

**CITY OF LA VISTA  
COUNCIL POLICY STATEMENT**

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**ASSET CONTROL PROGRAM**

Issued: June, 16, 2009  
Resolution No. 09-056

**Introduction**

The Asset Control Program for the City of La Vista shall be an efficient system of accounting for property owned by the City and will be coordinated by the Finance Department.

Department Directors will be responsible for tracking and controlling all property owned by the City of La Vista. Property over an established value threshold will be appropriately identified, periodically verified, transferred according to established guidelines and accounted for in a computerized database system by Finance Department personnel and the designated Property Coordinators from all City departments.

**Asset Control**

Maintaining an effective and accurate inventory of City-owned property (assets) is necessary for insurance and reporting purposes. The Finance Department is responsible for the maintenance of automated inventory records for City property over the established value threshold and for reporting said assets as part of the City's Financial Statements.

The City Finance Director and the City's auditor will establish the depreciation method and the useful life of City-owned property.

**Asset Inventory**

The Finance Department will periodically perform a physical inventory of the assets within each Department and Property Coordinators will be notified prior to the actual physical count. A list of assets assigned to each location will be generated from the automated database records. The list will include an inventory number, description of the item, the account number and a location where the item can be found. The individuals performing the inventory will verify the location of each item on the list and identify any new assets that need to be assigned an inventory number and added to the database. If there are items on the list that are not found, an inquiry will be made to determine the location or disposition of the item(s). Finance Personnel and Property Coordinators will complete any necessary disposition forms or theft reports.

**Asset Accountability**

Department Directors shall:

1. Appoint a Property Coordinator for their Department.
2. Make each employee aware of the Asset Control policy.
3. Inform employees that the City is not responsible for personal items brought into the workplace.

Property Coordinators shall:

1. Serve as the liaison regarding property between their department and the Finance Department.
2. Be responsible for assisting the Finance Department with maintaining the fixed asset inventory and periodic inventory of the equipment.
3. Be aware of all equipment additions, transfers and disposals in their department and report the same to the Finance Department when the event occurs and according to the following procedure.
  - a. Acquisition of property over the value threshold shall be reported to the Finance Department on the Fixed Asset Report Form accompanied by a copy of the purchase order and the invoice.
  - b. Acquisition of property over the value threshold that must be licensed shall, in addition to the above requirements, be reported to the City Clerk with all original paperwork (invoice, certificate of origin, sales and use tax statement, and application of title).
  - b. City property that has become unserviceable, unusable, or outdated may be considered surplus. Disposal of surplus property can be accomplished by transfer, trade-in, auction or disposal.
    - 1) Transfer - Equipment that is included in the database can be transferred to another department within the City by completing the Fixed Asset Report Form and sending a copy to the Finance Department and the City Clerk. Property Coordinators in both the transferring and the receiving department should also keep copies of the form.
    - 2) Disposal - If property is determined to be surplus, the Fixed Asset Report Form shall be completed and arrangements made with the Finance Department regarding disposal. The Finance Director and the Department Director will make the decision regarding which property shall be sold at auction, traded-in or otherwise disposed of. (All auction proceeds shall become general fund revenue.)

**Current Value Threshold**

The current value threshold for property to be included in the City's asset database shall be \$2,500.