

<b>Small and Attractive Assets</b>		
<b>Policy</b>		
Index: Finance	Number:	<a href="#">FIN-POL-2017-001</a>
Effective Date: Fiscal Year 2016	Staff Contact: Patricia Soule, Finance Director	

**1.0 POLICY:**

It is the policy of the City to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed. The departments shall code all small and attractive items to the BARS code created for those items and maintain records to be verified by a physical inventory a least once a year and provide such list to Finance for monitoring differences between years.

**2.0 PURPOSE:**

To provide guidelines for identifying and tracking small and attractive assets designed to ensure controls over items that are particularly at risk or vulnerable to loss (walk away items, marketable, or diverted for personal use), required to be tracked for compliance (grants), and need to be tracked to protect public safety and avoid potential liability (weapons, firearms, signal guns & accessories). The intent of this policy is to obtain accountability over assets that do not meet the capitalization policy but the City considers particularly vulnerable to loss, thus subject to special property control.

**3.0 GENERAL:**

Small and attractive items are defined as items that are easily moveable, desirable, compliance required, or a potential danger to public safety with a unit cost of \$500.00 to \$4,999.99, have a life expectancy of more than one year, and are either concealable or portable.

**Concealable** items are defined as small enough to fit into one’s pocket, bag, briefcase or back pack.

- Electronic devices, radios, weapons, firearms, signal guns, laptops, handheld radios, etc.

**Portable** items are defined as medium sized assets that can be easily carried.

- Televisions, CPU’s, printers, mobile hand or power equipment, police and/or fire equipment, lawn mowers, etc.

**4.0 RESPONSIBILITY OF DEPARTMENT HEADS**

All Departments/Divisions

Each department head or their designee will prepare a list annually (or more frequently as requested by Finance) of their small and attractive items. The list will be provided to the Finance Department by January 31<sup>st</sup> each year for monitoring.

The list will contain additions, deletions, interdepartmental transfers, modification or other changes to the list. Deletion for the inventory should include items that were scrapped, disappeared mysteriously, damaged beyond salvage, or used for repairs of like items. Once the list is verified against the BARS account number for Small and Attractive it will be signed by the department head and reviewed and signed off by the Finance Director or designee at year-end.

## **5.0 REFERENCES:**

RCW 43.09.200

Section 3.1.3.30 and 3.3.5.10 of Budgeting, Accounting and Reporting System (BARS) Manual  
GASB Best Practice: Maintaining Control over Items that are Not Capitalized

<b>Small and Attractive Assets</b>		
<b>Procedure</b>		
Index: Finance	Number:	
Effective Date: Fiscal Year 2016	Staff Contact: Patricia Soule, Finance Director	

**1.0 ASSET IDENTIFICATION**

Small and attractive items are defined as items that are easily moveable, desirable, compliance required, or a potential danger to public safety with a unit cost of \$500.00 to \$4,999.99 and have a life expectancy of more than one year. Those items are either concealable or portable.

**2.0 ADDITIONS:**

The Small & Attractive list will be generated initially from the BARS account setup for Small & Attractive items and departments will record any purchases there. The department purchasing the item will need to complete a “Small and Attractive Asset Form”, see Attachment A, to the invoice when coding the item and attach before sending the invoice to Finance.

A comprehensive list will be generated in Finance from that BARS number and distributed to departments to fill in the following columns: Serial number, city asset tag # (added to item by Purchasing), where physically located, department responsible, and custodian of the item.

The City Asset Tag will need to be added to all new purchases when the item is received. To obtain the tag the departments will need to coordinate with the Purchasing Department located at Public Works, and they will attach the tag to the asset.

**3.0 DELETIONS**

Items added will eventually need to be removed from the list. This may occur from sale, scrapping, surplus, disappearance, or loss due to involuntary conversion (fire, flood, etc.).

The department head controlling the item, or designee, is the individual in a position to trigger the removal from the list. The list maintained will have a columns for Removal, Reason, and Notes. Those areas must be filled in before submitting the list for approval at least annually (or more frequently as requested by Finance).

If those deletions trigger the need to remove from insurance or for public safety reasons, those should be reported immediately to the Department Director and City Administrator. If something is reported missing and is also a sensitive item, it may require an investigation that would involve Administration and Finance.

#### **4.0 TRANSFERS**

If an items is transferred to another department, there must be a notification on the spreadsheet(s) for the department transferring the item and the department receiving the item.



## CITY OF OAK HARBOR

### Small and Attractive Asset Form

**(NEW items only)**

865 S.E. Barrington Drive  
Oak Harbor, WA. 98277-4092  
(360) 279-4500

Department (Division)		BARS Account No.
Transferred to/Sold to:		City Tag Number
Location/Custodian		Equipment Serial No.
Equipment Year	Make	Model
Purchased From (Vendor)		Purchase Price/Book Value
Effective Date	Invoice No.	
Equipment Description/Condition:		
Additional Comments:		
Authorized Signature		
Authorized Signature		

Note: For any further assistance, please contact Jessica Dela Cruz ext. 4533

**Please Attach Completed Copy to Invoice Prior to Payment.**

Expenditure Accounts

Type	Year	Account Number	Title
E	2017	001.05.511.60.3515	SMALL & ATTRACTIVE
E	2017	001.15.513.10.3515	SMALL & ATTRACTIVE
E	2017	001.20.513.10.3515	SMALL & ATTRACTIVE
E	2017	001.25.558.70.3515	SMALL & ATTRACTIVE
E	2017	001.28.518.10.3515	SMALL & ATTRACTIVE
E	2017	001.30.514.20.3515	SMALL & ATTRACTIVE
E	2017	001.35.515.30.3515	SMALL & ATTRACTIVE
E	2017	001.38.558.50.3515	SMALL & ATTRACTIVE
E	2017	001.38.558.60.3515	SMALL & ATTRACTIVE
E	2017	001.45.518.30.3515	SMALL & ATTRACTIVE
E	2017	001.50.521.10.3515	SMALL & ATTRACTIVE
E	2017	001.50.521.11.3515	SMALL & ATTRACTIVE
E	2017	001.50.521.21.3515	SMALL & ATTRACTIVE
E	2017	001.50.521.40.3515	SMALL & ATTRACTIVE
E	2017	001.50.521.50.3515	SMALL & ATTRACTIVE
E	2017	001.50.521.70.3515	SMALL & ATTRACTIVE
E	2017	001.50.523.50.3515	SMALL & ATTRACTIVE
E	2017	001.52.554.30.3515	SMALL & ATTRACTIVE
E	2017	001.55.522.10.3515	SMALL & ATTRACTIVE
E	2017	001.55.522.20.3515	SMALL & ATTRACTIVE
E	2017	001.55.522.30.3515	SMALL & ATTRACTIVE
E	2017	001.55.522.41.3515	SMALL & ATTRACTIVE
E	2017	001.55.522.50.3515	SMALL & ATTRACTIVE
E	2017	001.60.525.60.3515	SMALL & ATTRACTIVE
E	2017	001.70.576.80.3515	SMALL & ATTRACTIVE
E	2017	101.00.542.31.3515	SMALL & ATTRACTIVE
E	2017	101.00.542.61.3515	SMALL & ATTRACTIVE
E	2017	101.00.542.64.3515	SMALL & ATTRACTIVE
E	2017	101.00.542.90.3515	SMALL & ATTRACTIVE
E	2017	129.10.569.00.3515	SMALL & ATTRACTIVE
E	2017	129.10.569.10.3515	TRAVEL - SMALL & ATTRACTIVE
E	2017	401.00.534.00.3515	SMALL & ATTRACTIVE
E	2017	402.10.535.00.3515	SMALL & ATTRACTIVE
E	2017	402.20.535.00.3515	SMALL & ATTRACTIVE
E	2017	402.30.535.00.3515	SMALL & ATTRACTIVE
E	2017	403.10.537.00.3515	SMALL & ATTRACTIVE
E	2017	403.20.537.00.3515	SMALL & ATTRACTIVE

Expenditure Accounts

<u>Type</u>	<u>Year</u>	<u>Account Number</u>	<u>Title</u>
E	2017	403.30.537.00.3515	SMALL & ATTRACTIVE
E	2017	403.40.537.00.3515	SMALL & ATTRACTIVE
E	2017	404.00.542.90.3515	SMALL & ATTRACTIVE
E	2017	404.20.542.40.3515	SMALL & ATTRACTIVE
E	2017	404.30.542.71.3515	SMALL & ATTRACTIVE
E	2017	410.00.575.70.3515	SMALL & ATTRACTIVE
E	2017	422.30.535.00.3515	SMALL & ATTRACTIVE
E	2017	501.00.548.68.3515	SMALL & ATTRACTIVE
E	2017	502.00.518.40.3515	SMALL & ATTRACTIVE
E	2017	502.20.518.80.3515	SMALL & ATTRACTIVE
E	2017	510.20.558.60.3515	SMALL & ATTRACTIVE
E	2017	510.50.518.20.3515	SMALL & ATTRACTIVE