ACCOUNTABLE EQUIPMENT

PURPOSE

To give general instructions on maintaining an accurate inventory list of accountable equipment items located in each Department throughout the County.

BACKGROUND

A. Per the County Manager’s memo dated 7-19-1994, it is each department’s responsibility to track all accountable equipment items in their possession.

B. Per the Finance Director’s memo dated 4-8-2002, accountable equipment items will have an original cost between $500.00 and $4,999.99 per item. Also, accountable equipment items will have a useful life of more than one year.

C. As a result of the Accountable Equipment Audit Report 2011-008, the County Manager established that accountable equipment should include all items with an original cost with a minimum threshold of $100.00. If a Department desires to raise its individual threshold, County Manager approval (in writing) is required in advance.

PROCEDURES

A. Additions - Whenever an accountable equipment item is purchased or obtained by gift or transfer, it will be added to the accountable equipment inventory list. Supporting documents for accountable equipment items purchased by the department may be maintained by the Fixed Asset Accountants if the item has an original cost between $500.00 and $4,999.99, and a courtesy list will be provided to Departments annually for reference only. Departments are responsible for ensuring the completeness and accuracy of their list.

B. Disposals/Surpluses - Whenever an accountable equipment item between $500.00 and $4,999.99 is disposed or surplused, it must have the written approval of the Department head and Finance Director. It will then be deleted from the accountable equipment inventory list that is maintained by the Fixed Asset Accountants. All accountable equipment items disposed or surplused must be listed on the Cobb County Surplus PropertyDisposition form. After approval by the Finance Director, a copy of the Surplus Property Disposition form and the items to be disposed of will be sent to the Purchasing Department. All other accountable equipment items disposed or surplused must be listed on the Surplus Property Disposition form and include the approval of the Department Head prior to being sent to the Purchasing Department.

C. Transfers – Departments should used the County’s revised Surplus Transfer Receipt form when transferring accountable equipment between departments to include the approving signature of both the outgoing and receiving Department Heads. This form should be maintained and included with the annual reconciliation of the physical inventory. This also applies to departments who purchase accountable equipment for other departments.

D. Missing Items - Any missing or lost accountable equipment items will be noted and investigated by the responsible department. Any discrepancies will be presented to the Department Head. A property loss form for items deemed missing, damaged, lost or stolen should be completed and signed by the Department Head. If an employee is found to be negligent with regard to their responsibility of handling the accountable equipment item, the net cost to replace the lost or damaged item should be borne by the employee. The County Manager will determine the level of negligence and net cost to be borne by the said employee.

E. Accountable Equipment Inventory list – an accountable equipment list for items between $500.00 and $4,999.99 will be distributed by the Fixed Asset Accountants to the responsible department as a courtesy; however, it is the Department’s responsibility to ensure overall completeness and accuracy. This list can be used in conjunction with the department’s current list which includes
ACCOUNTABLE EQUIPMENT

the accountable equipment items between $100.00 and $499.99. The Fixed Asset Accountants are not responsible for physically inspecting and tagging the items on this list.

F. Each department should designate a custodian whose sole responsibility is to maintain an accurate accountable equipment list. This list should be reconciled with the physical inventory count which is performed by a separate individual(s) at least annually and then reviewed and approved by the Department Head. If separating these duties is impractical, another staff member should accompany the custodian to maintain the integrity of the process. Applicable WEBI reports should be included in the overall reconciliation process. Documentation of all changes to accountable equipment lists (including items returned for credit) should be maintained and made available for review upon request.

G. Tagging accountable equipment – all accountable equipment items should be tagged or marked by the responsible department to reflect which department the item belongs to. Upgrades and additions to existing accountable equipment should be recorded with the same tag identification number. Where it is impractical to tag small tools and parts with an affixed label, departments should consider using a permanent marker or similar marking. Tags should generally be affixed or noted on the upper right hand corner of the accountable equipment item, where applicable. The Fixed Assets Accountants will only be responsible for tagging items with an original cost of > $5,000. (NOTE: The purchase of labels is the responsibility of each respective department.)

H. County-wide accountable equipment list – minimum requirements for each department’s accountable equipment list should include date of purchase, purchasing document information and number, object code, description of the item, unit cost, quantity, manufacturer’s serial number, County tag number if applicable and location of item. Departments can add to the list as long as the minimum requirements are met.

I. Physical inventory – a physical inventory of all accountable equipment items should be taken by the department once a year.

J. If the accountable equipment item is located in another department, the location and contact person should be listed on the Accountable Equipment database. In addition, the accountable equipment custodian for the department responsible for maintaining the items should confirm the continued existence of the items and periodically inspect the items. Representatives from both departments should sign as evidence of agreement. Likewise, the user departments should include these items on its list and cross reference to the other department’s list once a year.

K. (Property Management Department Only) – All accountable equipment items purchased in connection with a construction project will be transferred to the respective department(s) at the completion of the construction project using its recently developed transfer form. The approving signatures of both Department Heads are required, and the completed forms must be maintained.

GENERAL NOTES

A. General accountability for these items is the responsibility of the Department Managers, but individual accountability rests with each employee assigned the accountable equipment items.

B. Supplies and small items or equipment costing less than $100 are excluded from the requirements of this policy; however, adequate and cost-effective measures should be established to safeguard and monitor their usage, such as appropriate control over access to those supplies of relatively greater value and/or supplies susceptible to theft.

C. While Departments have discretion in setting their threshold, the following items are considered ‘small and attractive’ accountable equipment items and should be included on A/E lists:

- Weapons, firearms and all related items
- Communications equipment (both audio and video)
- Optical devices (binoculars, telescopes, infrared viewers, range finders)
- Cameras and photographic projection equipment
- Microcomputers systems, Laptops, Notebook computers
 ACCOUNTABLE EQUIPMENT

- Other data processing accessory equipment and components (scanners, printers, data displays, palm pilots)
- Radios, Televisions, Tape Recorders, CD players and burners, Video cameras, VCRS
- External zip drives, CD burners/writers, Laser discs (storage devices)
- Cellular phones, Fax machines
- Flat screen and specialty monitors

This list is not all inclusive, but it provides a general guideline for Departments to use.