

Great Rivers Behavioral Health Administrative Services Organization

Policy Title: Asset Management	Policy No. 2013.00
Category: Fiscal	Date Adopted: 02/09/2024 Date Revised: Date Reviewed:
Reference: Budgeting Accounting and Reporting System RCW 39.010, RCW 39.33.020 RCW 36.34 RCW 43.09.185 WAC 388-865-0270	

1. POLICY:

- 1.1. This policy supersedes the Policy 2003.00 Inventory and Disposal of Property.
- 1.2. As a quasi-governmental entity in the state of Washington, Great Rivers Behavioral Health Administrative Services Organization (Great Rivers BH-ASO) is responsible for having an approved Asset Management policy. The purpose of this policy is to establish criteria and outline procedures for the lifecycle (procurement, identification, inventory, protection, and disposition) of agency assets in compliance with the State Office of Financial Management's Financial and Administrative Policies and State Auditor's Office Budgeting and Accounting Reporting System (BARS) Cash Manual.

2. DEFINITIONS:

- 2.1. Capitalization – Great Rivers BH-ASO authorizes the purchase of all assets, whether capitalized or not, with the approval of Great Rivers BH-ASO operating biennial budget.
 - 2.1.1. All assets valuing \$5,000 or more per single item (including sales tax, accessories, and shipping) and an estimated life of one (1) year or more shall be considered a capital asset.
 - 2.1.2. All capital asset purchases are reported as a capital outlay per BARS Cash Manual.
- 2.2. Small and attractive assets - are those items over \$300.00 per item but falling below \$5,000 per item that are particularly vulnerable to loss.
 - 2.2.1. Examples of items considered to be Small and Attractive (non-exhaustive):
 - 2.2.1.1. cell phones, cameras, laptops, computers, printers, mobile devices (e.g., iPad/tablets), televisions, etc.
 - 2.2.1.2. Regardless of price, all cell phones and mobile devices must be included in the small and attractive asset list.
 - 2.2.2. Examples of items not considered Small and Attractive, (non-exhaustive):
 - 2.2.2.1. desk phones, power cords, headphones, keyboards, etc.
- 2.3. Inventory - All capital assets and small and attractive assets will be identified as property of Great Rivers BH-ASO by having a numbered asset tag attached to the item and tracked on the Inventory Listing.
 - 2.3.1. A record of these assets and related tag number shall be maintained on the Inventory List by our administrative assistant and directed by our Chief Executive Director.

Information recorded on Inventory List will include original cost, date of acquisition, model / serial number, short description, estimated useful life, Great Rivers BH-ASO asset

tag number, location of asset, and assigned custody. A donated item will be recorded at fair market value.

3. PROCEDURE

- 3.1. Annual Review: Great Rivers BH-ASO Chief Executive Director will designate an operations staff (other than the administrative assistant that maintains the Inventory Listing) to conduct an annual physical inventory review of all assets to verify all are accounted for, conduct investigations into missing or damaged items, and document and report discrepancies.
 - 3.1.1. Reconciliation between Inventory Listing information and the accounting records if required will be conducted under the supervision of the Chief Executive Director and Fiscal Manager. Coordination between the Administrative Assistant, Fiscal staff, and Chief Executive Director may be required for reconciliation as each department has an independent role in the process.
- 3.2. Additions: Great Rivers BH-ASO may acquire assets via purchase, donation, or lease. Regardless of how it is acquired, the Administrative Assistant may add items to the list and notifies the Chief Executive Director of the added item or the Chief Executive Director or designee notifies the administrative assistant to add the item to the Inventory List. The Inventory List is sent to Fiscal Department for review.
- 3.3. Deletions: Deletion is required if an item is no longer operational, traded in for an upgraded item, inadvertently destroyed or lost or stolen. Items, which no longer have any value to Great Rivers BH-ASO, will be disposed of in accordance with RCW 39.33.020, RCW 39.33.010 and RCW 36.34 in the following manner:
 - 3.3.1. A written description of why the item is no longer of value to Great Rivers BH-ASO will be signed by the Chief Executive Director and presented with the inventory files.
 - 3.3.2. Lost, Stolen, Missing Items. Staff shall notify the administrative assistant and Chief Executive Director immediately of any discovered lost, stolen, or missing items.
 - 3.3.2.1. When suspected or known losses of inventoried assets occur, Great Rivers BH-ASO will conduct a search for the missing property and comply with RCW 43.09.185 and comply with State Auditor's Office BARS Cash manual over reporting losses of public funds or assets or other illegal activity.
 - 3.3.2.2. If an item is not located after 90 days of being determined to be missing, the item will be deemed lost or stolen and removed from the list.
 - 3.3.3. Great Rivers BH-ASO has the option of donating the item to county or community social service agency, sell the asset at the fair market value or scraping the item(s) to a dump or recycling facility.
 - 3.3.4. Prior to disposing of any cell phone/mobile devices, laptop, or computer, it shall be the responsibility of the Great Rivers IT/IS Administrator or designee to erase all hard-drives and memory of any possible confidential information by the most current information technology standards.
 - 3.3.5. Any and all proceeds received from such sale shall be retained by Great Rivers BH-ASO for behavioral health purpose
 - 3.3.6. By Governing Board Resolution, the item will then be removed from the annual inventory list.

4. ATTACHMENTS

- 4.1. Asset Disposal Form

POLICY SIGNATURE

DocuSigned by:

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2/9/2024

Vickie L Raines, Chair
Great Rivers BH-ASO Governing Board

Date



ASSET DISPOSAL FORM

THIS FORM IS USED TO DOCUMENT THE DISPOSAL OF ASSETS.

Request Date:

Requested By:

Completed By:

Phone Number:

Location of Equipment:

Asset Description	Qty	Make/Model	Asset Number	Serial Number	Disposal Code S= Surplus O= Obsolete D= Damaged SC-Scrap	Condition Code P= Poor F= Fair G= Good E= Excellent	Estimated Value

Disposal Date		Notes
Chief Executive Director Signature		
Signature Date		