



MEMORANDUM

TO: Honorable Elected Officials and Department Heads

FROM: Dale Atchley, County Auditor

DATE: June 15, 2020

RE: **FIXED ASSETS – Equipment Inventory**

The County Auditor was asked to conduct a physical inventory of all equipment in your area. Enclosed please find the Fixed Assets Inventory Reports for the departments within your divisions. This report is sorted by type.

Please work with your department(s) to verify the following for each asset ID on the Inventory Report:

Assets Existence. Verify that the asset exists and is it under the control of the listed department.

Transfer to. If an asset was transferred to another department, please note the department number and prepare the required transfer form.

Tagged equipment not on inventory report. If your department(s) has received tagged equipment from another department that is now under your responsibility and is not included on your department's inventory report, please list these assets on the Inventory Report.

After the department(s) has completed updating the Inventory Report, the report needs to be approved by the Department Head. This will be the authorization for me to either dispose or transfer assets.

Enclosed is a listing of FEMA codes. If your inventory report matches the description on one of the items on the FEMA code listing, you will need to enter the FEMA code on the inventory report.

Approved Inventory Reports need to be returned to the Auditor's Office on or before July 15, 2020.

If you have any questions, please Consuelo Larioz Special Projects Accountant at 888-0259.

Your assistance is essential to the success of conducting this and all future annual physical inventories.

Please sign and return this page as confirmation you received memo.

Department Head

Date