


**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL
Meeting of April 17, 2012**

AGENDA TITLE: Write Off Unlocated Fixed Assets

DEPARTMENT: Auditor-Controller	DEPT SIGNOFF: 	CAO USE ONLY:
CONTACT: Joe Harn		
DATE: 3/26/2012 PHONE: 5456		

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:
Each department has completed the required physical inventory of fixed assets in their possession as of June 30, 2011. The attached schedule lists assets that were unlocated, lost, stolen or disposed of without prior Board authorization. The Auditor-Controller recommends that the Board authorize the Auditor-Controller to adjust the County's fixed asset records to reflect the results of the inventory.

CAO RECOMMENDATIONS:

Financial impact? () Yes (X) No	Funding Source: () Gen Fund () Other
BUDGET SUMMARY:	Other:
Total Est. Cost _____	CAO Office Use Only:
Funding	4/5's Vote Required () Yes () No
Budgeted _____	Change in Policy () Yes () No
New Funding _____	New Personnel () Yes () No
Savings _____	CONCURRENCES:
Other _____	Risk Management
Total Funding _____	County Counsel
Change in Net County Cost _____	Other

***Explain**

BOARD ACTIONS:

Vote: Unanimous _____ Or _____ Ayes: _____ Noes: _____ Abstentions: _____ Absent: _____ <small>Rev. 04/05</small>	I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors Date: _____ Attest: Suzanne Allen de Sanchez, Board of Supervisors Clerk By: _____
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County of El Dorado
OFFICE OF AUDITOR-CONTROLLER

JOE HARN, CPA
Auditor-Controller

360 FAIR LANE
PLACERVILLE, CALIFORNIA 95667-4193
Phone: (530) 621-5487 Fax: (530) 295-2535

BOB TOSCANO
Assistant Auditor-Controller

March 26, 2012

Board of Supervisors
330 Fair Lane
Placerville, California 95667

Subject: Authorization to Remove Items from the Fixed Asset Records

Agenda Date: April 17, 2012

Dear Board Members:

Recommendation

The Auditor-Controller recommends that the Board of Supervisors authorize the Auditor-Controller to remove the fixed assets listed on the attached schedule from the County's fixed asset records.

Reason for Recommendation

The attached schedule lists assets that were missing, stolen and disposed of without Board authorization when the departments performed their annual physical inventory for June 30, 2011.

The recommendation will allow the Auditor-Controller to remove fixed assets with an acquisition cost of \$87,515 and having a net book value of \$3,235 from the County's property records.

Fiscal Impact -There is no fiscal impact.

Action to be Taken Following Approval

The Auditor-Controller will remove the fixed assets listed on the attached Schedule A from the County's property records.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joe Harn".

Joe Harn
Auditor-Controller

**SCHEDULE A
EL DORADO COUNTY
UNLOCATED PROPERTY
FY 2010/2011**

<u>DEPARTMENT NAME</u>	<u>INVENTORY DEPARTMENT NUMBER</u>	<u>INVENTORY TAG NUMBER</u>	<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ACQUISITION DATE</u>	<u>ACQUISITION AMOUNT</u>	<u>USEFUL LIFE (YRS.)</u>	<u>ACCUM. DEPRECIATION</u>	<u>BOOK VALUE</u>
INFORMATION TECHNOLOGIES	10	22076	RACK	CARTRIDGE 36 IN D/E STARTER TAPE RACK	Oct-90	1,459.23	15	1,459.23	0.00
		23493	RACK	CARTRIDGE 36 IN D/E STARTER TAPE RACK	Oct-91	825.16	15	825.16	0.00
		30702	ROUTER	CISCO 1720 ROUTER S/N JMX0552H09M	Mar-02	2,147.31	3	2,147.31	0.00
		32557	UPS	SMART UPS 1000VA S/N AS0321131982	Nov-03	549.33	3	549.33	0.00
		33624	SWITCH UNIT	CISCO 2950-48 SWITCH S/N FHK0916Z13X	Jun-05	2,580.00	3	2,580.00	0.00
		33254	PROJECTOR	PANASONIC DMR-E85 S/N KU4DA013376	Nov-04	505.24	3	505.24	0.00
		103452	COMPUTER	DELL OPTIPLEX GX520 S/N 8LNV391	Jan-06	1,013.90	3	1,013.90	0.00
SUB-TOTAL INFORMATION TECHNOLOGIES						9,080.17		9,080.17	0.00
RECORDER	28	18812	MAP FILE	MAP FILE CABINET 10 DR KNIT 15100 GRAY	Mar-88	1,565.09	15	1,565.09	0.00
		24678	CARRIER	MICROFILM ROLL CARRIER SN610279	Aug-93	3,206.78	15	3,206.78	0.00
SUB-TOTAL RECORDER						4,771.87		4,771.87	0.00
SHERIFF	24	15798	REPEATER	100 2 S/N 201CFE0455	Aug-81	6,171.32	3	6,171.32	0.00
		19586	COPIER	ADLER/ROYAL 2232 S/N FJ36004666	Oct-88	4,620.54	6	4,620.54	0.00
		19587	SORTER	ADLER/ROYAL 20 BIN S/N EF370102745	Oct-88	955.06	6	955.06	0.00
		26885	CAMERA	PANASONIC PVL657 D7WA19174	Jun-97	871.64	3	871.64	0.00
		27181	SEARCH LIGHT	MAXA-BEAM LIGHT PACKAGE	Jun-97	1,459.00	8	1,459.00	0.00
		29384	SCREEN	PROJECTOR SCREEN	May-00	2,534.61	15	1,886.96	647.65
		31788	SURVEILANCE	VIDEO SURVEILANCE EQUIP	Oct-02	1,776.44	3	1,776.44	0.00
		32390	DEFIBRILLATOR	POWERHEART 9200RD-201 S/N 314825	Jun-03	2,000.00	8	2,000.00	0.00
		32391	DEFIBRILLATOR	POWERHEART 9200RD-201 S/N 314835	Jun-03	2,000.00	8	2,000.00	0.00
		32392	DEFIBRILLATOR	POWERHEART 9200RD-201 S/N 314873	Jun-03	2,000.00	8	2,000.00	0.00
		32393	DEFIBRILLATOR	POWERHEART 9200RD-201 S/N 314399	Jun-03	2,000.00	8	2,000.00	0.00
		34237	LAPTOP	DELL LATITUDE 110L P M715 S/N 944JS81	Jun-06	1,447.26	3	1,447.26	0.00
		34238	LAPTOP	DELL LATITUDE 110L P M715 S/N J64JS81	Jun-06	1,447.26	3	1,447.26	0.00
		35399	LAPTOP	DELL LATITUDE D620 S/N IP57DB1	Oct-06	3,762.50	3	3,762.50	0.00
		99652	DIVE EQUIPMENT	C/W RESCUE SUIT	Jun-96	410.00	10	410.00	0.00
		101723	SURVEILANCE	GUARDIAN 2000 SURVEILANCE EQUIPMENT	Dec-07	7,585.48	3	7,585.48	0.00
		101725	CAMERA	EXTREME LOW LIGHT B/W 12-VOLT CAMERA	Dec-07	1,600.17	3	1,600.17	0.00
101726	CAMERA	EXTREME LOW LIGHT B/W 12-VOLT CAMERA	Dec-07	1,600.16	3	1,600.16	0.00		
101728	NIGHTSCOPE	ATN NIGHT VISION GEN 3 MONOCULAR	Dec-07	3,051.72	3	3,051.72	0.00		
990103	SURVEILANCE	T-2071-NEX CELL PHONE S/NC0441-0229	Jun-05	2,139.25	8	1,625.05	514.20		
SUB-TOTAL SHERIFF						49,432.41		48,270.56	1,161.85
ENVIRONMENTAL MANAGEMENT	42	103130	SPRAYER	VECTOR CONTROL BUG SPRAYER	Sep-99	8,750.00	15	6,901.42	1,848.58
SUB-TOTAL ENVIRONMENTAL MANAGEMENT						8,750.00		6,901.42	1,848.58
TRANSPORTATION	30	200086	RADIO	KENWOOD TK720 SN20800286	Apr-91	540.23	4	540.23	0.00
SUB-TOTAL TRANSPORTATION						540.23		540.23	0.00

**SCHEDULE A
EL DORADO COUNTY
UNLOCATED PROPERTY
FY 2010/2011**

DEPARTMENT NAME	INVENTORY	INVENTORY	ITEM	DESCRIPTION	ACQUISITION DATE	ACQUISITION	USEFUL	ACCUM.	BOOK
	DEPARTMENT	TAG				AMOUNT	LIFE (YRS.)	DEPRECIATION	VALUE
	NUMBER	NUMBER							
COUNTY ENGINEER/FACILITIES	30	103422	SERVER	DELL DIMENSION 4700 S/N81K6F61	Jan-06	1,013.90	3	1,013.90	0.00
		103434	PRINTER	HP LASERJET 4050	Jan-00	1,611.00	3	1,611.00	0.00
		200544	COOKS TABLE	STAINLESS TABLE	Feb-77	<u>722.00</u>	10	<u>722.00</u>	<u>0.00</u>
SUB-TOTAL COUNTY ENGINEER/FACILITIES						3,346.90		3,346.90	0.00
DEVELOPMENT SERVICES	34	30050	PROJECTOR	NEC LT155 LCD PROJECTOR 1200L	Apr-01	4,440.42	3	4,440.42	0.00
		28856	CAMERA	SONY DIGITAL CAMERA MAVICA FD91	Jun-99	<u>1,012.65</u>	15	<u>1,012.65</u>	<u>0.00</u>
SUB-TOTAL DEVELOPMENT SERVICES						5,453.07		5,453.07	0.00
MENTAL HEALTH	41	24496	MONITOR	IBM 6312 14in S/N23B3695	Jun-93	417.20	3	417.20	0.00
		34822	PRINTER	HP BUSINESS INKJET 2300N	May-06	<u>746.70</u>	3	<u>746.70</u>	<u>0.00</u>
SUB-TOTAL MENTAL HEALTH						1,163.90		1,163.90	0.00
HUMAN SERVICES	53	34724	LAPTOP	DELL LATITUDE D510 S/NC9R6S91	Apr-06	<u>1,423.64</u>	3	<u>1,423.64</u>	<u>0.00</u>
SUB-TOTAL HUMAN SERVICES						1,423.64		1,423.64	0.00
TOTAL UNLOCATED						83,962.19		80,951.76	3,010.43
DISPOSED PROPERTY FY 2010/2011									
SHERIFF	24	28298	RANGE	WOLF CHR-6-0 RANGE	Feb-99	1,351.96	15	1,180.60	171.36
MENTAL HEALTH	41	26589	REFRIGERATOR	WCR17 0755164EC	Mar-97	528.24	15	528.24	0.00
UCCE	61	16746	REFRIGERATOR	TOP BOTTOM WHEAT	Mar-86	<u>785.37</u>	15	<u>785.37</u>	<u>0.00</u>
TOTAL DISPOSED						2,665.57		2,494.21	171.36
STOLEN PROPERTY FY 2010/2011									
SHERIFF	24	99907	HANDGUN	GLOCK 27 W/NIGHTSIGHTS FHN984	4/1/2003	421.64	8	421.64	0.00
		99965	HANDGUN	GLOCK 22 PISTOL EEX223	6/1/2004	<u>465.27</u>	8	<u>411.96</u>	<u>53.31</u>
TOTAL STOLEN						886.91		833.60	53.31
GRAND TOTAL						\$ 87,514.67		\$ 84,279.57	\$ 3,235.10