

# Stark County Board of Developmental Disabilities

Policy 2.07 Annual Inventory and Disposition of Property	Effective: 6/16/15
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## ANNUAL INVENTORY AND DISPOSITION OF PROPERTY

### POLICY

The Board recognizes the requirement to maintain accurate records for the acquisition and disposition of inventory and assets. The Board also acknowledges the requirement to submit annual reports to the county auditor, on the second Monday in January each year, that summarize the inventory and assets owned as of the end of the prior year.

A periodic physical inventory is necessary for accountability and control. Establishing the capital asset system, along with identifying, tagging and building the initial capital asset records, necessitates a complete physical inventory, which will be completed at least every 5 years in conjunction with the Stark County Auditor.

This inventory is distinct from that required by the cost report.

The Superintendent shall develop procedures to implement this policy.

Reference: ORC § 305.18

<b>Historical Resolution Information</b>	Reviewer(s):
<b>Date</b> <b>Resolution Number</b>	Superintendent
2-18-12      02-18-12	CFO/Business Manager
5-16-15      05-28-15	

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## ANNUAL INVENTORY AND DISPOSITION OF PROPERTY

### PROCEDURE

1. The Accounting Supervisor is responsible to ensure that the physical inventory is complete. That complete inventory audit will be accomplished once every five years, in conjunction with the Stark County Auditor. The Accounting Supervisor will plan enough time for completing this audit prior to the end of the year so that the reports will be submitted to the County Auditor by the second Monday in January.
2. During the four years between the complete audit of inventory and assets, the Accounting Supervisor will follow the procedures outlined in the Stark County Capital Asset Policy Manual for inventory and disposition of property. A 100 percent audit is not required during those four years. The Stark County policy states that in the years where a complete inventory is not taken, physical inventories will be checked on a rotating basis with each county elected official, department, or board. The following comparisons will be done during the four years that complete inventories are not taken:
  - a. Compare a sample of capital asset purchases to the capital asset list to make sure they were properly recorded.
  - b. Compare a sample of capital assets sold to the capital asset list to make sure the asset records now indicate the sale.
  - c. Compare a sample of assets, selected by observations from throughout the county to the capital asset list to make sure they are identified on the list and the associated information has been properly recorded.
  - d. Select a sample of assets from the capital asset list and trace the records to locations identified to verify the physical existence of the assets.
3. The Accounting Supervisor will maintain a database that documents the Board's capital assets. This database will be used to track all purchases and disposals of the Board's capital assets. On an annual basis the Board will reconcile its list of assets to the asset list held by the Stark County Auditor.
  - a. The Board's database should maintain the following information:  
Asset Number, Asset Description, Model #, Serial #, Purchase Order #, Department, Location, Fund, Vendor Name, Account Number, Acquisition Type and Date, Original Cost and Useful Life.