

RENO GAZETTE-JOURNAL

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PROOF OF PUBLICATION

STATE OF NEVADA
COUNTY OF WASHOE

ss. Tana Ciccotti

being duly sworn, deposes and says:
That as legal clerk of the RENO GAZETTE-
JOURNAL, a daily newspaper published in Reno,
Washoe County, State of Nevada, that the notice:
Ordinance 984

of which a copy is hereto attached, has been
published in each regular and entire issue of
said newspaper on the following dates to wit:
June 18, 25 1997

Signed

T. Ciccotti

Subscribed and sworn to before me on 06/25/97

Notary Public

Debra J. DiGianno

NOTICE OF ADOPTION
WASHOE COUNTY
ORDINANCE NO. 984

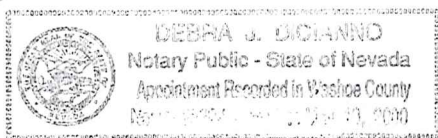
NOTICE IS HEREBY GIVEN THAT:
Bill No. 1159 Ordinance
No. 984, entitled

AN ORDINANCE AMENDING
THE WASHOE COUNTY CODE BY
AMENDING THE DEFINITION OF
FIXED ASSETS FOR PURPOSES OF
ACCOUNTING AND CONTROL OF
FIXED ASSETS; AMENDING THE
POLICIES RELATING THERETO;
AND BY PROVIDING OTHER
MATTERS PROPERLY RELATING
THERETO.

was adopted on June 10, 1997, by
Commissioners Joanne Bond, Jim
Galloway, Mike Mouliot, Jim Shaw,
and Grant Sims, and will become
effective on June 27, 1997.

Typewritten copies of the ordinance
are available for inspection by all
interested persons at the office of the
County Clerk, 75 Court Street, Reno,
Nevada.

JUDI BAILEY, Washoe County Clerk
No. 2464 June 18, 25, 1997



P.O. BOX 22000. RENO, NEVADA 89520
(702) 788-6200



984 ✓

SUMMARY: Amends the Washoe County Code by amending the provisions relating to fixed assets.

BILL NO. 1159

ORDINANCE NO. 984

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY AMENDING THE DEFINITION OF FIXED ASSETS FOR PURPOSES OF ACCOUNTING AND CONTROL OF FIXED ASSETS; AMENDING THE POLICIES RELATING THERETO; AND BY PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1. Section 15.100 of the Washoe County Code is hereby amended to read as follows:

15.100 Definitions. As used in the Property Control Ordinance:

1. "Consumable supplies" means tangible personal property which has a useful life of less than 1 year, but does not include property determined to be a high risk item.

2. "Fixed assets" means tangible real or personal property which has a useful life of 1 year or more, and includes all property determined to be a high risk item. Examples of real property are land, buildings, improvements to land, buildings or leaseholds, and buildings or improvements under construction. Examples of personal property are furniture and equipment.

3. "General fixed assets" means all fixed assets which are not accounted for within a proprietary fund.

4. "Generally accepted accounting principles" means the specific accounting principles designated as generally accepted by the American Institute of Certified Public Accountants.

5. "High risk items" means property which is designated by the purchasing and contracts administrator as being subject to a high incidence of loss.

6. "Proprietary funds" means enterprise funds and internal service funds, and trust funds in which expenses, net income or capital maintenance are measured.

SECTION 2. Section 15.120 of the Washoe County Code is hereby amended to read as follows:

15.120 Policies.

1. An annual inventory must be taken by each department of all fixed assets (other than real property) which are in the department's possession in that calendar year. The inventory must be completed

and a certificate signed by the responsible department head must be submitted to the purchasing and contracts administrator before the start of the next calendar year.

2. The comptroller shall annually account for all fixed assets not included within the inventories required by each department.

3. Every addition to the fixed asset inventory must be recorded and labeled as soon as is practicable after being placed into service.

4. Any transfers of a fixed asset from one department to another must be documented by the responsible department heads or their designees and reported promptly to the purchasing and contracts administrator.

5. Any fixed asset which no longer is useful to a department must be transferred to the surplus property division of the purchasing department. Authorization of the purchasing and contracts administrator must be obtained before the sale or other disposition of surplus personal property.

6. An inventory of all fixed assets within the department must be taken upon a change in the responsible department head. Such inventory must be forwarded to the purchasing and contracts administrator after the new department head accepts responsibility for the department.

7. Fixed assets may be deleted from a department's inventory only after a memorandum to the purchasing and contracts administrator or designated employee. The memorandum must be from the department head or a designated employee. The asset may then be deleted from the active file and moved to the inactive history file of the computer-oriented system.

8. The purchasing and contracts administrator has authority to establish control over inventories of consumable supplies.

9. The comptroller and the purchasing and contracts administrator will establish policies to carry out provisions of sections 15.100 and 15.120 which policies may differentiate between fixed assets reported for inventory purposes and fixed assets for financial reporting purposes. All policies must meet the requirements of state law, but may be more stringent than those required by state law. Policies established by the comptroller and purchasing and contracts administrator shall be submitted to the board of county commissioners for review and approval.

SECTION 3. Effective date. Section 1 of this ordinance shall be effective retroactive to July 1, 1996.

Proposed on the 20TH day of MAY, 1997.

Proposed by Commissioner Jim Shaw:

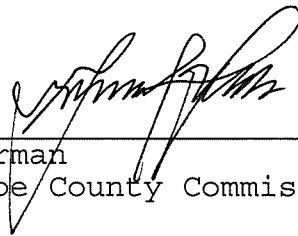
Passed on the 10TH day of June, 1997.

Vote:

Ayes: Joanne Bond, Jim Galloway, Mike Moullet,
Jim Shaw, Grant Sims

Nays: No nays.

Absent: No one absent.



Chairman
Washoe County Commission

ATTEST
JUSTICE

By [Signature] Deputy
County Clerk

This ordinance shall be in force and effect from and after the 27TH day of JUNE, 1997.