



BOISE COUNTY

RESOLUTION #2019-14

A BOISE COUNTY RESOLUTION ADOPTING THE BOISE COUNTY CAPITAL ASSET POLICY

WHEREAS, the Board of Boise County Commissioners has reviewed the Boise County Capital Asset Policy; and

WHEREAS, a diligent review and discussion of the policy, has been accomplished by the Boise County Clerk's Office; and

WHEREAS, the revisions being made to the policy are needed in order to properly reflect capitalization amounts and procedures currently in place; and

WHEREAS, the Boise County Asset Change Form, known as Attachment A of said policy, is being revised to include additional information needed for proper system documentation.

NOW THEREFORE BE IT RESOLVED, that the Board of Boise County Commissioners does hereby rescind Boise County Resolution #2017-52; and

IT IS FURTHER RESOLVED that Resolution #2019-14, known as the Boise County Capital Asset Policy, be effective as of February 5th, 2019.

APPROVED and ADOPTED this 5th day of February, 2019, in Open Session of the Boise County Board of County Commissioners.

BOISE COUNTY BOARD OF COMMISSIONERS

ALAN D. WARD, Chairman

ABSENT

ROGER B. JACKSON, Commissioner

LAURA L. BAKER, Commissioner



ATTEST:

Mary T. Prisco, Clerk to the Board

Resolution 2019-14 Capital Asset Policy

CAPITAL ASSET MANAGEMENT POLICY

Each Boise County department is responsible for “controlling” or tracking the inflow and outflow of the assets in its own area. This is to be done by utilizing the County Asset Change Form, Attachment A, for all additions and disposals of county assets. A capital asset (sometimes referred to as a fixed asset), is a non-expendable item (one not used as a supply item) with a unit cost of \$500 or more (internal threshold) and a useful life of two or more years.

The capital asset threshold for *external financial reporting purposes* is established as follows:

CLASS OF ASSET	THRESHOLD AMOUNT
Land/land improvements	Capitalize All
Buildings/building improvements	\$ 5,000
Infrastructure	\$100,000
Equipment	\$ 5,000
Personal property including purchased software	\$ 5,000

Capital Assets are individual items with an initial cost of \$500 or greater, and which have an estimated useful life of two years or more. Capital Assets must be purchased with a capital budget account. Capital Assets costing less than \$2,500 may be purchased on the open market. Capital Assets costing \$50,000 or more must be purchased through a formal bidding process as prescribed by State statute. Capital Assets costing less than \$50,000 but greater than \$2,500, can be acquired through an informal bid process whereby departments are encouraged to obtain three quotes whenever feasible.

If a capital purchase includes multiple parts costing small amounts (such as a computer, monitor, keyboard, cables, etc.), the entire package price should be paid out of a capital budget account. However, the subsequent replacement of any small parts should *not* be paid out of a capital budget account.

The purchase of any Capital Asset requires prior approval by the Board, unless the item: (1) Costs *less* than \$2,500; AND (2) Is specifically itemized within the current budget; AND (3) The total cost of the item does not exceed the budgeted amount. The purchase of any Capital Asset with a value of \$2,500 or more requires specific approval by the Board, after completion of the appropriate bid process, even if the item is itemized within the current budget. *This policy does not apply to routine repair and maintenance of vehicles, equipment or building facilities.*

Capital Asset Inventory. Boise County maintains an inventory of Capital Assets costing \$500 or more, and which shall be reviewed quarterly for accuracy. Each department of the County will receive, quarterly, a listing of all assets for their department. The list will be provided by the Clerk’s Office, Accounts Payable Clerk, and it will be the responsibility of the Department Head to perform a physical inventory of assets against the list provided. The updated inventory information is then used to update the County’s insurance policy each year.

ADDITIONS: New Capital Assets costing \$500 or more *shall be reported to the County Clerk* by including a completed “County Asset Change Form” (Attachment A) with the claim/voucher **and** invoice submitted to pay for the new asset.

DELETIONS: Capital assets with a value of \$250 or more, included in the County Inventory, can only be disposed of by the Board after following the requirements contained in Idaho Code 31-808, which requires a public auction to be held, or Idaho Code 31-829, which allows the Board to determine that the asset has greatest value as a trade-in. A notice of auction must be published at least 10 days prior to the date of any auction. The disposal of any Capital Asset, regardless of the manner of disposal, *shall be reported to the County Clerk* within 30 days of disposal by completing a “County Asset Change Form” (Attachment A).

Surplus Equipment Exchange. If an office or department has excess equipment that is in good condition and can be utilized by other offices or departments, they are encouraged to give notice on the equipment to the other Boise County offices and departments. Transfers must be reported to the Clerk’s Office by submitting a County Asset Change Form.

Trade-In. A written justification for the department’s determination that a trade-in is the best method of disposal is required. A specific form is not used. Simply send your written request to the BOCC, via the Clerk’s Office, describing the property you wish to trade-in, stating and providing comparative financial information. If approved, your trade-in can either be used against purchases of “like kind” product from existing contracts or can be included as part of your bid specifications for the purchase of new property.

The following is the procedures for trading in a Boise County capital asset of like kind items, such as an old copier for a new copier.

1. Obtain a written quote from supplier for the item with a line item on the quote for the trade-in value.
2. If Boise County holds title for the asset being traded, the title can be obtained by contacting the Clerk’s Office, Accounts Payable. Relinquishment of title will require the BOCC to sign the title in open meeting or a resolution providing authorization for a designee to sign the relinquishment of title, typically the Clerk. It is up to the Department Head to notify the Administrative Deputy and the elected Clerk that the title needs to be placed on a BOCC agenda for the Chairman to sign.
3. The acquisition of the new asset must be submitted to, and approved by, the BOCC.

All capital assets acquired through the trade-in process, must be reported to the Clerk’s Office and reported on the County Asset Change Form.

Lease or Purchase. All requests for capital acquisitions shall be incorporated into a departmental budget request as a purchase. During the budget process, the Board will consult with the County Clerk, County Treasurer and responsible official, in order to decide whether the asset should be leased or purchased.

ACKNOWLEDGMENT OF RECEIPT OF CAPITAL ASSET POLICY

I, _____ acknowledge receipt of the Boise County Capital Asset Policy, effective as of February 5th, 2019.

Please initial each statement below if it is true.

____ I understand that it is my responsibility to read and understand the contents of this Policy.

____ I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Policy and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the Policy.

____ I understand that this Policy may be modified without prior notice to me.

____ I understand that should this Policy be modified that I will be provided with a copy of the modification.

DATED this _____ day of _____, 20__.

(Employee)

I, _____, provided a copy (either electronically or by paper) of the Capital Asset Policy, on this _____ day of _____, 2019.

(Name - Title - Department)

County Asset Change Form

Please complete and return to the County Clerk when a new Capital Asset is purchased,
Or within 30 days of disposal of a Capital Asset.

(Please fill in all relevant sections)

Add the following item to the County Inventory

Fund _____ Quantity _____
Dept. _____ Location _____
Asset Tag # _____ In Service Date _____
Manufacturer _____ Model # _____
Title _____ License # _____
Purchase Price _____ Acquisition Date _____
Serial or VIN # _____
Item Description/Purpose _____

Remove the following item from the County Inventory

Fund _____ Asset tag# _____
Dept. _____
Item Description/Purpose _____
Serial or VIN # _____
Type of Disposition: Sold Traded Disposed Of: Broken/Unusable Transferred to Another Dept.
If Transferred, to Whom:
Fund _____
Dept. _____
Removal Date _____

The following items must be attached if applicable: copy of invoice, Resolution, required published legal notice, and any quotes, bids, or approvals obtained leading up to this purchase or removal.

Approved By _____ Date _____

Inventoried By _____ Date _____