

Leon County Research and Development Authority

Policy No. 11-9

Title: Fixed Asset Policy

Date Adopted: August 2, 2011

Effective Date: August 2, 2011

1. PURPOSE

- a. The purpose of Policy No. 11-9, "Fixed Asset Policy" is to provide guidelines for the tracking of purchases and improvements made by or on behalf of the Leon County Research and Development Authority (hereinafter referred to as the "Authority").

2. SCOPE

- a. This policy applies to fixtures and other tangible personal property of a nonconsumable nature, as defined by Chapter 274, Florida Statutes. The policy applies to Employees of the Authority and individuals or organizations doing business on behalf of the Authority.
- b. This policy applies to purchases, donations of property, and improvements meeting one of the following criteria:
 - i. Lifespan of greater than three (3) year and cost of one thousand dollars (\$1,000) or more.
 - ii. Small portable electronic devices that might be prone to theft or loss such as cameras, or laptop computers, which might cost less than one thousand dollars (\$1,000).

3. GUIDELINES

The Office Manager will maintain the Authority's Capital Asset Inventory List and provide updates to the Authority's Property Manager.

- a. Physical inventory, tagging and condition coding of property items

All property covered by this policy will be physically tagged with a unique identification number and the notation "Property of the Leon County Research and

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Development Authority,” when received and will be added to the Authority’s Capital Asset Inventory list along with the following information:

- i. Identification Number
- ii. Description of Item
- iii. Name, make, and manufacturer
- iv. Year and/or model number
- v. Serial Number(s) and if an automobile the vehicle identification number (VIN) and title certificate number.
- vi. Date acquired.
- vii. Cost or value at the date of acquisition. When the historical cost of the item is not practicably determinable, the estimated historical cost of the item shall be determined by appropriate methods and recorded. Estimated historical costs shall be so identified in the record and the basis of determination established in the governmental unit’s public records. The basis of valuation for property items constructed by personnel of the governmental unit must be the costs of material, direct labor, and overhead costs identifiable to the project. Donated items, including Federal surplus tangible personal property, must be valued at fair market value at the date of acquisition.
- viii. Physical Location (Address, Building Name, Room Number)
- ix. Name of person responsible for item(s)
- x. Date the item was last physically inventoried and the condition of the item at that date.
 - a. Condition "1," Good means the item is serviceable, new or in almost new condition showing little sign of wear and tear.
 - b. Condition "2," Fair means the item is still serviceable for its primary use, but shows definite signs of wear and tear.
 - c. Condition "3," Poor means the item was found to be unserviceable at the time of inventory. Such items should be disposed of in accordance with applicable provisions in this policy.

- xi. If disposed of, the information prescribed in Rule 10.470(2) of the Florida Auditor General.

b. Annual Inventory of Property

The Property Manager and Executive Director will conduct an annual inventory of the Authority's property. At the close of each fiscal year, or as requested by the Board of Governors, the following information will be recorded:

- i. The existence and current location of the each item on the current Capital Asset Inventory List.
- ii. The date of the current inventory.
- iii. The present condition of the item.
 - 1. Condition "1", Good means the item is serviceable, new or in almost new condition showing little sign of wear and tear.
 - 2. Condition "2", Fair means the item is still serviceable for its primary use, but shows definite signs of wear and tear.
 - 3. Condition "3", Poor means the item was found to be unserviceable at the time of inventory. Such items should be disposed of in accordance with applicable provisions in this policy.
- iv. The name and signature of the individual attesting to the existence of the item and the accuracy of the data recorded.
- v. Any property item found during the inventory which meets the requirements for accounting and control as defined in Section 274.02, Florida Statutes, 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 Authority's property records or, if ownership cannot be reasonably established, the item may be disposed of in the manner provided by law as applicable to abandoned property.
- vi. Items not located during the inventory process shall be promptly reported to the Board of Governors and a thorough investigation will be made. If an item is not located as a result of the investigation, the individual property record shall be so noted and a report filed with the appropriate law enforcement

agency describing the missing item and the circumstances surrounding its disappearance.

c. Disposal of Property

Property may be lawfully disposed of as provided in Sections 274.04, 274.05, and 274.06, Florida Statutes. The following information shall be recorded on the individual property record on the Authority's Capital Asset Inventory for each item lawfully disposed of pursuant to Sections 274.04, 274.05, or 274.06, Florida Statutes:

- i. Date of disposition.
- ii. Authority for disposition (resolution of the Board of Governors properly recorded in the minutes as required by Section 274.07, Florida Statutes).
- iii. Manner of disposition (sold, donated, transferred, cannibalized, scrapped, destroyed, traded).
- iv. Identity of the employee(s) witnessing the disposition, if cannibalized, scrapped, or destroyed.
- v. For items disposed of, a notation identifying any related transactions (such as, receipt for sale of the item; insurance recovery; trade-in).
- vi. 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 274.06, Florida Statutes.