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**TO:** Fiscal Managers and Capital Assets Staff of All County Agencies, Departments, and Special Districts

**FROM:** Robert E. Byrd, CGFM  
Auditor-Controller

**DATE:** April 30, 2009

**SUBJECT:** Capital Assets Inventory Certification

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In accordance with California Government Code Section 24051 (Attachment I), the head of each entity shall file with the County Auditor-Controller a complete capital asset inventory, under oath, showing in detail all capital assets (i.e., land, buildings, and equipment) in the entity's possession at the close of business on **June 30, 2009**. This constitutes taking a complete physical inventory of all Capital Assets and certifying the results.

The entity now enters capital asset acquisitions directly in the PeopleSoft Asset Management Module (AM) or through an interface process to the AM and subsequently submits supporting documentation to the Auditor-Controller's Office for review. Currently, the Auditor-Controller's Office is processing all betterments, modifications, adjustments, transfers, and dispositions/retirements.

A public query, "**RVAM\_CAP\_ASSET\_PHY\_INV**," allows the user to export data from PeopleSoft to Microsoft Excel to create a physical inventory list of capital assets which can then be certified. This public query provides for asset counts, asset cost totals and print parameters. This public query, as designed, also provides the following data for each capital asset record in the following order: Business Unit, Asset ID, Tag Number, Quantity, Asset Cost, Description, Serial ID, Model, Location Code, Acquisition Date, In Service Date, Life of the Asset, Salvage Value, Fund Code, Department ID, Program Code, Class Field, Project ID, Asset Category and Asset Status. As delivered, the query is sorted first by Fund and second by Tag Number.

This public query can be saved as a private query for an entity's subsequent use. It provides the user the flexibility to change the sort criteria as required. An example would be to change the sort order, first by Location Code and second by Tag Number. A second example would be to change the sort order first by Fund Code, second by Location Code and finally by Tag Number. Another example would be to delete the Program Code, Class Field and Project ID fields.

CALIFORNIA GOVERNMENT CODE SECTION 24051 REQUIRES THAT THE CAPITAL ASSET INVENTORY AND ALL CORRESPONDING DOCUMENTS BE RETURNED TO THE AUDITOR-CONTROLLER ON OR BEFORE THE DUE DATE OF **FRIDAY, JULY 10, 2009** (ATTACHMENT I).

Please do not use the certification process and forms for requesting additions, transfers, adjustments and disposals of capital assets. Such additions and changes should already be entered in the AM as of June 30, 2009. Asset additions and changes submitted with certifications will be treated as audit adjustments in the current fiscal year and reversed in the next fiscal year as capital assets and changes are processed in the AM.

Please review or complete the following attached documents as appropriate (see instructions on page 3). **Forms are available at the ACO web site [www.auditorcontroller.org](http://www.auditorcontroller.org) (Standard Practice Manual/SPM Forms) or will be provided upon request.**

- 1) Government Code, Section 24051 – Attachment I
- 2) Authorized Signature for Capital Assets Certification (Form AM-2) – Attachment II  
Attachment is required only if an Entity Head appoints a designee.
- 3) Inventory of County Property for Capital Assets (Form AM-1) – Attachment III  
Attach Capital Asset Physical Inventory Query as a County property inventory.
- 4) Contact for Capital Assets (Form AM-3) – Attachment IV
- 5) Capital Asset Listing Corrections (Form AM-4) – Attachment V\*  
Corrections submitted with the certification will be treated as audit adjustments.
- 6) Capital Assets Form (Acquisition, Betterment & Capital Leases) (Form AM-5) – Attachment VI \*\*
- 7) Capital Asset Transfer (Form AM-6) – Attachment VII\*
- 8) Capital Asset Disposition (Form AM-7) – Attachment VIII\*

**\* Should be submitted by May 21, 2009.**

**\*\* Betterments and modifications due May 21, 2009.**

**\*\* Acquisition documentation due to ACO by July 16, 2009.**

The following certification documents **MUST** be received by the Auditor-Controller by:

Date: **Friday, July 10, 2009 by 5:00 p.m.**  
Return to: Attention, Echel Ybanez, Accountant II  
Mail Stop: 1051

- 1) One copy of Capital Assets Inventory List (see instructions on page 3 for Capital Asset Physical Inventory Query)
- 2) Signed Authorized Signature for Capital Assets Certification (Form AM-2) – Attachment II  
Form required only if Entity Head appoints a designee.
- 3) Signed Inventory of County Property for Capital Assets (Form AM-1) – Attachment III,  
Attach the Capital Asset Physical Inventory Query as the County Property Inventory.
- 4) Signed Contact for Capital Assets (Form AM-3) – Attachment IV

Please contact Echel Ybanez at (951) 955-3556 if you need assistance completing the forms or obtaining forms.

## INSTRUCTIONS TO CREATE CAPITAL ASSETS INVENTORY LIST

### Capital Assets Inventory List (Capital Asset Physical Inventory Query)

- 1) Log on to PS Financials
- 2) Go "ReportingTools" "Query Manager"
- 3) Type **RVAM** and click "Search"
- 4) Select public query name "**RVAM\_CAP\_ASSET\_PHY\_INV**"
- 5) Click on Excel under heading "Run to Excel"
- 6) When **RVAM\_CAP\_ASSET\_PHY\_INV** page appears, "Enter Values"
  - a) Type applicable "Business Unit"
  - b) Type "06/30/2009" for Acquisition Date to include all capital assets acquired before the end of the fiscal year
- 7) Click "View Results"
- 8) At the "File Download" page, click "Open"
- 9) The list is sorted first by Fund and second by Tag Number
- 10) Save the file to your own Excel by highlighting the entire data and using "copy" and "paste" commands
- 11) **Business Units with more than one fund – please put each fund on a separate tab of the worksheet so each fund can be sorted and subtotaled separately.**
- 12) Review "Asset Status" and "Asset Category" to verify all assets are valid
- 13) Adjust "Acquisition Date," "In Service Date" and "Dept Id" columns to see all data
- 14) Go to "Data," "Sort" and sort by **first "Category" and second "Asset Id"**
- 15) Click "OK"
- 16) Go to "**Data,**" "**Subtotals**" and include the following
  - a) At each change in = Category
  - b) Use function = Sum
  - c) Add subtotal to = "{" for Quantity and Cost
- 17) Click "OK"
- 18) Bold "**Subtotal**" and "**Grand Total**" lines
- 19) Adjust "Cost" column if necessary so amounts are legible
- 20) Adjust "Page Setup"
  - a) Page = "Landscape," "Legal"
  - b) Margin = Left with 0.25 and Right with 0
  - c) Header/Footer = Custom Header Center, type "applicable Business Unit Capital Assets Inventory List" "as of June 30, 2008"
  - d) Sheet = "{" for Gridlines
- 21) "Save" the file
- 22) Print, attach to Form AM-1, and submit to the entity head for certification
- 23) Forward to Auditor-Controller's Office (ACO)

**Attachment II – Authorized Signature for Capital Assets Certification (Form AM-2)**

This form is to be completed if an entity head chooses to delegate authorization to certify capital assets. Please print or type the business unit, entity name, dept id, and authorized person's name and title. The entity head and the person authorized to certify the Capital Asset Inventory List must each sign the form where applicable.

**Attachment III – Inventory of County Property for Capital Assets (Form AM-1) (Certification Form)**

Please complete the certification as follows: (see sample attached):

- 1) The signature of the person responsible for or who has been given delegated authority to sign for capital assets.
- 2) Enter the date the certification was signed.
- 3) Enter the name of the person signing the certification.
- 4) Enter the title of the person signing the certification.
- 5) Enter the city name of the entity's main office.

**Attachment IV – Contact for Capital Assets (Form AM-3)**

Please print or type business unit, dept id, entity name, name and title, effective date, mail stop number and telephone number of the person responsible for the monitoring of your capital assets and capital asset forms. If responsibility is with more than one person, list all responsible persons. The entity head and the person responsible must each sign the form where applicable.

**NOTE:** Capital Asset tags are self-adhesive and should be applied only to a clean surface. Handle the tag by edges when removing the backing paper. **DO NOT TOUCH THE EXPOSED ADHESIVE AFTER THE BACKING IS REMOVED.** Apply the tag immediately after removing the backing paper. Be sure all of the edges have a secure bond. Do not pry test until adhesive has cured for a minimum of 7 days.