![Communities Connected for Kids logo]

Series	1100: Technology, Data, Records, and Reporting
Policy Name	**Property Management**
Policy Number	1112
Origination Date	11/1/2013 **Revision Date:** July 1, 2018
Regulation	
Attachments:	
Policy	To record Communities Connected for Kids (CCKIDS) assets according to generally accepted accounting principles and maintain a tracking system in order to safeguard and provide adequate insurance coverage.

Procedure

1. Purchase

   a. All ***purchases*** of assets must follow agency purchasing procedures such as the submission of an Communities Connected for Kids PURCHASE REQUEST, proper approvals and written bids as required. The person ordering equipment will not be the same person receiving and approving payment.

      1) All purchases of computer software over the amount of $2,000 and has an expected useful life of one (1) year or more are capitalized and depreciated.

      2) All purchases of other assets, including computer hardware, furniture, equipment and leasehold and building improvements, over the amount of $2,000 and have an expected useful life of one (1) year or more are capitalized and depreciated.

      3) All purchases made with grant or contract funds must follow the prescribed requirements for ownership, inventory records, inventory tags and reporting to the granting agency.

   b. All capital purchases will be recorded as an asset of Communities Connected for Kids according to generally accepted accounting principles.

      1) The cost of equipment will include: purchase price; freight and handling charges incurred; insurance on the equipment while in transit; and the cost of assembling and installation.

      2) The cost of land will include: purchase price; costs incurred in "closing", such as title to the land, attorney's fees and recording fees; costs incurred in getting the land in condition for its intended use, such as grading, filling, draining and clearing; and any additional land improvements that have an indefinite life.

      3) The cost of buildings includes all expenditures related directly to their acquisition or construction such as: materials, labor and overhead costs incurred during construction; and any fees such as attorney's, architect's and building permits.

    4)   Donated assets will be recorded using the fair market value.

2. Donation or transfer

The **donation or transfer** of any piece of equipment or real property (land, building or improvements to buildings) must be reported to the IT Department. The donation or transfer is to be documented on the Transfer/Disposal/Donation of Property form. This form is forwarded to the Director Information Technology

3. Sale or Trade-In

The **sale, trade-in or disposal** of any piece of equipment or real property (land, building or improvements to buildings) must be approved by the Director of Information Technology and Administration (or designee) prior to the sale, trade-in or disposal.

    a. Research must be completed by the Accounting Department to determine the origin of the asset and to determine if there are any restrictions on the asset. If the asset was purchased with grant or contract funds, proper procedures must be followed to meet the granting agency requirements. The Director of Information Technology and Administration must authorize the sale, trade-in or disposal on assets purchased with grant or contract funds.

    b. If the Director of Information Technology and Administration has given approval to proceed with the sale, trade-in or disposal, then it is to be documented on the Transfer/ Disposal/Donation of Property form and forwarded to the Director of Information Technology.

4. PRIDE

    a. Staff who are responsible for purchasing equipment for programs that are funded through State dollars must research the cost and availability of these items from PRIDE prior to making a decision to purchase the equipment from another vendor.

    b. Staff must purchase the items from PRIDE when the items to be purchased are cheaper or are the same price from another vendor,

    c. Staff must clearly document the research when preparing the requisition to purchase. If it is determined that PRIDE does not offer the equipment, the equipment can be purchased from a different vendor at a considerable savings, or PRIDE is unable to provide the equipment in a timely manner to meet state spending and service provision guidelines, staff must clearly document this information. Senior management will make a decision based on the research.

    d. If equipment is purchased from another vendor, the supporting documentation will be submitted to the contract manager for approval before the equipment is ordered.

5. Inventory

    a. The Information Technology (IT) Department will attach a Communities Connected for Kids' property tag to the asset. The asset tag will list Model Number, Serial Number and Warranty End Date. The inventory will be updated by the Director when the tag is affixed indicating the Assigned To, Asset Type, Asset Number, Serial Number, Date Assigned, Date Purchased, Vendor, Warranty Date, Fund Source, Asset Cost, Asset Depreciation, Location, Inventoried Date, Inventoried By and general purchased information in asset comments field.

    b. A complete physical inventory of all property and equipment will be made at least annually. This annual inventory must be matched to the automated Fixed Assets software (HRTracker). All

discrepancies must be researched and resolved. The employee performing this review will not be the same individual who maintains the asset records or custody of the assets.

c. The inventory of fixed assets is maintained by the Chief Financial Officer and Administration or designee on Fixed Asset software.

    1) All new or donated capital assets are recorded at the time of purchase.
    2) The database is verified monthly against the general ledger for accuracy.
    3) Annually, an Acquisition Report is submitted to the Chief Financial Officer and Administration.

d. Depreciation is calculated by the software and recorded on a monthly basis. Donated assets will be depreciated individually based on the estimated useful lives. Useful life guidelines are as follows:

~ Buildings and Building Improvements	30 years
~ Furniture, Equipment, software	3 years
~ Leasehold Improvements	Life of leases

The database is verified annually against the general ledger for accuracy.

Approved: _____

Carol A. Deloach, CEO

July 1, 2018