

RESOLUTION NO. *16-2014*

A RESOLUTION ADOPTING A POLICY REGARDING
THE INVENTORY OF ALL PERSONAL PROPERTY OF
THE COUNTY, AND AUTHROZING A SPREASHEET
FOR USE BY DEPARTMENTS

WHEREAS, the Board of Commissioners is responsible for overall management of the property of Fergus County, including personal property; while recognizing that Department Heads also have the obligation to manage and care for the personal property held or used by their Department; and

WHEREAS, section 7-8-2111, Montana Code Annotated requires the Board of Commissioners to periodically prepare and file an inventory of all tools, machinery, and equipment of the County; and in connection with this obligation, the Board hereby recognizes the need for a written inventory policy; and,

WHEREAS, the Board has developed a written inventory policy and submitted it for review by the Department Heads of Fergus County, and such input has been received;

NOW THEREFORE BE IT RESOLVED THAT the attached inventory policy is hereby adopted, effective upon passage of this Resolution; and

BE IT FURTHER RESOLVED THAT a sample spreadsheet as required by the inventory policy is also attached hereto, and is recommended for use in conjunction with preparation of Departmental inventories; although Department Heads who are currently using their own spreadsheet may continue doing so; and

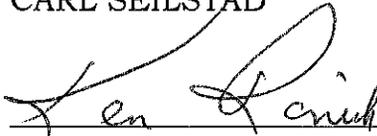
BE IT FURTHER RESOLVED THAT this Resolution, the attached policy, and the attached spreadsheet shall be distributed to the Fergus County Department Heads for implementation.

PASSED AND APPROVED this 9th day of May, 2014.

BOARD OF COMMISSIONERS:



CARL SEILSTAD

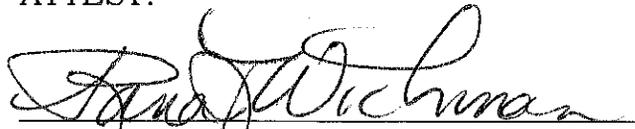


KEN RONISH



SANDY YOUNGBAUER

ATTEST:



RANA WICHMAN, Clerk & Recorder

PROPERTY INVENTORY POLICY

I. Scope: This policy is intended to set forth procedures and practices for identifying, inventorying, and maintaining information about all items of personal property held and used by the various departments of Fergus County.

II. Applicable Property: This policy applies to all public tangible or intangible personal property held and used by each department of Fergus County, where any such item of property is acquired or valued at greater than \$200.00, and has a useful life of greater than one year.

III. Information to be Maintained: Each department head or elected official is responsible to maintain a written inventory or listing of all items of property to which this policy applies; and such inventory or listing shall, at a minimum, include the following information, to the extent that such information is known or available:

- A. Property Description, including model and serial number information
- B. Date of Acquisition
- C. Cost of Acquisition
- D. Source of Funds for purchase
- E. Location of property
- F. Date/reason for disposal or sale

The Board of Commissioners will authorize a spreadsheet for use in maintaining the above described information, and may make changes in the spreadsheet from time to time. However, at the time of implementation of this policy, some departments have an existing form or method of maintaining inventory information, and continued use of such forms by such departments is authorized.

In addition to maintenance of a spreadsheet, video-recording of inventory will be authorized by the Commissioners from time to time. An inventory of all county tools, machinery, and equipment is required by section 7-8-2111, MCA.

IV. Centralized Reporting: Within 60 days of passage of this policy, by resolution of the Board of Commissioners, each department head or elected official shall have completed their inventory of property and filled out, as completely as possible, their inventory spreadsheet. The spreadsheet shall be maintained in each department, and a paper copy shall be printed and provided to the Board of Commissioners within the 60 day time period.

On an annual basis, at the time of submission of proposed budget information, each department shall be responsible for submitting an updated paper copy of their property inventory to the Board of Commissioners. A physical check of inventory may be held from time to time in the discretion of the Commissioners.

