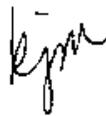


Memorandum
Auditor-Controller Department
County of Placer

TO: Honorable Board of Supervisors
FROM: Katherine J. Martinis, Auditor-Controller 
DATE: February 9, 2007
SUBJECT: Fixed Assets Annual Inventory Exceptions

Action Requested/Recommendation

It is requested that your Board approve the attached Resolution to remove fixed assets from the County's Financial Records.

Background

Per the requirements of Government Code Section 24051, all County Departments have filed the annual inventory of fixed assets with the Auditor-Controller's Office.

The Auditor-Controller is responsible for maintaining the countywide inventory. Assets that cannot be located by departments may only be removed from the inventory upon Board approval. Attached is a list of fixed assets proposed for removal. Also enclosed are memos from the departments requesting relief of accountability.

Fiscal Impact

None

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF PLACER, STATE OF CALIFORNIA**

**In the matter of: A Resolution to remove fixed assets
from the County's Financial Records, based on
annual inventories submitted by County
Departments to the Auditor-Controller.**

**Resol. No. _____
Ord. No. _____
First Reading: _____**

**The following Resolution was duly passed by the Board of Supervisors of
the County of Placer at a regular meeting held March 6, 2007 by the following
vote on roll call:**

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairperson, Board of Supervisors

**Attest:
Clerk of said Board**

WHEREAS, the Placer County Board of Supervisors desires to remove fixed assets from
the County's Financial Records.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the
County of Placer, State of California, that the fixed assets listed on Attachment A are to be
removed from the County's Financial Records.

Attachment A

Annual Inventory	Fund Type	F/A	Dept	FROM Fund Sc.	OCA	PCA	SUBLOC	DATE	Fund Typ	Dist	TO Fund Sc.	PAM OCA	PCA	SUBLOC	DESCRIPTION	ACB	DEPREC	NET VALUE	AUTHORIZATION
Disposal	CSA	29154001	MIS	16	01027	03982	0382	12/21/06							Detritator	8,981.30	7,631.87	1,349.43	Request for Release of Accountability attached
	Gov	30103801	MIS	10	330100	E5307	5307	12/21/06							Ultras Printer	12,145.75	10,534.41	1,611.34	Request for Release of Accountability attached
	Gov	17285601	CPW	03	007703	91143	1141	12/21/06							Combo Photo Eje	379,110.00	179,310.00	199,800.00	Request for Release of Accountability attached
	Gov	17083001	CPW	05	003226	E1132	1132	12/21/06							Projector w/Lens	1,428.00	5,458.00	4,030.00	Request for Release of Accountability attached
	Gov	29902001	Sherr	07	217801	E2178	2178	12/21/06							TRAX Computer	5,678.00	5,475.00	203.00	Request for Release of Accountability attached



M E M O R A N D U M
County of Placer
Department of Health and Human Services

TO: Katherine J. Martinis, Auditor-Controller
FROM: Richard J. Burton, M.D., M.P.H., Director, Health and Human Services
DATE: December 22, 2006
SUBJECT: Release from Accountability for Departmental Fixed Asset

Please accept this memo as a request for release from accountability for the following item listed on the Fixed Asset Detail Report for Ambulance CSA #28 Z27, Sub Location 0582, dated September 30, 2006:

County Fixed Asset #29154-001 Defibrillator

Installed 2/28/1998

This defibrillator was assigned to the Colfax Volunteer Fire Department upon its receipt in 1998. After the County, through its contract with the California Department of Forestry and Fire Protection (CDF), assumed responsibility for the operation of the Colfax Fire Department, it was discovered that this piece of equipment had previously become damaged and repair was not feasible due to cost. The defibrillator was subsequently replaced and the damaged unit was disposed of through unknown means. Per the attached letter from Jeff Brand, CDF Battalion Chief and Colfax Fire Chief, CDF estimates that this incident occurred some time around the year 2000, although inventories conducted subsequent to that year indicated that Colfax still had possession of the equipment.

A handwritten signature in black ink, appearing to be "R. J. Burton", is written over a horizontal line.

Richard J. Burton, M.D., M.P.H., Director
Health and Human Services

P.O. Box 702
33 S. Main Street
Colfax, CA 95713



City of Colfax
Fax: 530-308-0219

CITY OF COLFAX

To : Whom It May Concern

December 18, 2006

From: Jeff Brand
Fire Chief

Subject: Defibrillator

This notice is to advise that the Colfax City Volunteer Fire Department does not have the defibrillator listed in the County of Placer's fixed asset list. It was broken and repair was not feasible due to cost. This was done around the year 2000 as best as I have been able to determine. I do not know how it was disposed of as this was done prior to CDF administering the Colfax Volunteer Fire Department.

Please feel free to call me if you should have any other concerns at 530-308-2313.



MEMORANDUM
County of Placer
Department of Health and Human Services

TO: Kath Katherine J. Martinis, Auditor-Controller erine J. Martinis, Auditor-Controller
FROM: Richard J. Burton, M.D., M.P.H., Director, Health and Human Services
DATE: December 22, 2006
SUBJECT: Release from Accountability for Departmental Fixed Asset

Please accept this memo as a request for release from accountability for the following item listed on the Fixed Asset Detail Report for Assistance Eligibility, Sub Location 5307, dated September 30, 2006:

County Fixed Asset #30103-001 Enterprise Printer

Installed 6/30/2002

This Unisys printer was in a broken and unrepairable state, and had been replaced by a Hewlett Packard printer. Sometime around the second week of August 2006, the printer and its accompanying paper sorter were sent to County Surplus for disposal. It is believed that the Serial Number for the paper sorter was inadvertently used on the Surplus form, and that the asset tag on the printer was not readily visible, therefore it was not recognized as a fixed asset and consequently was not removed from the Master Fixed Asset List upon disposal. HHS MIS staff has reviewed the asset transfer documents on file at Procurement in an effort to locate this transfer, but has not located this documentation.

A handwritten signature in black ink, appearing to be "Richard J. Burton", is written over a horizontal line.

Richard J. Burton, M.D., M.P.H., Director
Health and Human Services

MEMORANDUM
Department of Public Works
Road Division

TO: Kathy Martinis, Auditor Controller
FROM: Ken Grehm, ^{UD} Department of Public Works
DATE: February 5, 2007

SUBJECT: Release from Accountability for Department Fixed Assets

In the course of the 2006/2007 fixed asset physical inventory, it was discovered that the following equipment has been removed from service:

<u>Fixed Asset No:</u>	<u>Description</u>
17265001	Ortho Photos FRO
12053001	Projector with Lens

The above described Inventory was left in the designated surplus room in the Dewitt Center Bldgs. for Facilities to move to surplus when DPW moved to the new CDRA Bldg. Facilities cannot locate either fixed asset. Please remove the Ortho Photos FRO and Projector with Lens from the DPW fixed asset list, as it is no longer in our possession.

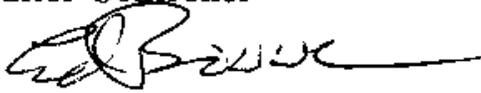
Cc: Fixed Asset File

2007-02-05 10:00 AM
Kathy Martinis

MEMORANDUM
Sheriff's Department

TO: Kathy Martinis, Auditor Controller

FROM: Ed Bonner, Sheriff



DATE: January 10, 2007

SUBJECT: Release from Accountability for Department Fixed Assets

In the course of the 2006/2007 fixed asset physical inventory, it was discovered that the following equipment has been removed from service:

<u>Fixed Asset No:</u>	<u>Description</u>
29962001	TRAK Computer

This computer was sent to surplus approximately spring of 2006. The equipment was updated with new hardware and software and an equipment transfer form was prepared at that time. Unfortunately, our department is unable to locate a copy of that form. Please remove this computer from the Sheriff Department's fixed asset list, as it is no longer in our possession.

Cc:

Fixed Asset Detail Report by Department
and Sub Location for Equipment

Department 20 Sheriff
Sub Location 2178 Anti Drug Abuse

FA #	Description	Install Date	Manufacturer	Model	Serial Number	Useful Life	Total Assets	Deprec	Net Value	Notes
29693001	MOBILE DATA COMPUTER	2/29/2000	DATA 911		2671	48	5,888.03	5,888.03	0.00	ATU
29694001	MOBILE DATA COMPUTER	2/29/2000	DATA 911		2672	48	5,888.03	5,888.03	0.00	
29695001	MOBILE DATA COMPUTER	2/29/2000	DATA 911		2673	48	5,888.03	5,888.03	0.00	
29697001	MOBILE DATA COMPUTER	2/29/2000	DATA 911		2675	48	5,888.03	5,888.03	0.00	
29698001	MOBILE DATA COMPUTER	2/29/2000	DATA 911		2677	48	5,888.03	5,888.03	0.00	
29699001	MOBILE DATA COMPUTER	2/29/2000	DATA 911		2678	48	5,888.03	5,888.03	0.00	
29700001	MOBILE DATA COMPUTER	2/29/2000	DATA 911		2679	48	5,888.03	5,888.03	0.00	
2972001	MOBILE DATA COMPUTER	2/29/2000	DATA 911		2680	48	5,888.03	5,888.03	0.00	
29773001	MOBILE DATA COMPUTER	2/29/2000	DATA 911		2681	48	5,888.03	5,888.03	0.00	
29803001	MINICAM SYSTEM	5/31/2000	MK ENTERPRISES	GEN11	B0DD1C590692	120	7,086.69	4,486.80	2,599.89	SPL OPS - MSP GEN11
29814001	DATA VIDEO PROJECTOR	6/30/2000	SHARP		003316368-A-48-115	120	6,377.03	3,594.45	2,782.58	GEN 11 - GEN 11 - CRIME DIV
29941001	MOBILE DATA COMPUTER	2/29/2000	MOTOROLA		5085AG0757	48	9,000.00	9,000.00	0.00	GEN 11 - GEN 11 - CRIME DIV
29942001	MOBILE DATA COMPUTER	2/29/2000	MOTOROLA		5085AG0758	48	9,000.00	9,000.00	0.00	GEN 11 - GEN 11 - CRIME DIV
29943001	MOBILE DATA COMPUTER	2/29/2000	MOTOROLA		5085AG0759	48	9,000.00	9,000.00	0.00	GEN 11 - GEN 11 - CRIME DIV
29948001	PATROL BOAT	3/31/2001	ALMAR		PATROL RESCUEAUC2842P1001	180	47,615.00	17,458.88	30,156.15	MARKPAT - AV
29949001	BALISTIC SHIELD	3/31/2001	PRO TECH		244BA 0101NAT03001	60	6,367.14	6,367.14	0.00	SET - SUPPLAV
29962001	TRAK SYSTEM	5/31/2001	HP		US12968272	48	5,915.00	5,915.00	0.00	GEN 11 - GEN 11 - CRIME DIV
29965001	RADIO SYS-TRANSCIVER	6/30/2001	MARK		700EDU CD3230	120	6,850.00	3,596.21	3,253.79	EDD - CLEP - AVB 60145
29966001	RADIO SYS-TRANSCIVER	6/30/2001	MARK		700EDU CD-3231	120	6,850.00	3,596.21	3,253.79	TAH - CLEP - TAM 5214

