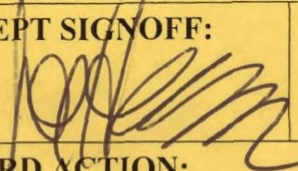


**EL DORADO COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL  
Meeting of April 6, 2010**

**AGENDA TITLE:** Write Off of Unlocated Fixed Assets

<b>DEPARTMENT:</b> Auditor-Controller	<b>DEPT SIGNOFF:</b> 	<b>CAO USE ONLY:</b>
<b>CONTACT:</b> Joe Harn		
<b>DATE:</b> 3/12/2010 <b>PHONE:</b> 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, 2009. Schedule A lists assets that were stolen and 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:**

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

**\*Explain**

**BOARD ACTIONS:**

**Vote:** Unanimous \_\_\_\_\_ Or \_\_\_\_\_

**Ayes:** \_\_\_\_\_

**Noes:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

**Absent:** \_\_\_\_\_

**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:** \_\_\_\_\_

Rev. 04/05



**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

**March 12, 2010**

**Board of Supervisors  
330 Fair Lane  
Placerville, California 95667**

**Subject: Authorization to Remove Items from the Fixed Asset Records**

**Agenda Date: April 6, 2010**

**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 A lists assets that were either missing or disposed of without Board authorization when the departments performed the June 30, 2009 required physical inventory. There are also three items listed that have been reported as stolen.**

**The recommendation will allow the Auditor-Controller to remove fixed assets with an acquisition cost of \$145,040.31 and having a net book value of \$11,877.52 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 black ink, appearing to read "Joe Harn".

**Joe Harn  
Auditor-Controller**

**SCHEDULE A  
EL DORADO COUNTY  
UNLOCATED / DISPOSED PROPERTY  
FY 2008/2009**

<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>
<b>INFORMATION TECHNOLOGIES</b>	<b>10</b>	101317	Laptop	Dell Latitude D830 s/n 53XXWD1 (stolen)	Nov-07	2,151.57	3	1,195.32	956.25
<b>TOTAL INFORMATION TECHNOLOGIES</b>						<b>2,151.57</b>		<b>1,195.32</b>	<b>956.25</b>
<b>GENERAL SERVICES</b>	<b>14</b>	15787	Buffer	17 inch Speed Shine s/n 2670	Jan-82	689.00	15	689.00	0.00
		17549	Buffer	Advance 17 in Whirlmatic	Mar-85	1,006.10	15	1,006.10	0.00
		19727	Body Lift	L-96 w/lights and bumper	Dec-88	2,594.88	15	2,594.88	0.00
		22182	Drill	TE-72 DLX W/Bit SN 580750	May-91	1,457.79	15	1,457.79	0.00
		23498	Fax	Panafax UF	Jul-03	1,572.00	3	1,572.00	0.00
		23679	Telephone	Cellular Ultra #991GSCK429	May-92	752.36	4	752.36	0.00
		23680	Telephone	Cellular Ultra #991GSCKC430	May-92	752.36	4	752.36	0.00
		24764	Cell Phone	Phone 957-2970	Mar-94	235.90	4	235.90	0.00
		25002	Printer	C20374 Laserjet JPF06134	Aug-94	1,691.81	3	1,691.81	0.00
		27109	Computer	Extensa 650CDT Laptop	Jun-97	3,133.84	3	3,133.84	0.00
		27110	Computer	Extensa 650CDT Laptop	Jun-97	3,133.85	3	3,133.85	0.00
		27653	Desk	Desk and Return	Jun-98	580.22	15	580.22	0.00
		27680	Computer	IBM PC300GL S/N 23AH949	May-98	2,072.07	3	2,072.07	0.00
		28610	Computer	IBM PC300GL S/N 23GFDL5	Jan-99	897.68	3	897.68	0.00
		29617	Furniture	BPI Workstation	Oct-00	3,051.65	15	1,763.18	1288.47
		31447	Computer	Computer Dell Optiplex GX150 P3 S/N 58X6M11	Jul-02	1,056.42	3	1,056.42	0.00
		31500	Monitor	Dell 1702FP Flat Panel	Jun-02	771.13	3	771.13	0.00
		31501	Monitor	Dell 1702FP Flat Panel	Jun-02	771.13	3	771.13	0.00
		32321	Scanner	Cannon DR-2080C S/N CV301937	May-03	823.72	3	823.72	0.00
		101145	Meter	Postage Meter	Jun-07	3,882.90	5	1,553.16	2329.74
		18464	Folder	Pitney Bowes Folding w/table	Nov-87	2,849.28	5	2,849.28	0.00
		1964	Cabinet	18 Secs w/8 roll shlves each	Jan-45	3,170.00	15	3,170.00	0.00
		7547	Microfiche	B&H Direct Cam Print complete	Dec-69	12,042.03	15	12,042.03	0.00
		9830	Planetary	Camera Bell & Howell Filemaster	May-75	997.50	15	997.50	0.00
		13214	File	60dr Wood Card file	Apr-78	1,534.16	15	1,534.16	0.00
		18924	Printer	Microfilm Minolta 157341	Jul-92	4,000.00	3	4,000.00	0.00
<b>TOTAL GENERAL SERVICES</b>						<b>55,519.78</b>		<b>51,901.57</b>	<b>3,618.21</b>
<b>FLEET MANAGEMENT</b>	<b>14</b>	22183	Service Body	Knapheide Model 696FB Utility Box	May-91	2,731.73	10	2,731.73	0.00
<b>TOTAL FLEET MANAGEMENT</b>						<b>2,731.73</b>		<b>2,731.73</b>	<b>0.00</b>
<b>DISTRICT ATTORNEY</b>	<b>22</b>	19532	Shredder	Wilson Jones S/N 495308	Dec-88	1,740.78	3	1,740.78	0.00
		34873	Radio	Motorolla EX600 S/N 004TGE4481	Jun-06	725.06	4	543.79	181.27
		22156	Desk	RCR Belair Davis Office Walnut	Feb-91	545.90	15	545.90	0.00
<b>TOTAL DISTRICT ATTORNEY</b>						<b>3,011.74</b>		<b>2,830.47</b>	<b>181.27</b>
<b>SHERIFF</b>	<b>24</b>	26510	Gun Rack	55 101 EM Overhead Rack	Jan-97	3,267.80	8	3,267.80	0.00
		99451	Kennel	Portable 4ft x 8ft	Dec-90	500.00	10	500.00	0.00

**SCHEDULE A  
EL DORADO COUNTY  
UNLOCATED / DISPOSED PROPERTY  
FY 2008/2009**

<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>
		99452	Kennel	Portable 4ft x 8ft	Dec-90	500.00	10	500.00	0.00
		102329	GPS	AVMAP 5" Color GPS s/n 801U01239 (stolen)	Jun-08	<u>677.30</u>	3	<u>225.77</u>	<u>451.53</u>
<b>TOTAL SHERIFF</b>						<b>4,945.10</b>		<b>4,493.57</b>	<b>451.53</b>
<b>PROBATION</b>	<b>25</b>	35078	Radio	Motorola HT-750 S/n 672TG0523	Jun-06	537.49	4	414.32	123.17
		35080	Radio	Motorola HT-750 S/n 672TGH530	Jun-06	537.49	4	414.32	123.17
		35188	Radio	Motorola EX600 S/N 004TGL9568 (stolen)	Aug-06	<u>674.47</u>	4	<u>477.75</u>	<u>196.72</u>
<b>TOTAL PROBATION</b>						<b>1,749.45</b>		<b>1,306.39</b>	<b>443.06</b>
<b>TRANSPORTATION</b>	<b>30</b>	101677	Projector	Powerlite 77C LCD XGA Projector	Mar-08	746.06	3	331.58	414.48
		200327	Hammer	Power Activated Hilti DX-350 s/n331479	Jun-93	<u>702.49</u>	15	<u>702.49</u>	<u>0.00</u>
<b>TOTAL TRANSPORTATION</b>						<b>1,448.55</b>		<b>1,034.07</b>	<b>414.48</b>
<b>PUBLIC HEALTH</b>	<b>40</b>	30316	System Furniture	BPI Systems Furniture	May-01	2,730.54	15	1,668.66	1061.88
		21690	Vision Tester	Titmus II #R6829	Apr-90	<u>1,507.50</u>	8	<u>1,507.50</u>	<u>0.00</u>
<b>TOTAL PUBLIC HEALTH</b>						<b>4,238.04</b>		<b>3,176.16</b>	<b>1,061.88</b>
<b>CSA #7</b>	<b>40</b>	26272	Lifepak 10	LP10 W/Pace sn039620	Apr-96	9,949.10	8	9,949.10	0.00
		29533	Charger	Zoll Battery Charger s/n H00H08304	Sep-00	<u>1,127.09</u>	8	<u>1,127.09</u>	<u>0.00</u>
<b>TOTAL CSA #7</b>						<b>11,076.19</b>		<b>11,076.19</b>	<b>0.00</b>
<b>MENTAL HEALTH</b>	<b>41</b>	15390	Typewriter	IBM Cor Sec #6896624	Jun-80	977.85	15	977.85	0.00
		21598	Fixed Phone	Pac Bell COM2M #9Y003896	Feb-90	577.30	4	577.30	0.00
		21599	Fixed Phone	Pac Bell COM2M #9Y003953	Feb-90	577.30	4	577.30	0.00
		101989	Projector	Infocus IN24 Projector s/n 1SAVEC744E1764	Mar-08	<u>632.95</u>	3	<u>281.31</u>	<u>351.64</u>
<b>TOTAL MENTAL HEALTH</b>						<b>2,765.40</b>		<b>2,413.76</b>	<b>351.64</b>
<b>ENVIRONMENTAL MANAGEMENT</b>	<b>42</b>	9151	Sound Meter	B&K #477445 W/Mike Octave Filter Case	Jun-74	2,297.83	8	2,297.83	0.00
		21681	Chair	Sensor Hiback Red Red-Violet	Jun-90	502.99	15	502.99	0.00
		22008	Microfiche	Eyecom 9000 #3310355	Jul-90	599.99	10	599.99	0.00
		23557	Blinder	Machine 460KM #CE06992	Feb-92	782.20	15	782.20	0.00
		24440	Printer	HP Laser SNJPTF008750	Jun-93	1,679.54	3	1,679.54	0.00
		24442	Printer	HP Laser SNJPBG26660	Jun-93	1,679.54	3	1,679.54	0.00
		26238	Tank	1000 Gallon Propane Tank	Jan-96	1,823.25	10	1,823.25	0.00
		26887	Copier	Lanier 7320 Serial No. 712564	Jun-97	3,713.00	6	3,713.00	0.00
		26945	Scanner	Cannon Microfilm Scanner 500	Jun-97	7,836.76	10	7,836.76	0.00
		27175	Printer	Laserjet 5SI SUSBK147251	Jun-97	3,061.99	3	3,061.99	0.00
		28289	Pump	Gorman Rupp Pump S/N 1174951	Nov-99	3,880.99	10	3,719.28	161.71
		30048	Printer	HP H7T Inkjet 225 s/n SSG0A6120R8	Jun-00	997.42	3	997.42	0.00
		22009	File	4 Drw Microfiche	Jul-90	599.99	15	599.99	0.00
		26646	Monitor	IBM G52 15" SN N2341592	Jun-97	413.98	3	413.98	0.00

**SCHEDULE A  
EL DORADO COUNTY  
UNLOCATED / DISPOSED PROPERTY  
FY 2008/2009**

<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>
		28362	Test Equip	Hazmat Field ID Kit Model 2000	Feb-99	1,641.39	8	1,641.39	0.00
		30049	Lab Equip	Heinz 5-Step Kit, 9 Model 2001	Jun-01	1,862.89	8	1,862.89	0.00
		29699	Computer	Dell 566 Celeron S/N CSP7301	Nov-00	1,151.86	3	1,151.86	0.00
		70034	GPS Device	Scoutmaster GPS Flash	Jun-97	<u>730.00</u>	10	<u>730.00</u>	<u>0.00</u>
<b>TOTAL ENVIRONMENTAL MANAGEMENT</b>						<b>35,255.61</b>		<b>35,093.90</b>	<b>161.71</b>
<b>VECTOR CONTROL</b>	<b>42</b>	7578	Microscope	58J03 Spencer W/Access	Feb-68	764.40	8	764.40	0.00
		17389	Typewriter	Olivetti Elect S/N 6419904	Dec-84	<u>757.50</u>	15	<u>757.50</u>	<u>0.00</u>
<b>TOTAL VECTOR CONTROL</b>						<b>1,521.90</b>		<b>1,521.90</b>	<b>0.00</b>
<b>CSA #10</b>	<b>42</b>	21421	Hepa Vac	Critical Srv w/tools #R044174	Mar-90	870.18	10	870.18	0.00
		28308	Pump	Gorman-Rupp Pump Model S/N1158622	Feb-99	3,177.82	10	3,177.82	0.00
		33982	Monitor	Champion 42" Plasma Monitor	Jun-05	2,566.63	3	2,566.63	0.00
		70048	Recorder	24 Hr Time Laspe SN76220156	Aug-94	871.08	10	871.08	0.00
		35103	Pump	2" Deducator System 40/80 w Redl Flo 2 Pump	Jun-06	2,348.38	10	704.51	1643.87
		35175	Pump	20 HP Centrifugal Pump	Aug-06	1,888.03	10	534.94	1353.09
		31588	Test Kit	Radiological Response Kit	Jun-02	<u>1,772.19</u>	10	<u>531.66</u>	<u>1240.53</u>
<b>TOTAL CSA #10</b>						<b>13,494.31</b>		<b>9,256.82</b>	<b>4,237.49</b>
<b>AIR QUALITY CONTROL</b>	<b>42</b>	24479	Haz Sniffer	TLV #23-7256 SNWF0541	Jun-93	<u>2,225.44</u>	10	<u>2,225.44</u>	<u>0.00</u>
<b>TOTAL AIR QUALITY CONTROL</b>						<b>2,225.44</b>		<b>2,225.44</b>	<b>0.00</b>
<b>LIBRARY</b>	<b>60</b>	28546	Reader	Microfiche Reader 16mm Lens	Apr-99	2,067.57	3	2,067.57	0.00
		18865	Carrier	Cannon 380R S/N 87066932	Mar-88	<u>837.93</u>	10	<u>837.93</u>	<u>0.00</u>
<b>TOTAL LIBRARY</b>						<b>2,905.50</b>		<b>2,905.50</b>	<b>0.00</b>
<b>GRAND TOTAL</b>						<b><u>145,040.31</u></b>		<b><u>133,162.79</u></b>	<b><u>11,877.52</u></b>