tripod mount and rewind release);
- 19) Telescopes -- on body right side middle;
- 20) Dictation Equipment -- by manufacturer's I.D. plate on back or bottom;
- 21) Posting Machines -- by manufacturer's I.D. plate on back center;
- 22) Check Signers and Protectors -- by manufacturer's I.D. plate on back or bottom;

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- 23) Microfilm Equipment -- by manufacturer's I.D. plate on back or bottom;
- 24) Computer Equipment -- by manufacturer's I.D. plate on back or bottom;

b) Operating & Maintenance Equipment

- 1) Generators -- by manufacturer's I.D. plate usually by controls;
- 2) Air Compressors -- by manufacturer's I.D. plate on side of base;
- 3) Welders-Arc -- upper right hand corner on front panel;
- 4) Welders-Oxygen-Acetylene -- on back of regulators;
- 5) Pumps -- on base or by manufacturer's I.D. plate;
- 6) Hoist, Cranes, Winches -- by manufacturer's I.D. plate on hoist portion where accessible, where not, on main frame right side;
- 7) Pipe Threaders -- by manufacturer's I.D. plate on side of unit;
- 8) Table Saws -- by manufacturer's I.D. plate located on back side of base;
- 9) Radial Arm Saws -- by manufacturer's I.D. plate located on back side of column;
- 10) Drill Presses -- by manufacturer's I.D. plate on side of head;
- 11) Lathes -- by manufacturer's I.D. plate on head;
- 12) Power Hand Tools -- by manufacturer's I.D. plate (try to affix tag in a location that does not interfere with operation and does not receive heavy wear)'
- 13) Paint Sprayers -- by manufacturer's I.D. plate on compressor;
- 14) Spray Guns -- on gun portion not exposed to heavy wear;
- 15) Band Saws -- by manufacturer's I.D. plate on upper head;
- 16) Jointers -- by manufacturer's I.D. plate or back of jointer table;
- 17) Shaper -- by manufacturer's I.D. plate or back of base;
- 18) Planer -- by manufacturer's I.D. plate;
- 19) Sanders -- by manufacturer's I.D. plate usually on base by controls;
- 20) Workbenches -- under top right side;

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- 21) Radial Drills & Boring Machines -- by manufacturer's I.D. plate located on drill head;
- 22) Vacuum Cleaners -- by manufacturer's I.D. plate located on motor housing;
- 23) Buffers/Grinders -- on motor by manufacturer's plate;
- 24) Floor Buffers/Scrubbers -- by manufacturer's I.D. plate located on side of motor;
- 25) Drafting Machines -- by manufacturer's I.D. plate located on table clamp;
- 26) Drafting Tables -- by manufacturer's I.D. plate front panel or under side of top right corner;
- 27) Hydraulic & Mechanical Presses -- by manufacturer's I.D. plate located on frame;
- 28) Steam Cleaners -- by manufacturer's I.D. plate located by controls;
- 29) Metal Shears -- by manufacturer's I.D. plate located on machine base back side;
- 30) Metal Formers -- by manufacturer's I.D. plate on back side of machine;
- 31) Sand Blasters -- by manufacturer's I.D. plate on base of unit.

c) Kitchen Equipment (Appliances)

- 1) Mixers -- by manufacturer's I.D. plate;
- 2) Ranges -- upper right side of range;
- 3) Ovens -- upper right side of oven;
- 4) Food Warmers -- by manufacturer's I.D. plate or upper right corner;
- 5) Dishwashers -- by manufacturer's I.D. plate or upper right corner;
- 6) Slicers - Food -- by manufacturer's I.D. plate or back side away from cutting blade;
- 7) Choppers -- by manufacturer's I.D. plate;
- 8) Washing Machines -- upper front corner of right panel;
- 9) Dryers -- upper front corner of right panel;
- 10) Serving Counters -- upper right corner on serving side;
- 11) Refrigerators -- upper front corner of right panel;
- 12) Carts -- on frame right side.

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d) Laboratory & Test Equipment

- 1) Stills -- by manufacturer's I.D. plate;
- 2) Meters -- on back panel;
- 3) Centrifuges -- by manufacturer's I.D. plate located on base;
- 4) Spectrophotometers -- by manufacturer's I.D. plate;
- 5) Hardness Testers -- by manufacturer's I.D. plate located by controls;
- 6) Electronic Equipment -- by manufacturer's I.D. plate located by controls;
- 7) Power Supplies -- by manufacturer's I.D. plate located on back; if not accessible tag on face panel upper right corner;
- 8) Lab Ovens & Dryers -- by manufacturer's I.D. plate located on lower front panel;
- 9) Sound Generators -- by manufacturer's I.D. plate;
- 10) Oscilloscopes -- by manufacturer's I.D. plate usually located on front panel.

e) Automotive Service Equipment

- 1) Wheel Balancers -- by manufacturer's I.D. plate on base by controls;
- 2) Wheel Alignment Units -- by manufacturer's I.D. plate located on major component (i.e., Hunter unit - located on cabinet);
- 3) Parts Cleaner -- by manufacturer's I.D. plate on right side exterior;
- 4) Power (Hydraulic, Electric or Pneumatic) Lifts -- by manufacturer's I.D. plate located on pump unit;
- 5) Lubrication Equipment -- by manufacturer's I.D. plate located on pump;
- 6) Brake Service Equipment -- by manufacturer's I.D. plate located on face of unit;
- 7) Tire Changers -- by manufacturer's I.D. plate located on base;
- 8) Service Jacks -- by manufacturer's I.D. plate located on base or center column;
- 9) Valve Refacers -- by manufacturer's I.D. plate on unit;
- 10) Valve Seat Grinder Sets -- by manufacturer's I.D. plate located on major unit;
- 11) Battery Chargers -- by manufacturer's I.D. plate located on front or side panels;

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- 12) Engine Analyzers -- by manufacturer's I.D. plate located on main unit;
 - 13) Distributor Tester -- by manufacturer's I.D. plate located on back panel;
 - 14) Generator, Regulator Tester -- by manufacturer's I.D. plate located on back panel;
 - 15) Dynamometers -- by manufacturer's I.D. plate located on controls;
 - 16) Paint Spray Booths -- by manufacturer's I.D. plate located on right side panel.
- f) Automobiles, Trucks, Heavy Equipment, etc.

Affix where easily visible and yet not subject to obliteration.

3. Cost or Value of Property

- (a) Acquisition cost is the procurement cost; i.e., invoice price, plus freight and installation charges and less discounts. No adjustment is made when value exceeds cost except in instances where cost represents a token amount.
- (b) Surplus property acquisitions and donations are to be recorded at fair market value or a reasonable and equitable estimate of such value on the date of acquisition. Fair market value is the estimated amount at which the fixed asset might exchange between a willing buyer and willing seller, neither being under compulsion, each having reasonable knowledge of all relevant facts and with equity to both.

The department receiving the donated property shall be responsible for initiating the prescribed "Donated Property" form and sending it to the General Services Department for approval/disapproval. In addition, the General Services Department will provide assistance in determining the fair market value of the property.

- (c) Each item of property must be recorded in the property records including items found or discovered for which no prior record is available.

4. Physical Inventory

This is the process of actually ascertaining that a specific item exists and is in the location specified on the property record. The custodian department is responsible for performing an accurate physical inventory to properly safeguard assets and maintain appropriate fiscal accountability. In addition, the individual

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taking the inventory should not be the individual directly responsible for the items to be inventoried.

- (a) **Physical Inventory Required** -- The inventory will be performed at least once during each fiscal year and whenever there is a change of custodian. Each custodian shall inventory all property in his custody.
- (b) **Inventory Forms** -- The forms used to record the inventory shall display, at a minimum, the following information:
 - (1) Identification number;
 - (2) Description of the item or items;
 - (3) Name, make, or manufacturer;
 - (4) Year and/or model(s);
 - (5) Manufacturer's serial number(s), if any, and if an automobile, the vehicle identification number (VIN);
 - (6) Date acquired;
 - (7) Any other information the governmental unit may care to include.

The form shall indicate, for each item described, the existence and location of the item, or its absence, the date of the current inventory, and the present condition of the item. Additionally, the information recorded shall include the name and signature of the employee or other individual attesting to the existence of the item and the accuracy of the information recorded.

- (c) **Unrecorded Property** -- Any property item found during the inventory and which item is not included on the inventory forms described above, shall be added to the forms when located. After appropriate investigation to establish the ownership of the item, it shall be added to the city's property records or, if its ownership cannot be reasonably established, the item may be disposed of in the manner provided by law as applicable to abandoned property.
- (d) **Upon completion of the physical inventory:**
 - (1) The information listed on the inventory forms shall be compared with the individual property records. Noted differences shall be investigated and corrected as appropriate.
 - (2) Items not located during the inventory process shall be promptly reported to the custodian or his designee and he shall cause a thorough investigation to be made. If the item(s) are not located as a result of the investigation, the individual property records(s) shall be so noted and a report filed with the appropriate law enforcement agency describing the missing item(s) and the circumstances surrounding their disappearance.

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Gibson E. Mitchell
Finance Director

5-26-95

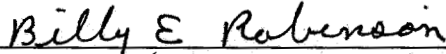
Date



David R. Sollenberger
City Manager

6/1/95

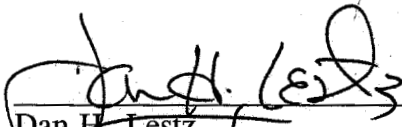
Date



Billy E. Robinson
City Auditor and Clerk

6 / 5 / 95

Date



Dan H. Lestz
Administrative Regulations Chair

5/30/95

Date