



## **SMALL AND ATTRACTIVE ASSETS POLICY**

### **1. Purpose:**

The following policy and procedure document a small and attractive assets system designed to ensure control over items that do not meet the criteria of a fixed asset and would not be noticed immediately upon disappearance or replacement.

### **2. Policy:**

It is the policy of Columbia County Public Transportation to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed.

#### **2.1 GENERAL**

A small and attractive item is an item with a lifespan greater than one year; that management has identified as being particular at risk or vulnerable to loss; and that the original purchase price is greater than \$100, or is deemed by management to be a high risk item. Items with a value greater than Columbia County Public Transportation Capitalization Policy are not considered small and attractive assets. Examples include, but are not limited to cameras, projectors, shop tools, etc.

#### **2.2 RESPONSIBILITY OF DEPARTMENT HEADS AND SUPERVISORS**

Each department head, supervisor, or their designee will prepare a Small and Attractive Inventory List annually of their small and attractive items. This inventory list will be saved in a shared document, allowing the Finance Manager access for monitoring purposes.

#### **2.3 ASSET IDENTIFICATION**

The asset list will contain the item description, serial number, model, original purchase price, and disposal method. When the item is added to the inventory list, each piece of property will be engraved or marked with Columbia County Public Transportation's (CCPT) name and or inventory control. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of.

### 3. PROCEDURES:

#### 3.1 ADDITIONS

Columbia County Public Transportation may acquire property via purchase, construction, donation, or lease. When the property is received, the department or their designee will add it to their Small and Attractive Assets Inventory List (attached exhibit A) and mark the item with Columbia County Public Transportation's name and or inventory control.

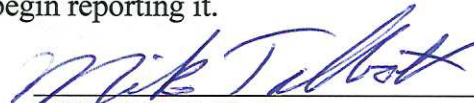
#### 3.2 DELETIONS

Deletion may be required due to a sale of the asset, scrapping, mysterious disappearance (lost), or involuntary conversion (fire, flood, theft, etc.) The department head will determine when an asset is to be removed from the list. Once an item is to be removed, it will be added to the Public Surplus list (attached exhibit B), which will then need approval from the board of directors through resolution. Once the board approves, items will be listed for public auction.

Items disappearing mysteriously may require additional reports to the Police Department, Board of Directors and/or Insurance Company. Deletions brought about because of natural disasters or theft would require reporting to the insurance provider for an eventual reimbursement claim.

#### 3.3 TRANSFERS

Occasional transfers of property between Government Entities will occur. The original controlling agency is accountable for initiating a notice of transfer by completing the Disposal/Transfer Information Notice. The receiving department will note on their inventory listing receipt of the asset and begin reporting it.

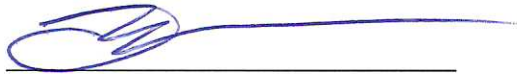
  
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Mike Talbott Chairman

  
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Chuck Amerein

  
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Ryan Rundell

  
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Zach Weatherford

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Richard Ells

  
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Attested by David Ocampo GM

# FIXED ASSET RECORD with FIXED-DECLINING BALANCE DEPRECIATION

## EXAMPLE: EXHIBIT A

Date	Description	Serial Number	Cost	Shop Tool	Other	Disposal	Method Of Disposal	In Service
	2 1/2 Max Steel stanley Tape measure			Y				Y
	12v Ryobi Drill	CS094823241		\$49.97 Y				Y
	12v Ryobi Drill	CS16504D230631		\$49.97 Y				Y
	12v Ryobi Charger	CS0948		Y				Y
	12v Ryobi Charger	C123L		Y				Y
	Klutch Multi Socket Set	*1591602		\$119.99 Y				Y
	Ingersoll Rand 1/2 Impact Gun	S117C		\$204.99 Y				Y
	Wagner Digital Heat Gun	G338AT		\$69.97 Y				Y
	Homebright Dual Temp Heat Gun	GC800950		Y				Y
	Napa Fan Clutch Tool Set	*44570		Y				Y
	DeWalt 7" Polisher	*146686		\$199 Y				Y
	Craftsman 5g Portable Compressor	*1015		Y				Y
	Northstar 20g Compressor	A17010522		\$469.99 Y				Y
	Napa Battery Charger	*1018		Y				Y
	Launch Code Scanner	*964890062394		Y				Y
	Solar Battery Tester	D105120023-0183		Y				Y
	Iron ton 2 pk Compact wheel chocks	*29378		\$7.99 Y			Left in Bus 135 anchor box	n
	Klutch HD Hose Reel	*49588		\$79.99 Y				Y

**COLUMBIA COUNTY PUBLIC TRANSPORTATION  
SURPLUS ITEMS  
RESOLUTION XXXX-XX  
EXAMPLE: EXHIBIT B**

	<b>CCPT TAG #</b>	<b>Item or description</b>	<b>Model</b>	<b>Serial Number</b>	<b>Disposal Method</b> <small>Sold-recycle- Landfill-Other</small>
1		Zippered Lockable Money Bags (11)	na	na	
2		T650/tab E Tablet Case	na	na	
3		Roadster Pro hands Free Speaker (2)			
4		Roadster II Hands Free Speaker (3)			
5		Roadster TZ900 Hands Free Speaker (5)			
6		Fellows Keyboard Tray	8035901	na	
7		Box of Misc. Electronic parts	na	na	
8		6 Shelf Book Case	This item was traded for a smaller book shelf in the Finance Office. The smaller book shelf was then put in the bus bay for driver use.		
9		4 Drawer File cabinet (2)	na	na	
10		2 Drawer Metal File Cabinet	na	na	
11		2 Drawer Large Wood File Cabinet	na	na	
12		Vehicle Snow Chains (7)		na	
13		Tires and Wheels (tbd)	na	na	
14		Bus Double Seat	na	na	
15		Bus Driver Seat	na	na	
16		Bus Rear Bumper	na	na	