

INTERNAL AUDIT DEPARTMENT

Audit Alert

Alert Number 2014-001

March 24, 2014

Accountable Equipment

During a recent audit, we identified several departments that did not have a listing of its wireless devices readily available or the devices had been excluded from their listing of accountable items. Although some of these items may fall below the minimum threshold of \$100 value, they are considered 'small and attractive' items and should be included in each department's accountable equipment listing. These items are also subject to the same provisions as stipulated in the County's Accountable Equipment Policy (AEP).

This alert is provided to remind you of the provisions of the AEP and help ensure that all departments adhere to the procedures.

Generally, the AEP requires the Department Heads to:

- Designate a custodian to maintain an accurate accountable equipment list of items costing greater than \$100 with a useful life of a year or more. Items designated as 'small and attractive' (e.g. cellular phones, data processing components, audio/video equipment, external zip drives) should also be included.
- Have the list reconciled at least annually by a separate employee.
- Review and approve the reconciliation.

The AEP also stipulates the minimum data (e.g. date of purchase, unit cost) required for the list; however, the department may capture additional information if desired.

An accurate accounting of items purchased is required to:

- Assure citizens that the County is a good steward of public funds.
- Ensure the completeness and accuracy of our financial records.
- Provide accurate information to facilitate purchasing decisions.
- Protect against risk of theft, loss and conversion to personal use.

Refer to the County's Accountable Equipment Policy, revised January 2012, for details of department requirements.