



County of Riverside
OFFICE OF THE AUDITOR-CONTROLLER
 STANDARD PRACTICE MANUAL

		SUBJECT: CAPITAL ASSET CERTIFICATIONS
SECTION:	5	CATEGORY: CAPITAL ASSET POLICIES
POLICY NUMBER:	515	
REVISED DATE:	07/01/17	APPROVED BY: <i>Paul Angelo</i>

PURPOSE: To establish standard guidelines for capital asset certifications.

SCOPE: Applies to County departments, agencies, special districts and authorities that are governed by Riverside County Board of Supervisors.

POLICY: Per California Government Code Section 24051, on or before July 10th (or next business day if it falls on a weekend) of each year, each County Officer or person in charge of a County entity shall submit a detail capital asset inventory listing in his or her possession or custody as of June 30th to the Auditor-Controller Office (ACO).

PROCEDURE: Guidelines to be used for properly submitting the documentation related to the yearly capital asset certification to the ACO is documented below.

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GENERAL INFORMATION:

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. buildings, and equipment) in the entity’s possession at the close of business on June 30th of each fiscal year. This constitutes taking a complete physical inventory of all Capital Assets and certifying the results.

The public query, “RVAM_CAP_ASSET_PHY_INV,” allows users to export data from the County’s PeopleSoft financial system to an excel worksheet to create a physical inventory list of capital assets, and which can be used for certification purposes. This public query can be saved as a private query for an entity’s subsequent use. Additionally, the following forms will be used:

- **SPM Form AM-1** Inventory of County Property for Capital Assets – *Required to be submitted at year-end and signed with the capital asset inventory listing.*
- **SPM Form AM-2** Authorized Signature for Capital Assets Certification - *Submit if the department head designates another person to certify capital assets inventory.*
- **SPM Form AM-3** Contact for Capital Assets - *Submit at year-end and every time there is a change in the person that monitors the department’s capital assets inventory and/or the employee preparing the capital asset forms.*

HOW TO CREATE CAPITAL ASSET INVENTORY LIST/REPORT:

Using the County’s PeopleSoft financial system, click on “Reporting Tools” and select “Query Manager.” Type “RVAM” and click “Search.” Make sure you select the public query “RVAM_CAP_ASSET_PHY_INV” and click on the excel link to run the query which will prompt you to enter your business unit for “Unit” and the end of the current fiscal year under “Acq Date.” Click “view results” and save the file.

Business Units with more than one fund need to place each fund on a separate tab of the excel worksheet in order to sort and subtotal each fund separately. Exclude “W” (Construction-In-Progress) status assets and exclude “Asset Categories” LANDN and NOCAP. Print the report and attach it to the completed SPM Form AM-1. The capital asset inventory listing and the SPM Form AM-1 and AM-3 need to be submitted to the ACO; SPM Form AM-2 will be required only if the department head designates another employee. Please contact a member of the capital asset section at the ACO for assistance with the capital asset inventory query or SPM Forms AM-1, AM-2 and AM-2.

WHEN TO RUN QUERY:

This query previously mentioned should be run once a year at the end of the fiscal year once all capital assets have been entered in the AM module. As such, it is critical that all capital assets are immediately entered in the AM module at year end. This will ensure that when the capital asset inventory report query is run, it will contain all capital assets purchased for the fiscal year.

DOCUMENTATION DUE DATE:

The following documents **must** be received by the ACO no later than July 10th, per California Government Code Section 24051. Please submit the following:

1. One hard copy of the Capital Assets Inventory List. Also, e-mail the excel file to the ACO, capital asset team.
2. Original signed *Authorized Signature for Capital Assets Certification*, SPM Form AM-2 (this form is required if the department head appoints a designee).
3. Original signed *Inventory of County Property for Capital Assets*, SPM Form AM-1.
4. Original signed *Contact for Capital Assets*, SPM Form AM-3.

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DEPARTMENT ROLES:

- 1) The department is responsible for creating and submitting the capital asset certification document along with:
 - a. SPM Form AM-1
 - b. SPM Form AM-2
 - c. SPM Form AM-3
- 2) Make changes if requested by ACO and recertify.
- 3) Submit all supporting documentation to the ACO on or before July 10th.
- 4) Submit AM-1 and capital asset inventory listing as soon as there is a change in department head position.

AUDITOR-CONTROLLER'S ROLES:

- 1) Review and verify the documentation submitted.
- 2) File information.
- 3) Compare to year-end information compile for CAFR.

RECORDS MANAGEMENT ROLES:

The Auditor-Controller is the official Department of Record for all AM Forms and its supporting documentation that are submitted to us. The documentation is filed in accordance with the County's General Records Retention policy which states to keep the current year plus the 7 past years.

SECURITY ROLES:

In order to perform the functions discussed above the following roles must be requested:

Department:

Capital Asset Processor – this role will allow you to:

- Add capital/noncapital asset information
- Update certain capital asset information

Auditor Controller:

Asset Reviewer Auditor-Controller Only – this role will allow you to:

- Adjust, re-categorize, transfer, and dispose capital assets/noncapital asset information
- Review and process transactions
- Run capital and lease asset reports

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INVENTORY OF COUNTY PROPERTY FOR CAPITAL ASSETS

OFFICE OF THE AUDITOR-CONTROLLER

Per Government Code section 24051, complete the upper portion and submit the certification on or before July 10th of each year with the Auditor-Controller's Office, Mail Stop #1050. In addition, if inventory is being transferred from one officer to another at other times in the fiscal year, please complete and submit the bottom portion with a current inventory list.

SPM FORM
AM - 1
(POLICY # XXX)



BUSINESS UNIT	FUND NO.	DEPT ID	AGENCY/DEPARTMENT NAME

Certification

I certify, under penalty of perjury, that the attached county property inventory list is a true and correct inventory of the County of Riverside's property currently in my possession and/or control and for which I am responsible for as of the close of business on June 30, _____.

Signature

Date

Print Name

Official Title

Executed At

_____, California

Acknowledgement of Transfer of Inventory from Outgoing Officer

I acknowledge and certify, under penalty of perjury, each and all articles named in the attached inventory list of fixed assets is a true and correct inventory of the County of Riverside's property now in my possession and being transferred to the individual named below as of _____.

(Specify date)

Signature

Date

Print Name

Official Title

Executed At

_____, California

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Acknowledgement of Receipt from Incoming Officer

I acknowledge and certify, under penalty of perjury, the receipt of each and all articles named in the attached inventory list of fixed assets as a true and correct inventory of the County of Riverside's property now in my possession and/or control and for which I am responsible for as of _____ .
(Specify date)

Signature

Date

Print Name

Official Title

Executed At

_____, California

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AUTHORIZED SIGNATURE FOR CAPITAL ASSETS CERTIFICATION (Certification of County Property)
OFFICE OF THE AUDITOR-CONTROLLER
 Complete and return to the Chief of the General Accounting Division of Auditor-Controller's Office, Mail Stop #1050.

SPM FORM
 AM - 2
 (POLICY #XXX)



BUSINESS UNIT	FUND NO.	DEPT ID	AGENCY/DEPARTMENT NAME

NAME	TITLE

SIGNATURE

I authorize the individual listed above to certify the Capital Assets Inventory Listing for the department and business unit shown.

 Department Head Signature

 Date

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CONTACT FOR CAPITAL ASSETS

OFFICE OF THE AUDITOR-CONTROLLER

Complete and return to the Asset Management Desk of the General Accounting Division, Mail Stop #1050.

SPM FORM
AM - 3
(POLICY #XXX)

BUSINESS UNIT	FUND NO.	DEPT ID	AGENCY/DEPARTMENT NAME

Contact for Capital Asset Inventory *(Person responsible for monitoring the department's capital asset inventory)*

Print Name

Title

Effective Date

Signature

Phone

Contact for Capital Assets Form *(Acquisitions, Betterments, and Adjustments)*

Print Name

Mail Stop No.

Effective Date

Signature

Phone

Department Head Signature

Date

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