

EL DORADO COUNTY BOARD OF SUPERVISORS

AGENDA ITEM TRANSMITTAL

Meeting of February 27, 2007

AGENDA TITLE: Write Off of Unlocated Fixed Assets

DEPARTMENT: Auditor-Controller	DEPT/SIGNOFF: <i>[Signature]</i>	CAO USE ONLY: <i>C-</i>
CONTACT: Joe Harn		<i>Mike Applequist</i>
DATE: 2/8/2007	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, 2006. Schedule A lists assets that were unlocated by the departments. Schedule B lists assets various departments reported to us that were disposed of without proper 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: *Recommend approval. Laurie S. Hill 2/9/07*

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:

<p>Vote: Unanimous _____ Or</p> <p>Ayes:</p> <p>Noes:</p> <p>Abstentions:</p> <p>Absent:</p> <p><small>Rev. 04/05</small></p>	<p>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</p> <p>Date: _____</p> <p>Attest: Cindy Keck, Board of Supervisors Clerk</p> <p>By: _____</p>
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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

February 8, 2007

Board of Supervisors
330 Fair Lane
Placerville, California 95667

Subject: Authorization to Remove Items from the Fixed Asset Records

Agenda Date: February 27, 2007

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

Schedule A lists assets that were missing when the departments performed the June 30, 2006 required physical inventory. Schedule B lists assets that the departments reported to us that were disposed of without the correct paperwork and/or before Board of Supervisors' authorization.

The recommendation will allow the Auditor-Controller to remove fixed assets with an acquisition cost of \$62,642.53 and having a net book value of \$4,041.12 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 Schedules A and B from the County's property records.

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✓ Joe Harn
Auditor-Controller

**SCHEDULE A
EL DORADO COUNTY
UNLOCATED PROPERTY
FY 2005/2006**

DEPARTMENT NAME	INVENTORY TAG NUMBER	INVENTORY TAG NUMBER	ITEM	DESCRIPTION	ACQUISITION DATE	ACQUISITION AMOUNT	USEFUL LIFE (YRS.)	ACCUM. DEPRECIATION	BOOK VALUE
BOARD OF SUPERVISORS	01	34207	LAPTOP	DELL LATITUDE D810 P M780 S/N 39LDS81	Jan-06	2,150.12	3	358.35	1,791.77
TOTAL BOARD OF SUPERVISORS						2,150.12		358.35	1,791.77
HUMAN SERVICES	53	30202	COMPUTER	DELL GX150 PIII S/N 9MNSP01	Jun-01	1,064.65	3	1,064.65	0.00
TOTAL HUMAN SERVICES		27134	PRINTER	OKID MICROLINE 395 S6CHQ30133349Q	Apr-97	1,046.76	3	1,046.76	0.00
						2,111.41		2,111.41	0.00
PLANNING	29	24714	LAPTOP	TOSHIBA 486 S/N 11313331	Jan-94	4,071.21	3	4,071.21	0.00
TOTAL PLANNING						4,071.21		4,071.21	0.00
PUBLIC HEALTH	40	28456	COMPUTER	DELL P6400 S/N UTLY	Mar-99	1,976.63	3	1,976.63	0.00
TOTAL PUBLIC HEALTH		28542	PRINTER	HP LASERJET 6XP1 S/N SUSDH091490	Mar-99	738.00	3	738.00	0.00
						2,714.63		2,714.63	0.00
PUBLIC HEALTH - ANIMAL CONTROL	40	30040	RADIO	P1225 VHF MOBILE RADIO S/N475FBL2073	Jun-01	472.75	4	472.75	0.00
TOTAL ANIMAL CONTROL						472.75		472.75	0.00
PUBLIC HEALTH - CSA#7 AMBULANCE	40	25363	PULSE OXIMETER	ER N-20 W/SENSOR S/N: 20858927	Jul-95	1,045.89	8	1,045.89	0.00
TOTAL CSA #7 AMBULANCE		25365	PULSE OXIMETER	ER N-20 W/SENSOR	Jul-95	1,045.89	8	1,045.89	0.00
		26186	DEFIBRILLATOR	804200-28 S/N036619	Oct-95	9,979.61	8	9,979.61	0.00
						12,071.39		12,071.39	0.00
RISK MANAGEMENT	02	23598	HOLDER	MAYLINE ARTICULATING DOC HOLDER	Sep-95	187.63	10	187.63	0.00
TOTAL RISK						187.63		187.63	0.00
TRANSPORTATION	30	100060	MOBILE RADIO	MOSTAR 436HNS0205 12-604 (STOLEN)	Jan-89	1,139.58	4	1,139.58	0.00
TOTAL TRANSPORTATION		200006	RADIO	HANDHELD MOT GP300 1741TG9820	May-93	579.15	4	579.15	0.00
						1,718.73		1,718.73	0.00
GRAND TOTAL						25,497.87		23,706.10	1,791.77



**SCHEDULE B
EL DORADO COUNTY
DISPOSED PROPERTY
WITHOUT PRIOR BOARD APPROVAL
FY 2005/2006**

DEPARTMENT NAME	INVENTORY NUMBER	INVENTORY TAG NUMBER	ITEM	DESCRIPTION	ACQUISITION DATE	ACQUISITION AMOUNT	USEFUL LIFE (YR.)	ACCU. DEPRECIATION	BOOK VALUE
CHILD SUPPORT	79	13765	TYPEWRITER	IBM #995 SELECTRICK S/N 6572326	Feb-80	858.60	15	858.60	0.00
TOTAL CHILD SUPPORT						858.60		858.60	0.00
ENVIRONMENTAL MANAGEMENT	42	15929	CANOPY	GEM TOP SHELL	May-82	514.10	10	514.10	0.00
		19697	TRUCK BED	6 FT 8 IN WIDE BY 8 FT 6 IN LONG	Apr-89	1,188.97	10	1,188.97	0.00
		29806	COMPUTER	DELL PENTIUM S/N 55R8F01	Mar-01	1,145.97	3	1,145.97	0.00
		29807	COMPUTER	DELL PENTIUM S/N 95R8F01	Mar-01	1,145.97	3	1,145.97	0.00
		29808	COMPUTER	DELL PENTIUM S/N CSR8F01	Mar-01	1,145.97	3	1,145.97	0.00
		29810	COMPUTER	DELL PENTIUM S/N J5R8F01	Mar-01	1,145.97	3	1,145.97	0.00
		31882	COMPUTER	DELL INSPIRON 8200 P4 S/N J4C7321	Dec-02	2,425.99	3	2,425.99	0.00
		33854	LAPTOP	DELL LATITUDE D610 P4 S/N 1QJPT771	May-05	1,472.97	3	572.82	900.15
		29315	LAPTOP	GATEWAY 2550SP S/N 0016421358	Jan-00	1,965.00	3	1,965.00	0.00
		26655	MONITOR	HP ULTRA VGA 17" KR70565975	Jun-97	753.97	3	753.97	0.00
		31928	COMPUTER	DELL OPTIPLEX GX2600 SN HYWFB21	Jul-04	1,397.50	3	931.67	465.83
		26671	MONITOR	HP ULTRA VGA 17" KR70565977	Jun-97	753.97	3	753.97	0.00
TOTAL ENVIRONMENTAL MANAGEMENT						15,056.35		13,690.37	1,365.98
GENERAL SERVICES	14	27683	COMPUTER	IBM PC300GL W/MON S/N23AK007	May-98	2,072.07	3	2,072.07	0.00
		26554	MONITOR	SONY 17" S/N 7102710	Mar-97	824.56	3	824.56	0.00
TOTAL GENERAL SERVICES						2,896.63		2,896.63	0.00
GENERAL SERVICES - FLEET	14	25197	MONITOR	IBM COLOR SN: 2360631	Apr-95	585.53	3	585.53	0.00
		30507	SHELL	GEMSPORT CAMPER SHELL S/N 98041	Aug-01	1,709.75	10	826.38	883.37
TOTAL FLEET						2,295.28		1,411.91	883.37
HUMAN SERVICES	53	26611	COMPUTER	MICRON COMPUTER W/17"MONITOR	Mar-97	3,012.00	3	3,012.00	0.00
		19842	STEREO	SONY S3800 S/N 820372	Jun-89	531.44	10	531.44	0.00
TOTAL HUMAN SERVICES						3,543.44		3,543.44	0.00
SHERIFF	24	21898	DRYER	CISSELL #1056-190	Sep-90	2,563.00	10	2,563.00	0.00
		19391	WASHING MACH	MILNOR MODEL 3020 S/N 5325120	Jun-88	6,222.20	10	6,222.20	0.00
		28844	MONITOR	9IN COLOR MONITOR MODEL SY-VMC8509	Jun-99	660.66	3	660.66	0.00
		25083	BREATHALYZER	ALCOO-SENSORIII SN1030087	Jun-94	527.50	8	527.50	0.00
		24783	DISH	10FT QUAD FEED	Feb-94	1,784.30	4	1,784.30	0.00
		17800	PULLEY	WALL MOUNTED HI-LO 200 LBS	Dec-85	736.70	10	736.70	0.00
TOTAL SHERIFF						12,494.36		12,494.36	0.00
GRAND TOTAL						37,144.66		34,895.31	2,249.35

