

## **RESOLUTION NO. 24-04**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND COULEE, WASHINGTON, ADOPTING POLICIES AND PROCEDURES FOR THE SMALL AND ATTRACTIVE ASSET ACCOUNTABILITY AND IDENTIFICATION SYSTEM FOR THE CITY OF GRAND COULEE WASHINGTON.**

The City Council of the City of Grand Coulee, Washington, does hereby resolve as follows:

#### **Section 1:**

#### **CITY OF GRAND COULEE SMALL AND ATTRACTIVE ASSETS POLICY AND PROCEDURES**

The following policies and procedures document a small and attractive asset accountability and identification system designed to ensure controls over items that might not be noticed immediately after their disappearance. The intent of this policy is to obtain accountability over items that do not meet the criteria of a fixed asset and would NOT be noticed immediately upon disappearance or replacement.

#### **I. POLICY**

It is the policy of the city to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed. The departments shall review and update records to be verified by a physical inventory at least once a year and provide such list to the Treasurer's office for monitoring differences between years.

##### **A. PURPOSE**

A small and attractive asset accountability and identification system gathers information allowing investigation of items missing that would otherwise not be noticed. The system should provide adequate stewardship over its resources through control and accountability.

##### **B. GENERAL**

Small and attractive assets are defined as easily moveable, desirable items with a unit cost of \$400.00 to \$4,999.99 and have a life expectancy of more than one year. Those items are either concealable or portable. Department heads can add other items under \$400.00 at their discretion.

**Concealable** items are defined as small enough to fit into one's pocket, bag, briefcase or back pack. (examples: electronic devices, radios, weapons; laptops, peripherals such as Personal Data Assistants (PDA) & software packages; etc.)

**Portable** items are defined as medium sized assets that can be easily carried. (examples: televisions, computers, printers, mobile hand or power equipment; rescue equipment; computer monitors, modems, cpu's, projectors, typewriters, lawn mowers, etc.)

#### **C. RESPONSIBILITY OF DEPARTMENT HEADS**

Each department head or their designee will prepare a list annually of their small and attractive assets. This list will be provided to the City Clerk/Treasurer by **January 31<sup>st</sup>** each year for monitoring.

Each department/fund will notify the City Clerk/Treasurer of any additions, deletions, interdepartmental transfers, modifications, or leases of property that is not reflected on the preliminary list. Deletions from the inventory should include items that were scrapped, cannibalized, lost or stolen, or damaged beyond salvage. The City Clerk/Treasurer will ensure the appropriate changes are made to the departments/funds small and attractive asset documentation. After the adjustments are made, the final list will be given to the department head or the Mayor to sign that it is true and correct.

A physical inventory will be conducted annually by the department to verify the existence and condition of all items on the Small and Attractive Assets list. Every two years the City Clerk/Treasurer's Office will help with the physical inventory verification with each department during the fall and /or winter months prior to January 31st.

#### **D. ASSET IDENTIFICATION**

The Small & Attractive Asset list will contain the serial number, model number and other key-identifying characteristics. All inventoried items will be assigned a unique city identification number by the Department Head and that assigned number will follow the asset throughout its life in the city's Small and Attractive Asset system. Metallic assets will be engraved with their identification number. Any asset that cannot be engraved will be marked with a permanent marker. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of.

Each department/fund should maintain a register of ID numbers that identify assets under their control. The city will use a 7-character field that has the capability of using alpha or numeric characters, or a combination of both, for their ID number. As an example; the first two being GC for Grand Coulee, the next two for city department such as, PW for Public Works, PD for Police. The Clerk/Treasurer will dispense labels for tracking numbers.

### **II. PROCEDURES**

#### **A. ADDITIONS**

The city may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the department/fund acquiring the item will add it to their Small and Attractive Asset database listing and mark the item with

the city's ID number. Quarterly the City Clerk/Treasurer's office will provide a list with documentation on all small and attractive assets acquired. This list will include department, date acquired (if known), serial numbers, brand, model numbers, order numbers, and city identification applied to the asset.

**B. DELETIONS**

Items previously acquired will eventually be disposed of and need to be deleted from the departments list. Deletion may be required due to a sale of the asset, scrapping, lost or stolen, or involuntary conversion (fire, flood, etc.). The department head controlling the item is the only one allowed to remove from their asset list. An Asset Disposal Sheet must be submitted in the event of deletion for any reason. Items lost or stolen may require additional reports to the police department, Mayor, and insurance company. Deletions brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim.

**C. TRANSFERS**

Occasional transfers of property between departments, individuals within a department or funds will occur. The original controlling department/fund is accountable for all items and for initiating a notice of transfer.

Interdepartmental transfers involving a proprietary fund (i.e. Water/Sewer) need to have a transfer of money. The sale price will be fair market value, which may result in a gain or a loss on the sale of assets. Interdepartmental transfers or intergovernmental (i.e. city to County or State) do not require the city to declare the item surplus or to do a public notice.

**D. LOST OR STOLEN ASSETS**

Whenever an item has been lost or stolen and all efforts have failed to recover it, the controlling department/fund shall notify the fiscal department, who will give a copy to the Mayor and the Police Chief. Ninety days after notification, if the item has not been found, the department head will send an Asset Missing Form to the City Clerk/Treasurer's office so the Department head may remove the asset from the asset inventory. Updated copies of the report will be sent to the Mayor, City Council, and the City Clerk/Treasurer's office.

**E. DONATED ASSETS**


Assets are sometimes donated to the city. If the donation is cash to be used in conjunction with the construction of a specific asset, the donation is reported as revenue (367 contribution and donations from private sources) in governmental funds; in proprietary funds, such donations are treated as contributed capital.

**Section 2:**

This Resolution shall take effect and be in force from the date of its passage.

Passed and adopted by the City Council of the City of Grand Coulee, State of Washington this  
17<sup>th</sup> day of September, 2024.

  
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Ruth Dalton, Mayor

Attest:   
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Lorna Pearce, Clerk Treasurer