RESOLUTION 19-02
MADISON COUNTY FISCAL COURT
ASSET POLICY

Effective Date: 02 /26/2019
Revision Date:
Next Review Date: 02/01/2021

Purpose: The purpose for this policy is to establish the guidelines for the inventorying of Madison County Fiscal Court assets. Items defined as Non-expendable assets are required to be inventoried, managed and dispositioned in accordance with this policy. All other items that do not meet the criteria of Non-Expendable Items are not to be managed and inventoried in the asset management system but shall follow the disposition section of this policy.

Maintenance: The Judge Executive's Office has responsibility for the maintenance of this policy. This policy will be reviewed at least every two years.

Applicability: This policy is to be adhered to by all departments of Madison County Fiscal Court.

Responsibility: The control and accountability of County assets involves all County personnel outlined in the Applicability section, each are required to understand and follow the guidelines set forth in this document. Each department is responsible for assuring that their staff have been made aware of the provisions and that compliance is expected. Departments and staff shall also be aware that the intentional, inappropriate use may result in disciplinary action up to and including termination.

Policy:

1. **Non-Expendable Assets are defined as:**
   A. Any individual item with the replacement value of one thousand dollars or greater ($1,000.00).
   B. Any individual software license with the replacement value of five thousand ($5,000.00) or more.
   C. Any Display monitor (TV, computer monitor, display screen) regardless of cost.
   D. Any Desktop Computer, Laptop, Zero Client or Thin Client regardless of cost.
   E. Any Cellular Phone or Tablet regardless of cost.
   F. Any Router, Firewall or Network Appliance regardless of cost.

2. **Asset ID Tag**
   A. Any asset defined as a Non-Expendable asset shall require a property tag to be affixed to the item in an inconspicuous location that can be accessed for verification purposes.
   B. Any individual software license with the purchase price of five thousand dollars ($5,000.00) or greater per license shall require an asset ID number but no tag must be affixed.
   C. Asset ID Tags are to be obtained from the Madison County Information Technology Department by the Department Head or Agency Head.
   D. The Department Head or Agency Head shall affix the Asset ID Tag to the item when the item is received and then immediately enter the item into the asset management system prior to the item being placed in service.
   E. The Department Head or the Agency Head shall use the asset management system to issue the asset to a location, agency, department or individual. In all cases the receiver shall sign for the item and becomes responsible for its safe return after use.

3. **Lost, Stolen & Missing Items**
   A. If, at any time, any asset is determined to be lost, stolen, missing or otherwise unaccounted for, the department head is to be notified immediately. Additional notifications for certain items shall be made as described as below.

i. Any electronic device must be reported to the Department of Information Technology using the Lost and Stolen Form in the Employee Portal.

4. Biennial Asset Verification

A. The Department Head, Agency Head or their designee, shall verify all department assets at least once every two years.

i. All items shall be verified by using the asset management system where the last verification date is kept.

ii. Items discovered to be lost or missing during a verification process should be reported to the Department Head or Agency Head. Items of major concern should be reported to the Judge Executive's Office.

5. Establishment of Fair Market Value

A. The age of the property is determined from the date of purchase by the county.

B. The fair market value of the property shall be determined by like or comparable used items located on eBay, GovDeals.com, Kelley Blue Book, Equipment Trader, or other approved sites.

i. Documentation of fair market value must be filed in the asset management system and proof attached to the record.

6. Disposition of Property

A. All Department Heads shall confirm with the Madison County Judge Executive or designee prior to disposing of or transfer of county property that falls under this policy.

B. Fair market value of the property shall be determined prior to requesting permission for disposition. Any individual item determined to be at or above a fair market value of $5,000.00, if purchased with federal grant funding, requires special disposition instructions from the federal awarding agency. Documentation determining fair market value must be filed with the request for disposition through the asset management system.

C. The Department Head or designee shall act as a clearinghouse for all county property that may no longer be needed.

D. The department head must approve the disposal or receive authority from the federal awarding agency if valued at or above $5,000.00, prior to the disposal of the item. There are four primary methods of disposal of surplus property within a department:

i. <u>Transfers</u> -- to another department, agency, local government or a non-profit organization. Property Disposition form required, including documentation of fair market value; or

ii. <u>Trade-in</u> -- as part of the purchase of the same or equivalent item. This requires prior approval from the federal awarding agency if the item was purchased with Federal funds. Property Disposition form required, including documentation of fair market value; or

iii. <u>Sale of the item</u> – Items deemed eligible for sale shall be listed on GovDeals for a minimum of 14 days. If the item was purchased with federal funds, and is sold for $5,000.00 or greater, the funds must be returned to the federal awarding agency minus $500 or 10%, whichever is less (2 CFR 200.313 (e) (2).

I. Items that successfully sell shall have the Seller's Certificate attached to the record in the asset management system.

II. Items that do receive bids maybe destroyed or recycled. Property Disposition form required, including documentation of fair market value and proof of Closed/No Bids from GovDeals; or

iv. <u>Destruction of property.</u> Only if the property has no marketable value, marketable value is defined as; deemed too costly to repair or no longer viable for County use. Property Disposition form required, including documentation of fair market value.

RESOLUTION 19-02
Madison County, Kentucky

Madison County Judge/Exec

2-26-19
Date

Attest

2-27-19
Date