



**JAG 2015 VCP Grant Program
Violent Crime Prevention (VCP)**

Fixed Assets Control Systems

Instructions

Law enforcement equipment/supplies, information technology assets and vehicles purchased by local governments with grant funds from the U.S. Department of Justice are subject to fixed asset accounting requirements.

Fixed assets are tangible property with a long-term character (more than one year) and are intended to be held and used by the local government. A fixed asset control system should include a regularly updatable inventory of fixed assets (property and equipment) and also provide guidance and/or policies and procedures for the retention or disposal of fixed assets.

For the inventory, a record should be created for each fixed asset (property and equipment) acquired under this grant. At a minimum, each record should contain a description of the asset, including any identifying markings, its cost or estimated fair market value at acquisition, the date of acquisition, the location of the asset and the identification number (serial number, part number, or unique agency/organization ID), if applicable, which appears on the asset.

TO DO

1. The Fixed Assets Control Systems form must be completed, signed and dated by
 - (a) The Town Finance Director or equivalent
 - (b) The Police Department project officer for this grant
2. Please use the **Comment Section** of the form to explain what elements of a Fixed Assets Control System you may have in place.

In the absence of a formal, general fixed asset control system maintained by either the municipality or the police department, the **Property/Inventory form in the GRANTIUM on-line grants management system** provided by the OPM Criminal Justice Policy and Planning Division will meet the inventory requirement for the administration of this grant.

Additional Requirements Affecting Property and Equipment are found in PART C of the form.

PART A: Municipality (Town or City Government)

1. The municipality of _____ maintains a fixed assets (property and equipment) control system for equipment purchased by the municipality.

Please check the appropriate box: **YES** [] **NO** []
[If "NO", skip to Question #3.]

2. The cost threshold of purchased items maintained within this fixed assets control system is (Please circle one):

>\$1 > \$1000 >\$5000 >\$10,000 >\$15,000 >\$20,000

OTHER value: _____

3. Does your municipality have guidelines, policies or procedures for the retention or disposal of fixed assets (property and equipment):

Please check the appropriate box: **YES** [] **NO** []

4. An inventory is conducted at least once every two years by the municipality to verify the existence and condition of municipal fixed assets and to reconcile fixed assets records.

Please check the appropriate box: **YES** [] **NO** []
[If "NO", provide a comment or skip to signature block; sign the document.]

5. The Police Department's fixed assets are maintained within this same system

Please check the appropriate box: **YES** [] **NO** []
[If "NO", Police Department must fill out page 2.]

Comment: [ADD additional comments here]

SIGNATURE

Town Finance Director

Date

PART B: Police Department

1. The Police Department of _____ maintains a fixed assets (property and equipment) control system for equipment purchased by the Police Department.

Please check the appropriate box: **YES** [] **NO** []
[If "NO", skip to Question #3.]

2. The cost threshold of purchased items maintained within this fixed assets control system is (Please circle one):

>\$1 > \$1000 >\$5000 >\$10,000 >\$15,000 >\$20,000

OTHER value: _____

3. Does your Police Department have guidelines, policies or procedures for the retention or disposal of fixed assets (property and equipment):

Please check the appropriate box: **YES** [] **NO** []

4. An inventory is conducted at least once every two years by the Police Department to verify the existence and condition of Police Department fixed assets and to reconcile fixed assets records.

Please check the appropriate box: **YES** [] **NO** []
[If "NO", provide a comment or skip to signature block; sign the document.]

Comment: [ADD additional comments here]

SIGNATURE

Project Officer

Date

PART C: Additional Requirements Affecting Property and Equipment

1. The **Property/Inventory form in the GRANTIUM on-line grants management system** provided by the Criminal Justice Policy and Planning Division. The **Property/Inventory form** must list each and every component of equipment purchased under this grant. The costs associated with each component of equipment purchased under this grant must include the identification number (serial number, part number, or unique agency/organization ID), if applicable, which appears on the asset and must reconcile to the purchase invoice and the total grant budget.
2. The overriding guidance for implementing a fixed asset control system for property and equipment acquired under criminal justice grants is contained in the current **Financial Guide** administered by the Office of Justice Programs (OJP). The Financial Guide is provided for the use of all recipients and subrecipients of Federal grant programs and is available on-line at <http://www.ojp.usdoj.gov/financialguide/GeneralInformation/index.htm>.
3. The section of the current **Financial Guide** which provides specific guidance on this issue is Chapter 12: Property and Equipment and is available on-line at: <http://www.ojp.usdoj.gov/financialguide/PostawardRequirements/chapter12page1.htm>