



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

		SUBJECT: MODIFICATIONS TO CAPITAL ASSETS THAT HAVE ALREADY BEEN RECORDED AND TRANSFER OF ACCOUNTABILITY
SECTION:	5	CATEGORY: CAPITAL ASSET POLICIES
POLICY NUMBER:	512	
REVISED DATE:	07/01/17	APPROVED BY: <i>Paul Angulo</i>

PURPOSE: To establish standard guidelines for cost adjustments, changing funds, changing department IDs, modifying the useful life of a capital asset and transferring accountability, in PeopleSoft Asset Management module (AM module).

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

POLICY: The Auditor-Controller Office (ACO) must be notify as soon as the department knows of any cost adjustment, changing fund, changing department ID, modifying the useful life of a capital asset and transferring accountability of any capital asset.

PROCEDURES: Information on the criteria to be used related to modifications to a capital asset that has already been recorded is documented below, as well as the process and supporting documentation needed in order for the modification to be properly processed/recorded.

SECTION	5
POLICY NUMBER	512
REVISED DATE	07/01/17

FUND MODIFICATION

When requesting a fund correction, SPM Form AM-4, *Capital Asset Listing Corrections* must be completed and submitted to the Auditor Controller Office (ACO) to the attention of the capital asset section/team. Depending on the circumstance, the original asset number may or may not change. Please note the following scenarios:

- When the fund of a capital asset that exists in the Governmental or Proprietary ledger and **within** the same business unit is changed the original capital asset number assigned **will not change**.
- When the fund of a capital asset that exists in the Governmental or Proprietary ledger and **not within** the same business unit is changed the capital asset **will** be assigned a new number.
- When the fund of a capital asset that exists in the Governmental ledger is changed to a fund in the Proprietary ledger or vice versa, the capital asset **will** be assigned a new number.

DEPARTMENT ID MODIFICATION

Those requesting to correct a department ID must complete SPM Form AM-4, *Capital Asset Listing Corrections* and submit it to the ACO to the attention of the capital asset section/team.

IN SERVICE DATE MODIFICATION

Those requesting to correct an in-service date must complete SPM Form AM-4, *Capital Asset Listing Corrections* and submit it to the ACO capital asset team.

USEFUL LIFE MODIFICATION

Entities requiring a correction to the useful life of a capital asset must attach an detailed explanation SPM Form AM-4, *Capital Asset Listing Corrections* to the ACO capital asset team.

COST MODIFICATION

Entities requesting a cost adjustment to properly report the total cost of a capital asset, must send a copy of the invoice or other justification to validate the cost adjustment along with the completed SPM Form AM-4, *Capital Asset Listing Corrections* to the ACO capital asset team.

RE-CATEGORIZING MODIFICATION

Entities requesting a re-categorization of a capital lease asset due to the asset being purchased outright, paying off a capital lease, or a capital asset erroneously categorized in the AM module must complete SPM Form AM-4 with a detailed explanation along with supporting documentation to the ACO Capital Asset team.

TRANSFER ACCOUNTABILITY

Upon a change in department head, the accountability of the department’s capital assets must be transferred to either the new department head or the acting department head. Notification must be given to the ACO as of the date of such change by completing SPM Form AM-1, *Inventory of County Property for Capital Assets*. If available, the outgoing department head must sign the AM-1 acknowledging the transfer of inventory. Signatures should be obtained as soon as a department is aware of a pending departure. The AM-1 must also contain a current capital asset listing with evidence that a full inventory has been taken. These documents must then be signed and submitted to the ACO, capital asset team.

SECTION	5
POLICY NUMBER	512
REVISED DATE	07/01/17

DEPARTMENT ROLES:

- 1) Completed SPM Form AM-4, *Capital Asset Listing Corrections*. Form must be submitted to the ACO **with all supporting documentation**, as soon as possible.
- 2) Completed SPM Form AM-1, *Inventory of County Property for Capital Assets*. Form must be submitted to the ACO **with all supporting documentation**, as soon as possible.

AUDITOR-CONTROLLER'S ROLES:

- 1) Review SPM Form AM-4 *Capital Asset Listing Corrections* for completeness and accuracy.
- 2) Review SPM Form AM-1 *Inventory of County Property for Capital Assets* for completeness and accuracy.
- 3) Process transactions in PeopleSoft Financial System.

RECORDS MANAGEMENT ROLES:

Auditor-Controller

The Auditor-Controller is the official Department of Record for all AM Forms and the submitted supporting documentation. 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 some 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

SECTION	5
POLICY NUMBER	512
REVISED DATE	07/01/17



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 # XXXX)

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

SECTION	5
POLICY NUMBER	512
REVISED DATE	07/01/17

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

_____, California
Executed At

SECTION	5
POLICY NUMBER	512
REVISED DATE	07/01/17



CAPITAL ASSET LISTING CORRECTIONS
 OFFICE OF THE AUDITOR-CONTROLLER
Complete and return to the Auditor-Controller's Office, Mail Stop #1050.

SPM FORM
 AM - 4
 (POLICY # XXX)

BUSINESS UNIT	FUND NO.	DEPT ID	AGENCY/DEPARTMENT NAME



Asset ID	Description	Requested Change	Transaction Date

[]	[]	[]	[]
Prepared By	Date	Phone	Mail Stop #

SECTION	5
POLICY NUMBER	512
REVISED DATE	07/01/17