



A COUNTY OLDER THAN THE STATE

ST. CLAIR COUNTY COMMISSION

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STANLEY D. BATEMON
CHAIRMAN

JOY THOMPSON
ADMINISTRATOR/TREASURER

THIS POLICY NO LONGER VALID 11/27/12
REFER TO POLICY 16 AMENDED

MIKE BOWLING
JEFF BROWN
PAUL MANNING
JIMMY ROBERTS
ASSOCIATE MEMBERS

Memorandum

TO: All St. Clair County Elected Officials, Supervisors and Employees

FROM: Joy Thompson, Administrator

SUBJECT: Inventory Policy and Procedures

DATE: December 10, 2002

During a regular meeting of the St. Clair County Commission held December 10, 2002 Policy #31 regarding inventory procedures was revised. (Copy Attached) With new regulations placed on counties, inventory has become a major part of the county's financial statement. The State Examiners are requiring additional information and physically checking more of the county's inventory. To insure the Examiners can locate the county's property, when they do their physical inspection, the commission has established the following policies: (1) Mr. Harold Hoyle, Property Manager, has been designated by the commission to be over the inventory for the county. This includes placing the inventory decals on the equipment, maintaining new items being put on the inventory and keeping up with sold and junked equipment. The Commission will officially approve all changes. (2) The Commission will also establish procedures as where the decal should be placed. This is to insure the State Examiners can locate easily. Mr. Hoyle will keep these procedures and place the decals as instructed.

It is crucial that this policy and procedures be complied with. Please make sure your staff or employees in charge of your department's inventory receive a copy of this memo. If you have any questions, please advise.

ST. CLAIR COUNTY COMMISSION

Policy #31

Revised December 10, 2002

To insure all inventory items, that meet the requirements of policy #28 and established threshold amounts under GASB, that are placed or removed from the St. Clair County's inventory be approved by the St. Clair County Commission. A designated employee assigned by the St. Clair County Commission will be authorized to maintain this inventory.

All inventory items, per Policy 28 and established threshold amounts under GASB, will be identified with a St. Clair County decal and placed on said equipment by a designated employee of the St. Clair County Commission. The Commission will adopt a set of guidelines on where the decals are to be placed.

All items that are placed or removed on the county's inventory must be approved by the St. Clair County Commission in a regular meeting of the St. Clair County Commission. Any items meeting this policy that are purchased out of discretionary funds or donated to county departments must be approved by the County Commission before being placed on the county's inventory and county insurance.

This policy was adopted to insure that correct inventory records are maintained and all items are covered under the county's insurance.

Adopted this the 10th day of December 2002.

Guidelines for placing inventory identification decals

Inventory labels should be placed in descending priority, on FRONT, RIGHT, TOP quadrant of equipment and furniture as viewed from an operational aspect.

Identification decals on held hand radios should be placed INSIDE, under the removable battery.

Identification decals on vehicles should be placed on the DRIVER'S SIDE doorpost.

These are general guidelines to be followed. If for some reason the decal cannot be placed as stated above, place decals in a **conspicuous location** where they will not be damaged or destroyed.

Adopted by the St. Clair County Commission 12-10-02.