

PROCEDURE

FLORIDA CLERKS OF COURT OPERATION CORPORATION (CCOC)

Title: Fixed and Sensitive Assets

I. PURPOSE AND SCOPE:

Establish procedures for the recording, tracking and auditing of fixed and sensitive assets.

II. DEFINITIONS AND REFERENCES:

- A. Fixed assets are defined as any item purchased or leased with a cost over \$1,000.
- B. Sensitive assets are defined as any item purchased or in the hands of the corporation which could be misappropriated regardless of dollar value. It shall be determined by the Executive Director as to which items are to be declared sensitive assets and thus placed on the asset tracking list. Sensitive asset purchases of \$1,000 or less may be placed on the asset tracking list depending on the type and nature of asset as determined by the Executive Director.

III. PROCEDURES

- A. Any items of value must be handled appropriately. Once a qualifying asset purchase is approved, it is the responsibility of the person designated as the Asset Manager to take delivery in accordance with established purchasing and delivery procedures. (See Purchasing Procedure for more detail on receiving items that have been previously ordered.)
- B. Once the asset has been checked-in it shall be placed on the asset tracking list, with the next available asset tag assigned and affixed to the asset. All asset tag numbers must be accounted for.

- C. The asset, with asset tracking tag affixed, is then deployed and made available to the unit for which it was purchased. If the asset is later relocated out of the area it was assigned to, the new unit and/or location must be communicated to the Asset Manager who may confirm with the Executive Director that such relocation is appropriate. The Asset Manager notes the relocation on the asset tracking list.
- D. To retire or remove assets from the asset tracking list the unit responsible for the asset notifies the Asset Manager who may confirm with the Executive Director that such removal is appropriate. If there is any salvage or trade-in value of the asset, it must be clearly communicated to both the Asset Manager and the Executive Director and such value is to be credited to the benefit of the Corporation.
- E. At least annually, and unannounced, the internal auditor will contact the Asset Manager and request the asset tracking list be provided for audit. Should there be any unreasonable delays in obtaining the list the Executive Director should be notified. Once obtained the auditor will be assigned one staff member, who is not the Asset Manager, to assist with the physical audit to be conducted that day if at all possible. The auditor will then prepare a report noting any exceptions and submit it to the Executive Director.

IV. RESERVATION OF AUTHORITY:

The authority to issue and/or revise this procedure shall be reserved for the Executive Council.