

Department of Public Safety / Division of Corrections

CHAPTER:	1	Administration and Management	1.2.7
SECTION:	2	Business Office Management	EFFECTIVE DATE: July 12, 2004
SUBJECT:	7	Fixed Asset Accounting	
APPROVED: Gene Stubblefield COMMISSIONER OF CORRECTIONS			REVISION DATE: 4 /12 / 2010
			DATE:
Reviewed:4/10 Rescind: 1.2.7 of 7/12/04			

I. POLICY

It is the policy of the Division of Corrections to ensure that generally accepted accounting procedures are followed to ensure that all fixed assets are adequately safeguarded and appropriately utilized.

II. PURPOSE

To ensure uniformity in accounting treatment with respect to fixed assets.

III. APPLICABILITY

All Division of Corrections' employees are responsible for the following procedures.

IV. STANDARDS

ACA Adult Local Detention Facilities, 4th Edition

7D-15

Inventory control of property, stores, and other assets, and requisition and purchase of supplies and equipment, comply with applicable statutes and regulations.

V. DEFINITIONS

Division of Corrections Asset Listing: A listing of assets that may or may not be included on the FAMS Report and may or may not be tagged. The list maintained by FAMS Coordinator will include a full description of each asset, the current location of each item, and if known manner of acquisition or funding source (General Revenue or Inmate Improvement Fund). The description must include the serial number of all items having such a number, cost, acquisition date, invoice number, and supplier.

FAMS Assets: Assets included in the City of St. Louis Fixed Assets Management System.

FAMS Report: A listing maintained by the Comptroller of all assets above a minimum value established by the Comptroller's Office.

VI. CANCELLATION

This policy cancels all previous Division policies, statements, memorandums, directives, orders, notices, rules and regulations which are inconsistent with this policy.

VII. GENERAL INFORMATION

1. The Business Office Supervisor in consultation with the Detention Center Superintendent of Administration will ensure that inventory control of property, stores, and other assets, and requisition and purchase of supplies and equipment, comply with applicable statutes.
2. The Business Office Supervisor will ensure that City of St. Louis guidelines are followed in determining which assets are to be designated as FAMS Assets.
3. The Business Office Supervisor will ensure that all guidelines and procedures adopted by the City of St. Louis are followed in regards to fixed asset accounting.
4. The Business Office Supervisor or an individual designated by the Business Office Supervisor will serve as the FAMS Coordinator.
5. All Division of Corrections employees are expected to immediately report in writing abuse, misuse, or misappropriation of any Division of Corrections asset(s) to their supervisor.

VIII. PROCEDURES

A. Developing the Asset Listing

1. The Business Office Supervisor will determine if an asset should be included on the Division of Corrections Asset Listing.
2. The FAMS Coordinator will assist the Business Office Supervisor in identifying assets to be included on the Division of Corrections Asset Listing.
3. The FAMS Coordinator will be responsible for adding assets to the Division of Corrections Asset Listing when instructed to do so by the Business Office Manager.

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4. The FAMS Coordinator will be responsible for affixing property identification tags to assets whenever it is feasible to do so.

B. Asset Inventories

1. The FAMS Coordinator will be responsible for conducting a physical inventory of all assets and for reconciling the results of the physical inventory to the asset listing at least once annually
- . 2. The FAMS Coordinator will be responsible for reconciling the items listed on the asset listing as FAMS assets to the FAMS Report provided by the Comptroller's Office at least once annually
3. The FAMS Coordinator will provide a signed and dated report of all inventories along with all working documents generated in conducting inventories to the Business Office Supervisor.
4. The FAMS Coordinator will submit a FAMS Asset Retirement Data Sheet to the Business Office Supervisor. For assets that are listed on the FAMS Report but not located upon performing an inventory of all assets.
5. The FAMS Coordinator will submit a completed FAMS Asset Addition Data Sheet to the Business Office Supervisor if any assets are located upon performing an inventory of all assets which should be included on the FAMS Report but have not yet been added to the report.
6. The Business Office Supervisor will obtain the signature of the Correctional Superintendent on all FAMS Asset Addition Data Sheets and FAMS Asset Retirement Data Sheets, forward the originals of all forms to the Comptroller's Office to update the FAMS Report and provide a copy of each form to the FAMS Coordinator to be retained on file.
7. The Business Office Supervisor will review, sign and date all inventory reports provided by the FAMS Coordinator and will retain all supporting documentation on file to document that the inventory was performed.

C. Relocation of Assets within the Division of Corrections

1. Executive staff members are responsible for notifying the FAMS Coordinator whenever a tagged item located within their area of responsibility is re-located within their area.
2. Each executive staff member will be responsible for submitting an Asset Removal Request Form to the FAMS Coordinator if they no longer desire to have a tagged item located in their area of responsibility.

3. The FAMS Coordinator will be responsible for attempting to identify another useful purpose for the tagged item. If a useful purpose cannot be identified, the FAMS Coordinator will notify the Business Office Supervisor.

D. Off-site repairs of Assets

1. Staff members responsible for control of assets to be sent out for repair must submit an Asset Removal Request Form to the FAMS Coordinator.
2. The FAMS Coordinator will inspect the item to verify the accuracy of the information provided on the Asset Removal Request Form.
3. The FAMS Coordinator will retain the Asset Removal Request Form until the item has been returned.
4. The FAMS Coordinator will be notified upon the return of items to the Division of Corrections. The FAMS Coordinator will inspect items being returned to verify that they are the same items sent out for repair, will verify that the item has been turned over to the staff member responsible for control of the item and will verify the location of the item in the facilities.

E. Disposal of Assets

1. The Business Office Supervisor consults with the FAMS Coordinator and other staff to determine if it is necessary to dispose of an asset.
2. The Business Office Supervisor instructs the FAMS Coordinator to prepare a Declaration of Surplus Property Form.
3. The FAMS Coordinator completes the Declaration of Surplus Property Form and submits it to the Business Office Supervisor.
4. The Business Office Supervisor submits the form to the Commissioner/designee for signature of approval.
5. The Detention Commissioner/designee signs the form and returns it to the Business Office Supervisor.
6. The Business Office Supervisor submits the original signed Declaration of Surplus Property Form to the City of St. Louis Supply Division and provides a copy to the FAMS Coordinator to be retained on file.
7. The City of St. Louis Supply Division determines if there is another useful purpose for the asset(s) or if the asset(s) should be disposed of and notifies the Division of its determination.

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8. If the Supply Division determines that an asset is to be transferred to another City department, the FAMS Coordinator makes arrangements to transfer the asset.
9. If the asset to be transferred is included on the FAMS Report the FAMS Coordinator completes a FAMS Asset Transfer Data Sheet and submits it to the Business Office Supervisor.
10. The Business Office Supervisor submits the FAMS Asset Transfer Data Sheet to the Correctional Superintendent for signature of approval.
11. The Commissioner/designee signs the FAMS Asset Transfer Data Sheet and returns it to the Business Office Supervisor.
12. The Business Office Supervisor submits the original signed FAMS Asset Transfer Data Sheet to the Comptroller's Office and provides a copy to the FAMS Coordinator to be retained on file.
13. If the Supply Division determines that an asset should be disposed of, the FAMS Coordinator makes arrangements to dispose of the asset. A contractor approved by the Supply Division will be utilized to dispose of all electronic equipment designated as surplus property by the St. Louis City Supply Division.
14. If the asset to be disposed of is included on the FAMS Report, the FAMS Coordinator completes a FAMS Asset Retirement Data Sheet and submits it to the Business Office Supervisor.
15. The Business Office Supervisor submits the FAMS Asset Retirement Data Sheet to the Commissioner/designee for signature of approval.
16. The Commissioner/designee signs the FAMS Asset Retirement Data Sheet and returns it to the Business Office Supervisor.
17. The Business Office Supervisor submits the original signed FAMS Asset Retirement Data Sheet to the Comptroller's Office and provides a copy to the FAMS Coordinator to be retained on file.
18. The FAMS Coordinator will record the date of disposal or transfer of assets and remove the asset from the listing of Division of Corrections assets.

IX. FORMS

The following forms are included within this policy and procedure:

Declaration of Surplus Property
Asset Removal Request Form

FAMS Asset Addition Data Sheet
FAMS Asset Retirement Data Sheet
FAMS Asset Transfer Data Sheet
FAMS Report

X. SEVERABILITY CLAUSE

If any part of this policy is, for any reason, held to be in excess of the authority of the appointing authority, such decisions will not affect any other part of this policy.

XI. TRAINING

This policy and procedure will be included in the First-Year Training and subsequent In-Service Trainings for Business Office and the executive Management.