

**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL
Meeting of February 24, 2009**

AGENDA TITLE: Write Off of Unlocated Fixed Assets

DEPARTMENT: Auditor-Controller

DEPT SIGNOFF:

CAO USE ONLY:

CONTACT: Joe Harn

DATE: 1/30/2009

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, 2008. Schedule A lists assets that were either unlocated 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:

Rev. 04/05

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: Cindy Keck, Board of Supervisors Clerk

By: _____



County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

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

JOE HARN, CPA
Auditor-Controller

BOB TOSCANO
Assistant Auditor-Controller

January 30, 2009

Board of Supervisors
330 Fair Lane
Placerville, California 95667

Subject: Authorization to Remove Items from the Fixed Asset Records

Agenda Date: February 24, 2009

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 schedules from the County's fixed asset records.

Reason for Recommendation

The attached Schedule A lists assets that were either missing or disposed of without Board authorization when the departments performed the June 30, 2008 required physical inventory.

The recommendation will allow the Auditor-Controller to remove fixed assets with an acquisition cost of \$53,347.44 and having a net book value of \$3,257.75 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", is written over a light blue circular stamp.

Joe Harn
Auditor-Controller

SCHEDULE A
EL DORADO COUNTY
UNLOCATED PROPERTY
FY 2007/2008

<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>
GENERAL SERVICES	14	31072	Refrigerator	2 Door Refrigerator S/N 1-3024247	Mar-02	2,053.84	15	867.48	1,186.36
		3959	Level	Survey Lietz Tri Plen 48864	Jan-66	525.00	15	525.00	0.00
		21549	Panel	Panels W/Ovhd Storage & Shelves	May-90	6,969.90	15	6,969.90	0.00
TOTAL GENERAL SERVICES						<u>9,548.74</u>		<u>8,362.38</u>	<u>1,186.36</u>
PUBLIC DEFENDER	23	30901	Computer	Dell Optiplex GX240 P4 S/N 5KHMB11	Mar-02	1,038.18	3	1,038.18	0.00
TOTAL PUBLIC DEFENDER						<u>1,038.18</u>		<u>1,038.18</u>	<u>0.00</u>
SHERIFF	24	99874	Taser	Ultron II Stun Gun	Apr-03	195.00	8	125.94	69.06
		99875	Taser	Ultron II Stun Gun	Apr-03	195.00	8	125.94	69.06
		990321	Taser	X26E Taser SN X00-307575	Sep-07	859.94	8	80.62	779.32
		16029	File	B&H 5 Drawer Multi-level file cabinet	Nov-82	1,680.63	15	1,680.63	0.00
		23516	Alarm	Alarm System	Jan-92	565.00	8	565.00	0.00
		99660	Gun	L8 Gas Gun SN 005/0539 (traded in)	Sep-97	1,350.00	8	1,350.00	0.00
		99715	Body Wire	Body Wire TX 923XMTR 2 SB12210M0D7024	Jun-99	2,402.00	8	2,402.00	0.00
TOTAL SHERIFF						<u>7,247.57</u>		<u>6,330.13</u>	<u>917.44</u>
TRANSPORTATION	30	101054	Laptop	Dell Latitude D-520 S/N GH2FBC1 (STOLEN)	Feb-07	1,730.93	3	576.98	1,153.95
		200187	Snowplow Blade	Guesdhill 1442MS	Oct-88	6,360.00	15	6,360.00	0.00
TOTAL TRANSPORTATION						<u>8,090.93</u>		<u>6,936.98</u>	<u>1,153.95</u>
DEVELOPMENT SERVICES	34	30217	Computer	Dell GX110 Mini Tower S/N 1QLMFB01	Mar-01	1,312.89		1,312.89	0.00
		12796	Credenza	16 Drawer Credenza	Feb-77	789.07	15	789.07	0.00
TOTAL DEVELOPMENT SERVICES						<u>2,101.96</u>		<u>2,101.96</u>	<u>0.00</u>
PUBLIC HEALTH	40	28389	Scanner	HP Scanner SJ6250CSSE	Mar-99	536.24	3	536.24	0.00
TOTAL PUBLIC HEALTH						<u>536.24</u>		<u>536.24</u>	<u>0.00</u>
MENTAL HEALTH	41	24493	Printer	FR-LA75S-AA SN9531327148	Jun-93	602.83	3	602.83	0.00
		27011	Computer	PCSERVER 330 PP200 SN23n827	Jun-97	8,391.24	3	8,391.24	0.00
		27798	Token Ring	NWAYS Token Ring Base	Mar-98	3,448.09	3	3,448.09	0.00
		29859	Computer	ACER Laptop S/N300032K	Jun-01	1,498.81	3	1,498.81	0.00
		29904	Computer	ACER 7100 S/N28252702811536438AK	Jun-01	1,040.33	3	1,040.33	0.00
		31905	Computer	Tangent V189234 P2 S/N 991538-6	Dec-02	966.43	3	966.43	0.00
		31916	Computer	Tangent V189234 P2 S/N 991538-25	Dec-02	966.43	3	966.43	0.00
		31920	Laptop	Tangent V192226 P2 S/N 991538-29	Dec-02	3,243.28	3	3,243.28	0.00
		33761	Computer	Dell Optiplex GX280 S/N F4V2P71	Jun-05	1,168.61	3	1,168.61	0.00
		27367	Computer	PCSERVER 330 S/N23NT1530	Dec-97	9,866.92	3	9,866.92	0.00
TOTAL MENTAL HEALTH						<u>21,326.05</u>		<u>21,326.05</u>	<u>0.00</u>

SCHEDULE A
EL DORADO COUNTY
UNLOCATED PROPERTY
FY 2007/2008

DEPARTMENT NAME	INVENTORY DEPARTMENT NUMBER	INVENTORY TAG NUMBER	ITEM	DESCRIPTION	ACQUISITION DATE	ACQUISITION AMOUNT	USEFUL LIFE (YRS.)	ACCUM. DEPRECIATION	BOOK VALUE
ENVIRONMENTAL MANAGEMENT	42	29702	Computer	Dell 566 Celeron S/N BTP7301	Nov-00	1,151.86		1,151.86	0.00
		33089	Laptop	Dell Inspiron 1150 S/NS9CVTW41	Jun-04	1,129.61	3	1,129.61	0.00
TOTAL ENVIRONMENTAL MANAGEMENT									
VECTOR CONTROL	42	7147	Trailer	Snowmobile Trailer EE02562 E302896	Feb-69	230.48	3	230.48	0.00
TOTAL VECTOR CONTROL									
VETERANS AFFAIRS	51	32929	Computer	Dell Optiplex GX270 S/N 484F451	Jun-04	945.82	3	945.82	0.00
TOTAL VETERANS AFFAIRS									
GRAND TOTAL						53,347.44		50,089.69	3,257.75