

Regulation

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entry: Policy DDH
Responsible Office: CHIEF OPERATING OFFICER

PROPERTY CONTROL & ACCOUNTABILITY

A. PURPOSE

To establish regulatory guidelines for the accountability, control, and disposal of fixed assets.

B. DEFINITIONS

1. Property - Fixed assets (Personal Property/Moveable Property) tangible items having a life cycle greater than one (1) year and meeting the following criteria:
 - a. acquisition cost greater than or equal to \$5,000;
 - b. moveable and not attached to a building, to land, or a fixture;
 - c. functions alone and not part of a larger system; and
 - d. not consumed in use.
2. Components – Items that are not intended to function alone but as an integral part of a larger system. Examples include motors, starters, transmissions, disk drives, keyboards.
3. Property Representative – Individual in a department, office, or school assigned to coordinate all property management and accounting activities.
4. Repairable Property - Items that require minor maintenance to be fully operational and where it is economically beneficial to repair the item than to replace it. Examples include fuel driven items, hydraulic items, wood working machines, and food service items.
5. Salvage Property – Fixed Assets or sensitive items that are not in working order, unserviceable, *and* economically un-repairable.
6. Scrap Property – Property that has little to no value except for its basic material content.
7. Sensitive Items – Property items that, regardless of their acquisition cost, are highly marketable and prone to theft. Examples include technology

equipment and technology-related devices, chainsaws, and generators. See Property Control Manual for a complete list.

8. Supplies – Items that are consumed in use. Examples are paper, toner, fuel, paint.
9. Surplus Property – Fixed Assets or sensitive items that are in working order but are no longer required or needed in the department/school to which they are assigned.

C. GUIDELINES

The primary objective of Property Control & Accountability is to ensure effective management, control, and full utilization of property belonging to Anne Arundel County Public Schools (AACPS).

1. Responsibilities
 - a. The Superintendent of Schools is responsible for ensuring prudent management of publicly funded resources dedicated to the education of AACPS students.
 - b. The Superintendent or designee is responsible for developing and implementing procedure for the management, control, accountability, and disposal of fixed assets.
 - c. Directors of administrative units as well as school principals are inherently responsible for the proper use, safeguarding, control, accountability, maintenance, inventory, and disposal of property (fixed assets) under their jurisdiction. Directors and Principals may delegate the authority to Property Representatives to manage and account for all assigned and incoming property.
 - d. Property Control is responsible for managing a modern system of property accounting to include developing operating procedures for property control, maintaining the official AACPS property database, and reviewing and updating the property manual on a regular basis.
 - e. Property Representatives are responsible for managing and accounting for assigned property within their areas of operation and for coordinating periodic inventories.
 - f. Anne Arundel County Public School employees are responsible for adhering to all regulatory and procedural guidelines regarding property control and accountability.

2. Ownership and Use
 - a. Regardless of the method acquired, title to all property, supplies, components, recyclable material, etc. is vested in Anne Arundel County Public Schools and not to individual schools and offices. Therefore directors/principals may be directed to transfer or dispose of property items as requirements dictate.
 - b. Property acquired through federal and state grants is also vested in Anne Arundel County Public Schools unless otherwise stipulated in the terms of grant agreement.
3. Minimum Dollar Values
 - a. The minimum per item dollar value requiring formal property accounting and recording in the official property database is \$5,000.
 - b. See Property Control Manual for a complete list of sensitive items requiring formal accounting.
4. Item Identification
 - a. Fixed assets and sensitive items shall be tagged, labeled, bar-coded, stenciled, or otherwise marked to identify the items as belonging to Anne Arundel County Public Schools.
 - b. In cases where a tag, label, stencil or other markings would interfere with the basic operation of the item, no markings shall be required.
5. Property Accountability and Accounting
 - a. New Items
 - (1) Schools and administrative units have the responsibility to account for new property coming into their jurisdiction.
 - (2) Newly received fixed assets or sensitive items acquired from all sources shall be recorded in the official property data system and remain until time of disposal.
 - (3) See Property Control Manual for guidance on adding new assets.

b. Property Transfers

- (1) Motorized vehicles, including but not limited to automobiles, trucks, and golf carts, may only be transferred upon the consent of the Superintendent or designee.
- (2) Property may not be transferred to entities outside of AACPS unless consent is given by the Superintendent or designee.
- (3) Technology equipment and technology-related devices cannot be transferred within AACPS office/departments unless written consent is given by the Division of Technology Information.
- (4) School cafeteria equipment cannot be transferred within AACPS office/departments unless written consent is given by the Division of Food & Nutrition Services.
- (5) Property Transfer records shall be maintained for 3 years after the transfer.
- (6) See Property Control Manual for procedural guidance on all other items.

c. Donations

See AACPS Policy DCA for guidance on gifts, bequests, and donations.

6. Property Disposal

- a. Property may be disposed of when it becomes unserviceable, economically un-repairable, or unsafe for use.
- b. Surplus property may be sent to the surplus storage facility to be stored for re-issue, trade-in, auction, recycle, or disposal.
- c. The disposal of technology equipment and technology-related devices shall be determined by the Division of Technology Information.
- d. The disposal of school cafeteria equipment shall be determined by the Division of Food and Nutrition Services.
- e. All property shall be disposed of in a method that is the most

economically benefiting and one that protects AACPS from liability.

- f. Grant or lease acquired property shall be disposed of in accordance with this regulation unless otherwise stipulated in the grant or contract agreement.
- g. All items shall be disposed of in accordance with applicable Federal, State, or Local Hazardous Waste Regulations.
- h. Disposal records shall be maintained for 5 years.
- i. See Property Control Manual for guidance on property disposal.

7. Inventories

- a. Physical inventories shall be conducted by the schools /administrative units in order to account for property listed in the official property data system.
- b. The inventory reconciliation will be maintained for review by Federal, State, County and Anne Arundel County Public School auditors.
- c. Physical inventories may be directed by the Superintendent or designee at anytime.
- d. See Property Control Manual for procedural guidance regarding inventories.

Regulation History: *Developed by Superintendent: 10/3/2007*
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Note previous regulation history: *None*