



PERSONAL PROPERTY POLICY

POLICY

The Commission will maintain its personal property in good working order. Items considered as personal property are items with an initial, individual cost of less than \$5,000, which are not real property or capital assets. A schedule listing personal property will be maintained. An inventory of the Commission's personal property will be conducted and reconciled to the schedule on an annual basis.

The Commission recognizes that the storage, maintenance, transportation and other costs associated with maintaining surplus personal property may exceed the inventory or fair market value of the property. Therefore the Commission will identify surplus personal property as needed. Surplus personal property (i.e., anything other than real property or capital assets) will be defined as any item that is no longer suitable or useful to the Commission, is not required for public use, or is no longer functional and cannot be repaired or improved in a cost-effective manner. After an item is determined to be surplus personal property, the Commission gives the Executive Director, or their designee, the responsibility to transfer, sell, donate, exchange, store, or dispose of any personal property purchased or funded by the Commission.

PROCEDURES

The Executive Director or designee evaluates the surplus property that was purchased for internal operations and determines if it is still needed by the Commission. After it is determined to be surplus personal property, the Executive Director or designee:

- A. Determines if a funded partner can use the item, or
- B. Places the item in storage for future use, or
- C. Sells the item in a public sale, or
- D. Donates the item to public and non-profit entities, including organizations exempt from taxation organized for the care, teaching, or training of children or Native Americans; to a school or community college district; to a county First 5 commission, or to exempt organizations organized to provide health or human services¹, or
- E. Disposes of the item because the item is no longer in good working order and/or cannot be repaired or improved in a cost-effective manner.

If the item is disposed of, donated, or sold, the item will be removed from the Commission's schedule of personal property. The schedule of personal property will be reconciled annually. Any item disposed of will be handled in an environmentally conscious manner.

¹ Gov. code, § 25372.

Personal Property Purchased by Contractors: In the Commission's standard contract, contractors are required to return to the Commission any equipment, furniture, or supplies purchased in whole or in part with funds provided under this Agreement and all related parts. The Commission retains the right to waive this requirement. Prior to waiving this requirement, the Commission will first determine if the program will continue under a different contractor and if the new contractor has a need for the personal property. If the program will not continue, or if there is no need for the item(s), the Executive Director or designee will determine if such property is surplus personal property, and if so, will first consider donation of the item to the current contractor. If there is no need, the Executive Director or designee will follow the procedures outlined above.

Equipment Purchased with Federal Funds: When an equipment item purchased with federal funds has a current per unit fair market value of \$5,000 or more and is no longer needed for a Federal program, it may be retained or sold, with the Federal agency having a right to a proportionate (percent of Federal participation in the cost of the original project) amount of the current fair market value.

Before disposing or transferring any computer equipment, all data will be cleaned (except the operating system), following federally approved standards for handling confidential information.

If items are sold in a public sale, revenues from the proceeds from the surplus property sales will revert to the initiative or budget area in which they were purchased.