

**Environmental and Public Protection Cabinet
Fixed Asset Annual Audit
F.Y. 2009**

The Environmental and Public Protection Cabinet Fixed Asset Audit will begin on February 16, 2009 and is to end no later than April 30, 2009. Agency audits must be completed by the closing date, May 1, 2009. **No extensions.**

1. Cabinet personnel must complete a physical annual audit of items \$500 and above. Property officers must verify that they have actually seen each item and document any items not listed on the report. Property officers consist of:
 - a. Cabinet Level Property Officer
 - b. Division Level Property Officer
 - c. Field Level Property Officer
2. Division Level Property Officers are responsible for running their agency's audit sheets. If the agency has field offices, the Division Level Property Office will send the audit sheets to their Field Level Property Officers.
3. The Cabinet Level Property Officer will notify the Auditor of Public Accounts Office to notify them of the date of the audit.

Annual Audit Procedures

1. The **EPPC Employee Audit Signoff Listing by Division (2)** will appear in each Property Officer's Inbox / Personal Document in Info Advantage. Division Level Property Officers are to print off these audit sheets.
2. Division Level Property Officers are to visually locate those items in their area and delegate one person in each field office the responsibility for locating and verifying all items in their geographical area of responsibility.
3. The Property Officer will **mark "F"** for found beside the items if they have been located. Make notes of the following (if they pertain): custodian change if given to another employee or agency, location changes, and add items found if an item is not on the employee's sheet. If it cannot be visibly inspected, the item will be marked as appropriate. If an item cannot be found, notations will be made accordingly. (Lost, transferred to another employee, etc). New items or items not included on the employee's audit sheet will be added with all appropriate information provided.

4. Once the Division Level Audit has been completed the Division Level Property Officers will make the appropriate changes in the Fixed Assets system (E-MARS).
5. The Division Level Property Officer will distribute the audit when it is completed, but no later than May 1, 2009 to the following:
 - Original Report - Cabinet Level Property Officer
 - Copy - Division Level Property Officer
 - Copy - Commissioner's Office
6. Cabinet Level Property Officer verifies all submissions to see that changes have been made correctly and that any discrepancies are identified. Corrections are to be made by the Divisions.
7. Cabinet Level Property Officer will generate a list of Missing and Found Items from the Employee Signoff List and Division Level Property Officer's missing list.
8. Cabinet Level Property Officer will complete the Fixed Assets by Agency for Equipment Sheet for items \$500 or above.
9. Division Level Property Officers will make corrections in system by using 9INV in Document ID on any changes, additions, and deletions.
10. Cabinet Level Property Officer will keep watch over the Document Identifier: (FA, FM); Status: (Held, Rejected) status to make sure it is cleaned up. Division Level Property Officers are to make the decision if the shell is to be filled out or deleted off of the above mentioned table by June 30, 2009.
11. When Cabinet Level Property Officer is confident that corrections have been made, they will send a letter to Division of Statewide Accounting Services to certify that the audit has been completed.
12. The Division Level Property Officer will make the necessary corrections in the E-MARS Fixed Assets system. If the item went to another division within the Department, the Commissioner's Office Property Officer is to make the necessary transfer in the system. If the item was transferred to another department/state agency, the Division Level Property Officer is to notify the Cabinet Level Property Officer to make the necessary changes in the system.
13. Should an employee refuse to sign the audit sheet, the Division/Field Level Property Officer is to obtain the signature of the employee's immediate supervisor confirming that the items have been located or cannot be found. If the supervisor should also refuse to sign the Division/Field Level Property Officer will continue up the chain of command until a signature has been obtained, and indicate on the audit sheet the steps taken at each level.

14. The Division Level Property Officer is to make sure all items purchased \$500 and above, have been entered in the system.

Search for Missing Fixed Assets

Each Division Level Property Officer must continue to search for missing items and report any findings to the Cabinet Level Property Administrator by close of business, May 31, 2009 for inclusion in the Cabinet Audit Report. This will ensure our Cabinet is forwarding a complete audit to the Finance and Administration Cabinet.

Each agency must look for these items on the list forwarded to Commissioners during the month of June and report the findings to the Cabinet Level Property Officer by June 30, 2009.

The Cabinet Level Property Officer will forward a list of each agency's missing Fixed Assets to each Commissioner on July 2, 2009.

It is likely that some of the "missing" items are not actually lost, but due to equipment movement, it could not be confirmed that the item(s) were found. An item must be identified as "missing" for two consecutive years before it can be removed from the records.