

**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL
Meeting of April 19, 2011**

AGENDA TITLE: Write Off Unlocated Fixed Assets

DEPARTMENT: Auditor-Controller

DEPT SIGNOFF:

CAO USE ONLY:

CONTACT: Joe Harn

DATE: 3/22/2011

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, 2010. Schedule A lists assets that were unlocated, lost 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

Budgeted _____

New Funding _____

Savings _____

Other _____

Total Funding _____

Change in Net County Cost _____

4/5's Vote Required () Yes () No

Change in Policy () Yes () No

New Personnel () Yes () No

CONCURRENCES:

Risk Management

County Counsel

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: Suzanne Allen de Sanchez, 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

March 22, 2011

Board of Supervisors
330 Fair Lane
Placerville, California 95667

Subject: Authorization to Remove Items from the Fixed Asset Records

Agenda Date: April 19, 2011

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 missing or disposed of without Board authorization when the departments performed their annual physical inventory for June 30, 2010.

The recommendation will allow the Auditor-Controller to remove fixed assets with an acquisition cost of \$69,641.81 and having a net book value of \$3,007.95 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 the word "Sincerely,".

Joe Harn
Auditor-Controller

SCHEDULE A
EL DORADO COUNTY
UNLOCATED / DISPOSED PROPERTY
FY 2009/2010

<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>
PUBLIC DEFENDER	23	17543	CHAIR	HIGHBACK EXEC CORDOBA BLACK	Mar-85	676.28	10	676.28	0.00
		21756	CHAIR	HIGHBACK EXEC CORDOBA BLACK	Mar-85	676.28	10	676.28	0.00
		24351	SHELVES	7 SHELF VERTICLE (LOCKING) FILE CABINET	Mar-91	862.25	15	862.25	0.00
		25282	CABINET	7 SHELF LOCKING FILE CABINET	Dec-94	951.98	15	951.98	0.00
		29829	SECURITY SYSTEM	SECURITY SYSTEM	Mar-01	4,149.10	10	3,837.92	311.18
		32352	COMPUTER	DELL OPTIPLEX SX260 P4 SN 25MVX21	Jun-03	1,167.95	3	1,167.95	0.00
		32359	LAPTOP	DELL LATTITUDE D600 SN 6MGLX21	Jun-03	1,167.95	3	1,167.95	0.00
TOTAL PUBLIC DEFENDER						9,651.79		9,340.61	311.18
SHERIFF	24	15910	FILE	12 DWR W/O LOCK GRAY	Apr-82	656.35	15	656.35	0.00
		34969	RADIO	MOTOROLA HT-750 S/N 672TGH7248	Jun-06	536.23	4	536.23	0.00
		34982	RADIO	MOTOROLA HT-750 S/N 672TGH7305	Jun-06	536.23	4	536.23	0.00
		34990	RADIO	MOTOROLA HT-750 S/N 672TGH7928	Jun-06	536.23	4	536.23	0.00
		21762	NIGHTSCOPE	NITE AID 1000	Jun-90	3,950.00	5	3,950.00	0.00
		27654	RADIO	MOTOROLA MT2000 S/N 355AYL2706	Jun-98	1,034.22	4	1,034.22	0.00
		30044	RADIO	MOTOROLA MT2000 S/N 355ABG0407	Apr-01	1,013.93	4	1,013.93	0.00
TOTAL SHERIFF						8,263.19		8,263.19	0.00
COUNTY ENGINEER	30	100056	RADIO	MOTOROLA #778FQGA123	Jun-90	808.31	4	808.31	0.00
TOTAL COUNTY ENGINEER						808.31		808.31	0.00
TRANSPORTATION	30	103450	UPS	APC 1400/1050W SMART UPS	Nov-03	760.62	3	760.62	0.00
		100061	RADIO	MOSTAR 436HNS0208 12-605	Jan-89	1,139.58	4	1,139.58	0.00
		100146	SCANNER	HP SCANJET 7450C S/N SCN18AS0943	Jun-02	629.93	3	629.93	0.00
		100245	COMPUTER	HP D330 S/N USW32701GS	Aug-03	779.38	3	779.38	0.00
TOTAL TRANSPORTATION					3,309.51		3,309.51	0.00	
DEVELOPMENT SERVICES	34	28545	COMPUTER	DELL POWEREDGE 2300 S/N 05S8A	Jun-99	6,231.25	3	6,231.25	0.00
		31246	SERVER	DEL POWEREDGE 2500 P3 S/N CN5ZF11	Jun-02	4,858.45	3	4,858.45	0.00
		34539	MONITOR	DELL UTRASHARP 20" FLAT PANEL MONITOR	Jan-06	623.31	3	623.31	0.00
TOTAL DEVELOPMENT SERVICES					11,713.01		11,713.01	0.00	
ANIMAL CONTROL	40	22118	LIGHTBAR	TRUCK FORCE 4XL 55 IN	Sep-90	555.13	5	555.13	0.00
TOTAL ANIMAL CONTROL						555.13		555.13	0.00

SCHEDULE A
EL DORADO COUNTY
UNLOCATED / DISPOSED PROPERTY
FY 2009/2010

<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>
PUBLIC HEALTH	40	23425	FILE	SYSTEM CABINET	Jun-91	<u>11,541.24</u>	15	<u>11,541.24</u>	<u>0.00</u>
TOTAL PUBLIC HEALTH								<u>11,541.24</u>	<u>0.00</u>
CSA #7	40	27462	DEFIBRILLATOR	DEFIBRILLATOR LIFEPAK 10 SN5518545	Apr-98	9,784.03	15	7,990.29	1,793.74
		29529	DEFIBRILLATOR	ZOLL DEFITRILLATOR SNT00H14257	Sep-00	<u>9,083.75</u>	15	<u>5,601.60</u>	<u>3,482.15</u>
TOTAL CSA #7								<u>13,591.89</u>	<u>1,793.74</u>
MENTAL HEALTH	41	34884	WASHING MACHINE	KENMORE 45901 WASHING MACHINE	Jun-06	<u>1,504.99</u>	10	<u>601.96</u>	<u>903.03</u>
TOTAL MENTAL HEALTH								<u>601.96</u>	<u>903.03</u>
HUMAN SERVICES	53	27647	AIR CONDITIONER	LENOX AIR CONDITIONER S/N5898B20020 (Leasehold Improvement at 981 Silver Dollar)	Jun-98	2,645.00	10	2,645.00	0.00
		25158	PU SHELL	GEM TOP SN2053B0794 (surplus w/vehicle)	Jun-94	<u>781.86</u>	10	<u>781.86</u>	<u>0.00</u>
TOTAL HUMAN SERVICES								<u>3,426.86</u>	<u>0.00</u>
GRAND TOTAL								<u>\$ 63,151.71</u>	<u>\$ 3,007.95</u>