

**MEMORANDUM
OFFICE OF THE
AUDITOR-CONTROLLER
COUNTY OF PLACER**

TO: Honorable Board of Supervisors

FROM: Katherine J. Martinis, Auditor-Controller



DATE: February 23, 2010

SUBJECT: Capital Assets Annual Inventory Exceptions

ACTION REQUESTED

It is requested that your Board approve the attached resolution to remove capital assets, having a current net value of \$8,239 48, from the County's financial records

FISCAL IMPACT

There is no fiscal impact resulting from this action

BACKGROUND

Per the requirements of Government Code Section 24051, all County departments have filed the annual inventory of capital 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 capital assets proposed for removal. Also enclosed are memos from the department(s) requesting relief of accountability.

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

**In the matter of: A Resolution to remove capital assets Resol. No. _____
from the County's Financial Records, based on annual
inventories submitted by County Departments to the
Auditor-Controller.**

**The following Resolution _____ was duly passed by the Board of Supervisors of
the County of Placer at a regular meeting held February 23, 2010 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 on the attached list are to be
removed from the County's Financial Records

MEMORANDUM
Department of Public Works
Road Division

TO: Kathy Martinis, Auditor Controller

FROM: Ken Grehm

DATE: January 8, 2010

SUBJECT: Release from Accountability for Department Capital Assets

In the course of the 2009/2010 capital asset physical inventory, it was discovered that the following equipment has been removed from service

| <u>Fixed Asset No:</u> | <u>Description</u> | <u>V.I.N.</u> |
|------------------------|----------------------|-------------------|
| 99494001 | 1999 Chevy Cargo Van | 1GCGG25R6X1134934 |

This vehicle was stolen on or about December 27, 2006 and was not recovered Risk Managements file number is P07-003 Please remove this Vehicle from the DPW capital asset list, as it is no longer in our possession

Should you require any additional information, please contact Dan Shaffer in our Fleet Services Department at extension 7536

Cc Dan Shaffer, Fleet Services
Cynthia Taylor, DPW Administration



PLACER COUNTY
SHERIFF
CORONER-MARSHAL



MAIN OFFICE
2920 RICHARDSON DR
AUBURN, CA 95603
PH (530) 888 7800 FAX (530) 888 7809

TAHOE SUBSTATION
DRAWER 1710
TAHOE CITY, CA 96146
PH (530) 581 6000 FAX (530) 681 6377

EDWARD N BONNER
SHERIFF CORONER-MARSHAL

DEVON BELL
UNDERSHERIFF

February 1, 2010

To Kathy Martins, Auditor Controller

From Edward N Bonner, Sheriff – Coroner – Marshal

Re Fixed Assets # 29803001, 29999001, 30002001, 29587001, 29683001

In the course of our 2009 Fixed Asset Physical inventory, it was discovered that the following assets are no longer in our possession

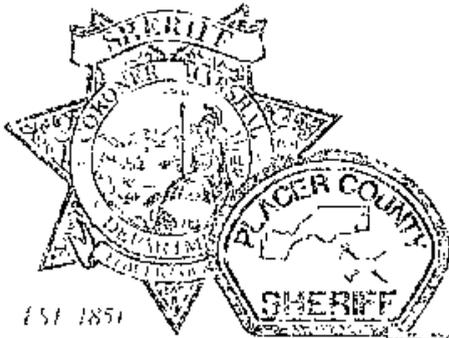
- * • Asset #29803001, Mini Cam Ground Hog Camera System was destroyed on 4/4/07 when it fell out of a County vehicle, letter attached
- Assets # 29683001, Mobile Workstations were surplus, paperwork attached
- * • Assets 29999001, 30002001 were surplus, but it was discovered that the original paperwork did not accompany the items. The original paperwork has been located, but the items are no longer in Surplus and have been sent to our consignment agent
- * • Assets #29587001, Mobile Workstation was surplus, but the paperwork can not be found

Please remove all items from sub-location 2178

* = board approval required for disposal

98-2111 2-310102

PLACER COUNTY



PLACER COUNTY
SHERIFF
CORONER-MARSHAL



MAIN OFFICE
2929 RICHARDSON DR
SILVER LAKE, CA 95663
PH (530) 639-7800 FAX (530) 886-7809

TAMOE SUBSTATION
DRAWER 1710
TAMOE CITY, CA 96115
PH (530) 561-6307 FAX (530) 651-6377

EST. 1851

EDWARD N. RONNER
SHERIFF-CO-MARSHAL

DEVON BELL
UNDER-SHERIFF

12/23/09

Special Operations no longer possesses FA# 29803001, the Mini Cam Ground Hog camera system. It was lost and destroyed on 4/4/07 after falling out of a county vehicle.

Steve Slattery
889-6958

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EQUIPMENT TRANSFER FORM

John

| FIXED ASSET PROPERTY NO (if any) | DESCRIPTION | SERIAL NUMBER | CONDITION (Operative/ Non-Op) | SURPLUS ID NO. (for Procurement use) |
|---|---|----------------|-------------------------------|--------------------------------------|
| | (18) DVI Monitor Cables | | OP | |
| | HP CD R/RW Drive | CND300DU7R | Non-OP | |
| | Plextor CD-RW Drive | 5 04652E+11 | Non-OP | |
| | Polycom Conference Phone | J80713020FB0 | Non-OP | |
| | Misc PC Items (Speakers, PDA, cables, etc) | 1 box | | |
| | Dell Precision 340 | 7T37J31 | Non-Op | |
| | Data 911 MDS 2000 Keyboard | 2880 | Non-Op | |
| | Data 911 MDS 2000 Keyboard | No Serial # | Non-Op | |
| | Data 911 MDS 2000 Keyboard | 1283 | Non-Op | |
| | Data 911 MDS 2000 Keyboard | No Serial # | Non-Op | |
| | Power Supply-Data 911 MDS 2000 | 1323 | Non-Op | |
| | Power Supply-Data 911 MDS 2000 | 1090 | Non-Op | |
| 29683021 | Power Supply-Data 911 MDS 2000 | 2580 | Non-Op | |
| | Monitor-Data 911 MDS 2000 | 1323 | Non-Op | |
| | Monitor-Data 911 MDS 2000 | 2674 | Non-Op | |
| TRANSFERRED FROM | | TRANSFERRED TO | | |
| SUBLOCATION <i>Smith Ave</i> | SUBLOCATION | | | |
| DEPARTMENT <i>PC</i> | DEPARTMENT <i>IT Services</i> | | | |
| OCA <i>234302</i> | PCA <i>2412</i> | OCA | PCA | |
| AUTHORIZED SIGNATURE <i>[Signature]</i> | AUTHORIZED SIGNATURE <i>[Signature]</i> | | | |
| DATE <i>1-30-08</i> | DATE <i>1/30/08</i> | | | |

| Annual Inventory | | | | | | | | DESCRIPTION | ACC | DEPREC | NET VALUE |
|---|----------|------|--------------|--------|-------|--------|----------|--------------------|-----------------|-----------|-----------|
| Fund Type | FIA | Dept | FROM Fund Se | OCA | PCA | SUBLOC | DATE | | | | |
| Disposals (Release from Accountability Requests required) | | | | | | | | | | | |
| Prop | 9949001 | 19 | 01 | 008801 | E0810 | 0830 | 12/31/09 | Corp Van | 29 625 31 | 16 562 78 | 2 062 53 |
| Gen | 26903001 | 20 | 07 | 217801 | E2178 | 2178 | 12/31/09 | Mini Com System | 7 088 69 | 6 813 98 | 472 71 |
| Gen | 29587301 | 20 | 07 | 217801 | E2178 | 2178 | 12/31/09 | Mobile Workstation | 7 500 00 | 7 500 00 | 0 00 |
| Gen | 29889301 | 20 | 07 | 217801 | E2178 | 2178 | 12/31/09 | Mobile Workstation | 5 348 79 | 4 277 47 | 1 089 32 |
| Gen | 30082301 | 20 | 07 | 217801 | E2178 | 2178 | 12/31/09 | Mobile Workstation | 5 348 79 | 4 277 47 | 1 089 32 |
| Gen | 29585301 | 20 | 07 | 217801 | E2178 | 2178 | 12/31/09 | Mobile Workstation | 5 689 03 | 5 689 03 | 0 00 |
| Gen | 25829301 | 20 | 07 | 222001 | E2200 | 2200 | 12/31/09 | Washer Extractor | 6 027 78 | 6 027 78 | 0 00 |
| | | | | | | | | | 37 195 08 | 34 584 73 | 2 611 35 |
| Gen | 30087001 | 14 | 10 | 530700 | E5307 | 5307 | 12/31/09 | CalWIN Server | 6 482 78 | 4 889 08 | 1 782 80 |
| Gen | 30088301 | 14 | 10 | 530700 | E5307 | 5307 | 12/31/09 | CalWIN Server | 6 482 78 | 4 889 08 | 1 782 80 |
| | | | | | | | | | 12 965 56 | 9 778 16 | 3 565 80 |
| | | | | | | | | | Total Net Value | | 6 239 46 |

Marcy Glisson

From: Debbie Rasmussen
Sent: Tuesday, February 02, 2010 8:19 AM
To: Marcy Glisson
Subject: RE: Asset question

That would be Phil Dyke.

From: Marcy Glisson
Sent: Tuesday, February 02, 2010 8:18 AM
To: Debbie Rasmussen
Subject: RE: Asset question

Debbie: As backup, can you tell me the name of the individual who sent these items to storage?

From: Debbie Rasmussen
Sent: Tuesday, January 26, 2010 8:14 AM
To: Marcy Glisson
Subject: RE: Asset question

He doesn't remember the exact date, but said it was some time last summer.

Thanks,
Debbie

From: Marcy Glisson
Sent: Monday, January 25, 2010 2:25 PM
To: Debbie Rasmussen
Subject: Asset question

Hi Debbie

Attached is a transfer form that you sent to me as backup for the transfer of two assets, asset 30002001 and 29999001. Do you know when these assets were sent to Surplus?

*Marcy Glisson
Placer County Auditor-Controller's Office
530-889-4155*



PLACER COUNTY
SHERIFF
CORONER-MARSHAL



MAIN OFFICE
2929 RICHARDSON DR
AUBURN CA 95603
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TAHOE CITY CA 96146
PH (530) 581 6300 FAX (530) 681 6377

EDWARD N BONNER
SHERIFF CORONER-MARSHAL

DEVON BELL
UNDER-SHERIFF

January 5, 2010

To Kathy Martins, Auditor Controller

From Edward N Bonner, Sheriff - Coroner - Marshal *EB*

Re Fixed Asset # 2589001

In the course of our 2009 Fixed Asset Physical inventory, it was discovered that the following assets are no longer in our possession

- Asset #2589001, Washer-Extractor was removed by vendor when we ordered a new replacement (Sub 2200)

Please remove this item from sub location 2200

2010 JAN 5 8:10 AM
PLACER COUNTY

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Fax 530 - 886 - 3855

162 Harbor Court • Pittsburg, CA 94565
 (800) 464-6866 (925) 432-0323 Fax: (925) 432-0324

Equipment Delivery Receipt

All equipment listed below was received in good working condition free of any defect.

| QTY | Model # | Serial # |
|-----|---------|------------|
| 1 | UW60P3 | 0901004317 |
| | | (OK) |
| | | |
| | | |
| | | |
| | | |

Equipment Removal Authorization Form

This form certifies that Taylor Houseman, Inc has been authorized to remove and dispose of equipment listed below. This form also certifies that said equipment is free from lien, mortgage, or claim by any party. Taylor Houseman, Inc., reserves the right to dispose of said equipment immediately as it sees fit, with no further notice to any party.

| QTY | Model # | Serial # |
|-----|---------|------------|
| 1 | UW50PN3 | 0605438001 |
| | | |
| | | |
| | | |
| | | |

Operational Checklist

- Verify all equipment utility connection and foundation bolts have been installed in a safe and correct manner
- Complete a full test cycle
- Verify all safety devices are functional
- Complete a warranty registration *H*
- Operational start up & training session complete
- I have received keys & manuals for the equipment delivered *W* (Initial)
- Gas Line Bubble Leak Checked

Customer: 01469
 Company: Placer County Jail
 Address: 2775 Richardson Drive
 Auburn, Ca.95603

Authorized Signature: *D. Wilson 17*

Print Name & Title: *D. Wilson - Deputy AIT*

Date: *2/9/09*

Phone: 530-889-6930 Fax: 530-885-3726

Taylor Houseman Representative Signature: *[Signature]*

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TAYLORHOUSEMAN 9250298028 FAX 17 17 8007177171



**Placer County
Health and Human Services Department**

MEMORANDUM
Administrative Services

Date January 7, 2010
To Katherine J Martinis, Auditor-Controller
From Richard J Burton, M D , M P H , Director, Health and Human Services
Subject Release from Accountability for Departmental Fixed Asset

Please accept this memo as a request for release from accountability for the following items listed on the Fixed Asset Detail Report for Assistance Eligibility, Sub Location 5307, dated September 30, 2009

County Fixed Asset #30087-001 CalWIN Server Installed 6/30/2002
County Fixed Asset #30088-001 CalWIN Server Installed 6/30/2002

These Unisys servers were retired from service in March 2009 as part of a routine upgrade of the CalWIN server equipment. The CalWIN contractor, EDS, replaced the servers shown above with upgraded servers. Staff has attempted to verify through EDS that EDS took the retired equipment away during the upgrade process. This is the standard process, but the necessary documentation required to dispose of these assets was not completed at the time of removal and consequently these servers were not removed from the Master Fixed Asset List. 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.

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

Perspective, Hope, and Opportunity