

## CITY OF EPHRATA PERSONNEL POLICY

NO.4025

### **SMALL AND ATTRACTIVE ASSETS**

#### 1. PURPOSE:

The following policy and procedure documents a small and attractive assets system designed to ensure control over items that might not be noticed immediately after their disappearance. The intent of this policy is to obtain accountability over items that do not meet the criteria of a fixed asset and would NOT be noticed immediately upon disappearance or replacement.

#### 2. POLICY:

It is the policy of the City to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed. The Departments shall maintain records to be verified by a physical inventory and provide such list to the Finance Director for monitoring differences between years.

##### 2.1 GENERAL

A small and attractive item is an item that is priced under the \$5,000 criteria for fixed assets and has a life expectancy of more than one year. This item also is not likely to be missed immediately upon disappearance and could be replaced without suspicion during voucher audits. Examples include, but are not limited to: cameras, projectors, shop tools, guns, etc.

##### 2.2 RESPONSIBILITY OF DEPARTMENT HEADS

Each department head, or their designee, will prepare a Small and Attractive Inventory List annually of their small and attractive items. This inventory list will be provided to the Finance Director **by January 31<sup>st</sup>** each year for monitoring.

If an item is deleted, the department head will note the reason and/or means of disposal and will fill out a Disposal/Transfer Information Form.

##### 2.3 ASSET IDENTIFICATION

The asset list will contain the serial number, model or other identifying information. Whenever feasible, each piece of property will be engraved or marked with the city's name. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of.

#### 3. PROCEDURES:

##### 3.1 ADDITIONS

The City may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the department head or their designee will add it to their Small & Attractive Assets Inventory List (attached exhibit A) and mark the item with the City's name.

### 3.2 DELETIONS

Items previously acquired will eventually be disposed of and need to be deleted from the department's list. Deletion may be required due to a sale of the asset, scrapping, mysterious disappearance (lost), or involuntary conversion (fire, flood, theft, etc.) The department head will determine when an asset is to be removed from the list. If the estimated value of the asset is greater than \$2,000, the City Administrator must sign off on the Disposal/Transfer Information Form (attached exhibit B) which will be completed and submitted with the Small and Attractive Assets Inventory List annually.

Items disappearing mysteriously may require additional reports to the Police Department, City Administrator and/or Insurance Company. Deletions brought about as a result of natural disasters or theft would require reporting to the insurance provider for an eventual reimbursement claim.

### 3.3 TRANSFERS

Occasional transfers of property between departments will occur. The original controlling department is accountable for initiating a notice of transfer by completing the Disposal/Transfer Information Form. The receiving department will note on their inventory listing receipt of the asset and begin reporting it.