



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

PAGE 1 OF 3

DATE: 11/21/2023

**SUBJECT: APPROVAL TO REMOVE ASSETS FROM THE COUNTY'S ASSET  
MANAGEMENT SYSTEM**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve the removal of the assets no longer on hand and/or belonging to the County from the County's Asset Management System.

**BACKGROUND**

In accordance with Local Government Code Section 262.011(i), the Purchasing Agent submitted the list of assets representing the inventory of all property on hand and belonging to the County and each subdivision, officer, and employee of the County on July 1, 2023. The County Auditor is required to reconcile the inventory list provided by the Purchasing Agent to the County's financial records. As of the date of the inventory, January 31, 2023, the County's Asset Management System included 26,187 assets consisting of vehicles, equipment, furniture, computers, and software with an acquisition cost of \$201,049,224 (excluding CSCD). The net book value of these assets, after depreciation, totals \$31,068,244.

Due to the volume of assets owned by Tarrant County, the annual inventory process relies primarily on self-assessment by the individual departments. Each department head and elected official is responsible for the equipment and furnishings assigned to their department. The Purchasing Department provides each department with a list of non-computer related equipment and furnishings to account for. The Information Technology Department (ITD) is responsible for all computer-related assets, including software.

During our reconciliation, we identified five hundred ninety-eight (598) assets in SAP that were not included in the inventory listing from Purchasing. Working with the various departments, the Auditor's Office accounted for five hundred and eighty-two (582) of them. Of these, sixteen (16) assets were added to the list of sixteen (16) assets Purchasing had identified for the Court to remove. Three hundred eighty-four (384) computer software assets were not provided to Purchasing's Asset Coordinator and therefore not included in the annual inventory or verified as on hand. We plan to work with ITD to determine whether the software is no longer in use and bring it to Commissioners Court at a later date.

The Auditor's Office requests the thirty-two (32) equipment assets with a current net book value of \$0.00 be removed from the Asset Management System. (See Attachment A).

SUBMITTED BY:	Auditor Office	PREPARED BY: APPROVED BY:	Kimberly Buchanan
---------------	----------------	------------------------------	-------------------



## COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: \_\_\_\_\_ DATE: 11/21/2023 PAGE 2 OF 3

We appreciate the efforts of the Purchasing Department staff, the Information Technology Department, and the Department Asset Coordinators for this significant effort.

### **FISCAL IMPACT**

There is no fiscal impact associated with this item.