

	<p>LYON COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES</p>		
TOPIC: PROPERTY CONTROL		NUMBER: 2-3	
EFFECTIVE: 9/1/2011	REVISED: 11/07/2024	REVIEWED:	
REFERENCE:			
POLICY CUSTODIAN: COUNTY COMPTROLLER			

A. DEFINITIONS.

1. Consumable supplies means tangible personal property which has a useful life of less than 1 year, but does not include property determined to be a high risk item.
2. Capital assets means tangible real or personal property which has a useful life of 2 years or more and costs more than \$25,000. Examples of real property are land, buildings, improvements to land, buildings or leaseholds, and buildings or improvements under construction. Examples of personal property are vehicles and equipment.
3. Generally accepted accounting principles means the specific accounting principles designated as generally accepted by the American Institute of Certified Public Accountants.
4. High risk items means property which is designated by the County Comptroller as being subject to a high incidence of loss. High risk items also include real or personal property with a useful life of 1 year or more and costing more than \$10,000 that have been purchased with federal grant funding.
5. Proprietary funds means an internal service fund or enterprise fund.

B. PURPOSES.

The Board of County Commissioners declares that the purposes of the Property Control policy are to:

1. Maximize the usefulness of all capital assets purchased or obtained by the county.
2. Minimize the risk of loss from casualty, theft, misplacement or improper use. Any loss, damage, or theft will be investigated.
3. Maintain adequate property and equipment records and, where appropriate, adequate inventory controls.
4. Ensure adherence to pertinent sections of NRS and to laws and regulations of local

government and the federal government.

5. Accumulate all desired data pertaining to capital assets, to be used for insurance purposes.
6. Encourage the development and refinement of procedures for controlling and accounting for capital assets in accordance with generally accepted accounting principles.

C. POLICIES AND PROCEDURES.

1. A physical inventory must be taken at least every other year. The inventory will be sent out by the Comptroller's Office and must be completed by the responsible department head and submitted to the County Comptroller.
2. The Comptroller shall annually account for additions and deletions of all capital assets and high risk items.
3. Every addition to the capital asset inventory and high risk items must be recorded and labeled as soon as is practicable after being placed into service. A property record will be maintained for each item and include: description of property, serial or other identifying number, source of funding, who holds title, acquisition date, cost of the property, percentage of federal participation, use and condition of the property, and disposition data including date of disposal. Items purchased with federal grant funding will also include the sales price.
4. Any transfers of a capital asset from one department to another must be documented by the responsible department heads or their designees and reported promptly to the County Comptroller's Office. Equipment purchased with federal grant funding must be used in the program or project for which it was acquired. When no longer needed, may be used in other activities supported by the federal funding agency (first preference), or by another federal award activity (second preference).
5. Authorization of the Comptroller shall be obtained before the sale or other disposition of surplus personal property or capital assets. The Board may authorize donation of non-federally purchased property to other governments or non-profits. Items deemed to be worthless may be thrown away. Electronic equipment may be disposed of by the Information Technology Department by being thrown away, donated to a non-profit, traded in, or sold to a vendor. Sales, other than electronic equipment, will be done in the same manner as procurement, with competitively purchased items being sold by auction in order to receive the highest possible return. Proceeds from sales of equipment purchased with federal funding will be handled in accordance with the provisions of 2 CFR 200.313.
6. Capital assets may be deleted from a department's inventory only after a

memorandum to the County Comptroller. The memorandum must be from the department head or a designated employee.

7. The Comptroller's Office has authority to establish control over inventories of consumable supplies.

D. RESPONSIBILITIES: DEPARTMENT HEADS; COUNTY COMPTROLLER; PURCHASING AND CONTRACT ADMINISTRATOR; DIRECTOR OF HUMAN RESOURCES.

1. It is the duty of each elected and appointed department head to ensure that his/her department is in full compliance with the Property Control Ordinance. Nothing in this policy relieves a department head from responsibility for controlling all assets in the department's custody, regardless of cost.
2. The County Comptroller shall:
 - a. Notify the County Manager of any noncompliance with the Property Control Policy;
 - b. Maintain detailed depreciation schedules for all capital assets
3. The County Manager may, when deemed necessary, appoint a county department or employee to conduct a review of the implementation and effectiveness of the Property Control Policy and make a report covering the review to the manager. Such review shall concentrate on the purposes of the Property Control Policy.