

**Ohio** | Department of Job and Family Services  
John R. Kasich, Governor  
 Cynthia C. Dungey, Director

Fiscal and Monitoring Services  
 Bureau of County Finance and Technical Assistance

## Tracking and Disposal of Assets

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## Policy

- 5101:9-4-10 – Asset Reimbursement Methods CFSA/WIA
- 5101:9-4-15 – Disposal of Assets
- 45CFR 92.32-92.33

2

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## Who is Affected?

- CDJFS
- PCSA
- CSEA
- WIA
- Subrecipients

3

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## Words with Friends?

- Capital expenditure
- Asset
- Equipment
- Supply
- Inventory item

4

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## Capital Expenditure

- Acquisition cost of capital assets
  - Equipment and Buildings
- Synonymous with “Asset” in 5101:9-4-10 and 5101:9-4-15

5

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## Capital Expenditure – Con’t

**45 CFR Part 92.3**

- Cost of capital asset includes
  - Net invoice price
  - Cost of modifications, attachments, accessories or auxiliary apparatus necessary to make usable for intended purpose
  - Ancillary charges: taxes, duty, protective shipping freight and installation may be included or excluded
    - Follow local accounting practices

6

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**Capital Expenditure – Equipment**  
**45 CFR Part 92.3**

- A useful life of more than one year
- Acquisition cost of \$5,000 or more unless local requirements are more restrictive
- Initial purchase with local dollars; and
- Cost recovered through depreciation

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**Capital Expenditure – Equipment Con't**  
**5101:9-4-10 (A&B)**

- Only exception to \$5,000 threshold
  - Equipment that benefits solely DOL/WIA programs
  - Must request approval, JFS01994
- A WIA area with multiple sub areas shall follow most restrictive of fed, state or local sub area

8

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**Capital Expenditure – Equipment Con't**  
**45 CFR Part 92.32**

- Tracking to include:
  - Description
  - Serial or other ID number
  - Source of property (supplier, vendor)
  - Who hold the title?
  - Acquisition Date and cost
  - FFP percentage
  - Location
  - Use and condition
  - Date of disposal and sale price

9

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**Capital Expenditure – Equipment  
 Con't**

- Depreciation Documentation
  - Description
  - Purchase price and date
  - Date asset was put in service
  - Useful life
  - Amount of depreciation for each period
  - Cost pool or program being charged

10

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**Written Policy  
 5101:9-4-10**

- Asset classification – i.e.:
  - Equipment and Machinery
  - Software, Hardware
  - Buildings
- Useful Life Schedule
- Local acquisition threshold
- May adopt local policy if as restrictive as Federal requirements

11

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**Supply  
 5101:9-4-10 (A)**

- An item with an acquisition cost of less than \$5,000, unless local requirements are more restrictive
- Expensed as a direct or indirect cost
- May or may not be an inventory item

12

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### Inventory Item

- Tracked on the county inventory system
- Minimum purchase price set by county
- Can be a "supply" or "equipment"
- Annual inventory - ORC 305.18

13

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### Disposal of assets

**5101:9-4-15**

- Capital Expenditures (assets), not supplies
- CFSA/WIA notifies Board of Commissioners for disposal of asset when:
  - Loss of asset claimed for FFP
  - No longer needed for public use
  - Obsolete or unfit for use

14

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### Disposal of assets – Con't

- Disposal Commissioner's responsibility
- Required resolution
- Disposal options:
  - No value can be discarded or salvaged
  - Scrap metal less than \$2,500 may be discarded or salvaged

15

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## Disposal of assets- Con't

- Disposal options – Con't:
  - FMV less than \$2,500, determined by Board, may be sold by private sale or internet auction without advertisement or public notification
  - FMV over \$2,500, determined by Board, may be sold at public or internet auction or sealed bid to the highest bidder

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## Disposal of assets – Con't

- Disposal options – Con't:
  - A vehicle valued less than \$4,500 may be donated to a nonprofit exempt from federal income tax for the purpose of meeting transportation needs of OWF/PRC participants
- The Board may lease an asset to any municipality, township or political subdivision of state or county land reutilization corporation

17

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## Questions?

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