

## How to complete the Statement of General Fixed Assets

The Statement of General Fixed Assets is the total assets your department is responsible for as of the end of that fiscal year. For example, the statements that were sent out on June 22, 2018, reflect any active assets under that department as of June 30, 2018. There may be costs that are pending to be entered and those should be reflected as well.

Below is a guide on how to complete the certificate once you receive the Statement of General Fixed Assets packet from the Auditor Controller's Office.

1. After reviewing the Statement of General Fixed Assets, the total amount for all assets (highlighted in yellow) goes in section 1 of the Fixed Asset Inventory Certificate.

County of Imperial  
Statement of General Fixed Assets

<u>Dept</u>	<u>Class</u>	<u>Asset No.</u>	<u>Location</u>	<u>Description</u>	<u>Serial #</u>	<u>PurchAmt</u>	<u>InservDt</u>
1904	2	20449	CC1	Winterhaven Fire/Sheriff Substation		455,660.54	03/20/2050
						455,660.54	
						455,660.54	

1  
COUNTY OF IMPERIAL  
FIXED ASSET INVENTORY CERTIFICATE  
JUNE 30, 2018

Department Number:

Department Name:

**Inventory Accountability**

1. Value per Auditor's records \$ \_\_\_\_\_

2. Add: No. of Items Value

a) On hand but not  
Listed (eg. New Items,  
Transfers in, etc.)

	\$
	\$

b) Loans from other depts.  
Total (2a + 2b)

\$ \_\_\_\_\_

The total is taken from the GL Detail Transaction Report with Balance. If this is an ongoing project, the expenses accumulate yearly and the total asset will reflect all expenses since the start of the project to current. In this particular case, the costs capitalized were only the ones highlighted in yellow because of the date the certificates were sent out.

Detail Transaction Report  
07/01/2017 Through 06/30/2018

Trans. Date	Description	Reference	Batch ID	Check #	SSys ID	Debit	Credit	Net Balance	
Fund Type: 12 Special Revenue									
Org Key: 1904001 16-CDBG-11151									
Object: 550020 Construction									
03/20/2018	YUMA VALLEY CON WNTRHVN PUB	16171	O18L320B	00551784	OH	49,000.83	0.00	49,000.83	The total expenses for construction as of 5.31.18 is \$455,660.54
04/16/2018	YUMA VALLEY CON WH PUBLIC SAFI	16191	O18O416B	00554239	OH	128,716.22	0.00	177,717.05	
05/21/2018	YUMA VALLEY CON WINTERHAVEN 1	531920	O18A521A	00557792	OH	277,943.49	0.00	455,660.54	
06/01/2018	IMPERIAL IRRIGA 16-CDBG-11151	4025801	O18L601B	00559229	OH	22,495.00	0.00	478,155.54	
06/11/2018	YUMA VALLEY CON WH PUBLIC SAFI	16213	O18O611A	00560414	OH	187,016.88	0.00	665,172.42	
06/20/2018	16-CDBG-11151	0618-221	J18LD620A		JE	440.00	0.00	665,612.42	
<b>Object Total:</b>						665,612.42	0.00	<b>665,612.42</b>	
Object: 552080 Transfers In									
12/19/2017	TRF FUNDS PRJ ICCED-008	1217-212	J17LDC19A		JE	0.00	50,000.00	-50,000.00	
03/06/2018	TRF FUNDS MO 13 2/6/18	0318-071	J18C306A		JE	0.00	526,835.50	-576,835.50	
<b>Object Total:</b>						0.00	576,835.50	<b>-576,835.50</b>	
<b>Org Key Total:</b>						665,612.42	576,835.50	88,776.92	
<b>Fund Type Total:</b>						665,612.42	576,835.50	88,776.92	

- The costs that were not included in the Statement of General Fixed Assets (highlighted in orange) are to be added in "Section 2. Add" in the Fixed Asset Inventory Certificate.

If there are additional costs that are occurring after June 30, 2018, but before the end of the fiscal year deadline, they should also be included.

Detail Transaction Report  
07/01/2017 Through 06/30/2018

Trans. Date	Description	Reference	Batch ID	Check #	SSys ID	Debit	Credit	Net Balance
Fund Type: 12 Special Revenue								
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Object: 550020 Construction								
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05/21/2018	YUMA VALLEY CON WINTERHAVEN 1	531920	O18A521A	00557792	OH	277,943.49	0.00	455,660.54
06/01/2018	IMPERIAL IRRIGA 16-CDBG-11151	4025801	O18L601B	00559229	OH	22,495.00	0.00	478,155.54
06/11/2018	YUMA VALLEY CON WH PUBLIC SAFI	16213	O18O611A	00560414	OH	187,016.88	0.00	665,172.42
06/20/2018	16-CDBG-11151	0618-221	J18LD620A		JE	440.00	0.00	665,612.42
<b>Object Total:</b>						665,612.42	0.00	<b>665,612.42</b>
Object: 552080 Transfers In								

COUNTY OF IMPERIAL  
FIXED ASSET INVENTORY CERTIFICATE  
JUNE 30, 2018

Department Number:

Department Name:

**Inventory Accountability**

1. Value per Auditor's records \$ 455,660.54

2. Add: No. of Items Value

a) On hand but not Listed (eg. New Items, Transfers in, etc.)

	\$209,951.88
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b) Loans from other depts. \$

Total (2a + 2b) \$ 209,951.88

3. Deduct: No. of Items Value

a) Transfers out

	\$
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b) Loans to other depts.

	\$
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c) Missing \*

	\$
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3. If there are items that were transferred out to either another department or to Purchasing Surplus, those are annotated in section 3. Those items should have a PTR (Property Transfer Request) in process, but has not yet reflected the asset list.

County of Imperial  
Statement of General Fixed Assets

Dept	Class	Asset No.	Location	Description	Serial #	PurchAmt	InsvrDt
5200	10	22644	CC1	2014 FORD EXPLORER	1FM5K8AR2EGC14008	27,319.79	04/24/2014
5200	10	22645	CC1	2014 FORD EXPLORER	1FM5K8AR4EGC14009	27,319.79	04/24/2014
5200	10	22646	CC1	2014 FORD EXPLORER	1FM5K8AR0EGC14010	27,319.79	04/24/2014
5200	10	22647	CC1	2014 FORD EXPLORER	1FM5K8AR2EGC14011	27,319.79	04/24/2014
5200	10	22649	CC1	2014 FORD EXPLORER	1FM5K8AR0EGC14007	27,319.78	04/24/2014
5200	10	22650	CC1	2014 FORD F-150 4X2	1FTEX1CM3EKE10731	21,607.67	05/13/2014
5200	10	22657	CC1	2014 FORD EXPLORER	1FM5K8AR7EGC08396	27,319.79	05/13/2014
5200	10	22658	CC1	2014 FORD EXPLORER	1FM5K8AR9EGC14006	27,319.79	05/13/2014
5200	10	22659	CC1	2014 FORD F-150	1FTFW1EF9EKD94394	28,457.82	05/13/2014
5200	10	22660	CC1	2014 FORD F-150	1FTFW1EF7EKD9493	28,457.82	05/13/2014
5200	10	22661	CC1	2014 FORD F-150	1FTFW1EF0EKD94395	28,457.82	05/13/2014
5200	10	22662	CC1	2014 FORD F-150 4X4	1FTEX1EM8EKE10737	28,457.82	05/28/2014
5200	10	22664	CC1	2014 FORD FUSION S	1FA6P0G77E5401134	18,648.47	05/13/2014
5200	10	22665	CC1	2014 FORD FUSION	3FA6P0G78E5401143	18,648.47	05/13/2014
5200	10	22674	CC1	2014 CHEVROLET IMPALA	2G1WA5E38E1161319	19,958.39	05/28/2014
5200	10	22675	CC1	2014 CHEVROLET IMPALA	2G1WA5E30E1162769	19,958.39	05/28/2014
5200	10	22678	CC1	2015 FORD F250 SPRACAB	1FD7X2B60FEA35281	28,939.79	05/28/2014
5200	10	22681	CC1	2015 FORD F-250	1FT7X2B62FEA23752	29,621.26	06/02/2014
5200	10	22703	CC2	2014 FORD FUSION	3FA6P0G77ER366639	18,648.45	06/30/2014
5200	10	22704	CC1	2014 FORD EXPEDITION	1FMJU1G57EEF37437	31,792.07	06/17/2014
5200	10	22714	CC1	2014 FORD E-350 15 PASSENGER CLUB WAGON	1FBSS3BL3EDB15019	26,927.75	06/16/2014
5200	10	22723	CC1	2015 CHEVROLET TAHOE	1GN5K3EC9FR623009	47,840.88	04/07/2015
5200	10	22724	CC1	2015 CHEVROLET SILVERADO	3GCUKPEC2F6255597	32,527.86	04/20/2015
5200	10	22726	CC1	2015 CHEVROLET SILVERADO	3GCUKPECXFG256710	32,527.86	04/20/2015
5200	10	22727	CC1	2015 CHEVROLET SILVERADO	3GCUKPEC6FG258020	32,527.86	04/20/2015
5200	10	22728	CC1	2015 CHEVROLET SILVERADO	1GCHSAEA1F1204796	22,634.54	04/06/2015
5200	10	22734	CC1	2015 FORD F-150	1FTFW1CF2FKD22179	28,512.11	06/18/2015
5200	10	22737	CC1	2015 CHEVROLET TAHOE	1GN5K3EC7FR690316	35,096.06	06/30/2015
5200	10	22738	CC2	2015 CHEVROLET TAHOE	1GN5K3EC0FR689721	35,096.06	06/30/2015
5200	10	22739	CC1	2015 CHEVROLET TAHOE	1GN5K3EC1FR690330	35,096.06	06/30/2015
5200	10	22740	CC1	2015 CHEVROLET TAHOE	1GN5K3EC4FR688166	35,096.06	06/30/2015
5200	10	22752	CC1	2015 CHEVROLET MALIBU	1G11A5SL0FF323937	20,593.27	07/16/2015
5200	10	22753	CC1	2015 CHEVROLET MALIBU	1G11A5SL8FF323698	20,593.27	07/16/2015
5200	10	22754	CC1	2015 CHEVROLET MALIBU	1G11A5SLXFF322844	20,593.27	07/16/2015
5200	10	22758	CC1	2016 FORD EXPLORER	1FM5K8AR7GGA28354	27,732.35	08/04/2015
5200	10	22759	CC1	2016 FORD POLICE INTERCEPTOR	1FM5K8AR3GGA28352	27,732.35	08/04/2015
5200	10	22760	CC1	2016 FORD EXPLORER	1FM5K8A5GGA28353	27,732.35	08/04/2015
5200	10	22764	CC1	2015 TRANSIT CONNECT WAGON XLT	MN0G9S9F77F1224660	26,671.79	08/27/2015

User: CASTV-1  
Report: fixed\_assets

Current Date: 07/05/2018  
Current Time: 10:39:55

APPROVED: ADMINISTRATIVE OFFICE

*[Signature]*

DATE: 05/24/18

**COUNTY OF IMPERIAL**

**PROPERTY TRANSFER REQUEST**

PREPARATION INSTRUCTIONS ON REVERSE

THE ITEMS LISTED HAVE BEEN COMPARED WITH THE COUNTY PROPERTY INVENTORY CONTROL RECORDS MAINTAINED BY THE AUDITOR - CONTROLLER, AND AGREE WITH SAID RECORDS EXCEPT AS NOTED HEREON.

AUDITOR - CONTROLLER

BY: *[Signature]* DEPUTY

DATE: 5/23/18 No. 3827

TRANSFER FROM		
DEPARTMENT	CEO/ GSA/ FLEET SERVICES	DEPT. NO. 5200001
DEPARTMENT HEAD APPROVAL	DATE	
LOBSTEIN STEPHAN <i>[Signature]</i>	03/1/2018	
FORWARD ALL COPIES TO RECEIVING DEPARTMENT		

TRANSFER TO		
DEPARTMENT	PROCUREMENT-SURPLUS	DEPT. NO. 1010001
DEPARTMENT HEAD APPROVAL	DATE	
<i>[Signature]</i>	3/2/18	
FORWARD GOLDENROD COPY TO BUILDINGS AND GROUNDS ALL OTHER COPIES TO AUDITOR - CONTROLLER		

**ITEMS TRANSFERRED**

CO. PROPERTY NUMBER	QTY.	DESCRIPTION	SURPLUS CODE	MFG. OR SERIAL NUMBER	INVENTORY VALUE	RECEIVING DEPT. LOCATION CODE
22662 110A	1	2015 F-150 4X4 SUPERCREW	B	1FTFW1EF2EKD94396	28,466.82	1010001

**RECEIVED**

COUNTY OF IMPERIAL  
FIXED ASSET INVENTORY CERTIFICATE  
JUNE 30, 2018

Department Number: 5200

Department Name: Fleet Services

**Inventory Accountability**

1. Value per Auditor's records			\$ 9,800,577.84
2. Add:	No. of Items	Value	
a) On hand but not Listed (eg. New Items, Transfers in, etc.)			\$
b) Loans from other depts.			\$
Total (2a + 2b)			\$
3. Deduct:	No. of Items	Value	
a) Transfers out	1	\$28,466.82	
b) Loans to other depts.			\$
c) Missing *			\$
Total (3a+3b+3c)			(\$ 28,466.82 )
4. Value per Department's physical inventory			\$ 9,772,111.02

\*Explanation: \_\_\_\_\_

I certify under penalty of perjury that, to the best of my knowledge and belief, the Statement of General Fixed Assets consisting of page (s) \_\_\_\_\_ including the above summary, is an accurate

