

COUNTY COLLEGE OF MORRIS	
Business and Finance Division Procedures	
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General

In order to safeguard the assets of the college, all tangible assets, purchased or donated, having a fair market value greater than or equal to **\$750** will be considered taggable. These items will have a pre-numbered metallic tag affixed to them, identifying them as the property of the County College of Morris. In addition, they will be entered into the fixed asset subsidiary, and then tracked for their life on the campus. **Asset custodians are responsible for informing the Accounting Department of all changes associated with these assets** (by using the appropriate procedure as outlined in the Fixed Asset – Overview on procedure 03.01), thereby ensuring the accountability of these items.

At a minimum, an annual physical inventory will be conducted of all assets recorded in the fixed asset subsidiary. The Accounting Department will initiate this process with an instructional memo and the list of assets on record. **It is the responsibility of all asset custodians to perform the inventory in the time frame requested.** (An attempt will be made to have the inventory performed during spring recess in order to accommodate the academic areas, however, this can not be guaranteed.) The closest month-end inventory will be used to reconcile to the results of the physical verification. **ALL DISCREPANCIES MUST BE RESOLVED by the combined efforts of the custodian department head/division dean, the Accounting Department and the Public Safety Department.**

In addition, the Accounting Department holds the right to perform inventories of any area deemed necessary, based upon select information, inventory balances and professional judgment.

Authority

New Jersey Administrative Code 9:4-3.1(d)
 County College of Morris Board of Trustees
 Vice President for Business and Finance

Responsibility

All Asset Custodians
 Director of Accounting

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Procedure

1. Approximately one week before spring recess (or other times as deemed necessary), the Accounting Department will distribute to the appropriate academic division deans, non-academic department heads, the Dean of Students, Vice presidents and the President, their annual inventory packet. This will include:
 - a. A Memo from the Director of Accounting identifying the specific due dates for the completion of the inventory as well as instructions on how to conduct the inventory.
 - b. The list of tagged assets, as recorded in the fixed asset subsidiary, as of the prior month end.
 - c. Detailed steps to identify the existence of an asset.
 - d. A blank “Report of Unlisted Property” form (Attachment 1).
 - e. The method for reporting missing property (see procedure 03.03).
 - f. The method for identifying transferred (see procedure 03.04), disposed (see procedure 10.02) and disassembled (see procedure 03.06) items that still appear on the list of tagged assets.
2. Within three weeks, the physical inventory verification process must be completed by the departments.
 - a. The departments are responsible for determining the physical existence of an asset recorded on their inventory list.
 - b. Any item in their custody but not included on the list must be noted on the “Report of Unlisted Property” form.
 - c. Attach a copy of the Missing Property Report for any item previously reported missing but still included on the inventory list (see procedure 03.03).
 - d. Attach a copy of the Fixed Asset Transfer form for any item previously transferred but still included on the inventory list (see procedure 03.04).

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- e. Attach a copy of the approved Request for Disposal of College Property form for any item previously disposed but still included on the inventory list (see procedure 10.02).
 - f. Attach a copy of the approved Authorization to Disassemble form for any item previously approved for disassembly but still included on the inventory list (see procedure 03.06).
 - g. The department head must sign, date and record their phone extension on the list when the process is completed.
 - h. The department head should make a copy for their records (maintain until completion of the next inventory).
 - i. Return the completed physical inventory packet to the Accounting Department, HH210.
3. The Account Associate, under the close supervision of the Director of Accounting, is responsible for reconciling the physical inventory results.
- a. Confirm receipt of all inventory packets, reporting any missing to the Director of Accounting.
 - b. For any item determined missing – Verify that it was reported to the Public Safety Department. Continue to follow-up until disposition is received (see procedure 03.03).
 - c. For any item identified as transferred to a different department – Verify its new location and existence with the new department head (it should be included on the report of unlisted property form that was completed by the receiving department). Obtain transfer paperwork and enter the relocation into the fixed asset subsidiary.
 - d. For an item identified as disposed – Determine the method of disposal (i.e. Request for surplus/disposal, request to disassemble, trade-in). Obtain the necessary approved paperwork to support the transaction and remove the item from the fixed asset inventory system.



REPORT OF UNLISTED PROPERTY

Inventory Date _____

Department Number _____

Department Name _____

Originator (Please Print) _____

Phone Extension _____

	Tag Number (If Applicable)	Description	Serial Number (If Applicable)	Building/Room	Method Asset was Obtained (Please see below *)	(Accounting Use Only) Disposition
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____	_____

* - Please provide as much detail as possible in explaining how an unlisted asset was obtained. For example, purchased with purchase order P0012345 and received 2/5/03; transferred in 12/15/02 from dept. #07390.

Department Head Approval _____

Date _____

Processed by Accounting _____

Date _____