

# FloridaWorks Standard Operating Procedure (SOP)

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<b>SOP Number:</b>	<b>Subject: Property Management</b>
<b>Date of Issuance: September, 1999</b>	<b>Revision Date: March, 2007</b>
<b>AE Executive Director</b> <i>Angela Pate</i>	<b>FloridaWorks Chair</b> <i>Frank McGeown</i>

## POLICY

FloridaWorks is the property custodian for Region 9. As such, FloridaWorks is responsible for maintaining a fixed asset inventory record for all One-Stop property based on the thresholds described hereafter. The system for accounting for tangible property will be maintained by the Region 9 property custodian and it will be based upon a minimum threshold cost of \$500.00. Any property exceeding \$500.00 in cost is required to be included in FloridaWorks Fixed Asset Ledger. **The Region 9 property custodian will be responsible for the record retention and site locations of all state of Florida property and equipment.**

**Contractors are responsible for identification of property custodian delegates at each One-Stop site.** The delegate will be responsible for One-Stop property that is held by the contractor. The contractor shall be responsible for the proper use, accounting, and safeguarding of any State of Florida property entrusted to the contractor by the Administrative Entity. The contractor shall maintain property management records, in detail, concerning all inventories of State of Florida property valued at five hundred dollars (\$500.00) or more. Hardback covered bound books costing \$100.00 or more, in accordance with Chapter 273, Florida Statutes for any and all such property so valued and purchased with funds under the Act, and all such property is property of the State of Florida, custodianship notwithstanding. Purchase of all such property shall require prior written approval from the Administrative Entity.

## PROCEDURE

The following sections describe the roles of the individuals responsible for property management and the process.

### Regional Property Custodian ( Region 9)

The Region 9 property custodian will maintain a Fixed Asset System that records all property and equipment. Each requisition submitted for payment must include the description of the property and equipment, date property and equipment was acquired, vendor name, serial numbers of property and equipment, total cost of property and equipment, the exact address, building number and room where the property and equipment will be located, and the condition of the property and equipment.

- Upon receipt of the inventory log from the AE, the Region-9 property custodian will enter the information into the fixed asset ledger and issue property tags, and notify the AE in writing, with a copy of the property tag number.
- **The Region 9 Property Custodian Resignation Process** – The current Region 9 custodian will turn over the entire inventory log and fixed asset ledger to the new Region 9 custodian delegate. The custodian delegate will ensure all records of property and equipment are accounted for prior to their departure and advise the new Region 9 custodian of its contents.

## Contractor Property Custodian Delegate

The property custodian delegate must notify the AE (Focused Management Solutions, Inc) in writing, prior to utilizing the attached inventory log of any changes regarding the purchase and status of One Stop property in their care. This includes:

- **New purchases or additions of property or equipment (e.g., donation, purchase.)**
  - **Transfer of property and equipment to another location, identifying the new location (e.g., transferred, moved.)**
  - **Movement of property and equipment to be assigned to another agency.**
  - **Disposal of surplus property and equipment.**
1. Upon receipt of the inventory tag from the AE, the property custodian delegate shall ensure that the tag is affixed on the appropriate property.
  2. The property custodian delegate shall report any loss, theft or damage of property, along with the property's inventory tag to the AE and the local police department as soon as possible following discovery of the theft, no later than thirty (30) days following the actual loss, theft or damage.
  3. The assigned contractor property custodian will perform a 10% inventory each month, for twelve months to determine the status of their assigned property and equipment. At the end of each program year, the One-Stop contractor property custodian delegate must provide a report on the status of fixed property assets held by the contractor to the AE and the Region 9 property custodian so that adjustments may be documented to the fixed assets ledger.
  4. The contractor property custodian delegate will assist the AE's Fiscal Associate in an annual physical inventory of all their assigned property.
  5. Upon resignation of the Contractor custodian delegate, the custodian delegate will perform a 100% inventory of all assigned equipment with the new custodian delegate. Once this process has been performed and all property and equipment are accounted for, the new Contractor custodian delegate will sign for all assigned property and equipment at this site.

### **Administrative Entity**

Upon notification of either a new purchase or change in property status from the contractor custodian delegate with a completed inventory log, the AE will forward the log to the Region 9 property custodian (FloridaWorks) for placement of changes in the fixed asset ledger and request inventory tag(s).

- The AE will forward the inventory tag(s) received from FloridaWorks along with the inventory log back to the contractor's custodian delegate.
- The AE will maintain records of all property transactions.
- The AE shall conduct an annual physical inventory of all property with the assistance of each contractor property custodian delegate. Once the physical inventory is completed, the AE will provide an annual inventory report to the Region 9 property custodian.
- The AE shall forward all annual reports from the contractor custodian delegates on the status of fixed property assets purchased and held by all One-Stop contractors to the Region 9 property custodian for comparison to the fixed asset ledger maintained for the Region.

## **Surplus of State Property and Equipment**

If a site manager has determined that they have property or equipment that needs to be surplus, the site manager must inform the AE in writing before they surplus the property and equipment. The site manager must provide in detail the:

- Property tag number.
- Description of the property or equipment.
- Serial number of the property or equipment.

**Surplus Property or Equipment** – is any property or equipment that is obsolete, is no longer economical or efficient to keep or serves no useful function for any activity or in any location within the agency.

## **Procedure to Surplus Property or Equipment**

After the property or equipment has been designated as surplus property, The Custodian Delegate at the site will dispose of the property in the following ways:

1. The property can be stored or warehoused for future use.
2. It can be exchanged or traded in for a new piece of property or equipment.
3. It can be sold as “scrap.”
4. It can be sold or transferred to a governmental entity (state, local, or educational).
5. It can be sold through a sale open to the public
6. It can be sold or donated to private, non-profit agency. Property or equipment to be donated must be involved in one of the following areas in order to be eligible, they are:
  - Public health and welfare
  - Education
  - Environmental restoration and conservation
  - Civil and human rights, for the relief of human suffering and poverty.
7. Records are to be maintained by the custodian delegate, which identify each property/equipment item and its ultimate means of disposition. Any money received by the site manager or custodian delegate from the disposition of this property/equipment must be turned in to the AE, who will record the receipt of the funds and forward these monies to the fiscal agent. The funds will be placed in the board’s bank account and reported on the FMTS.

**PROPERTY MANAGEMENT POLICY  
CUSTODIAN DELEGATE FORM**

**Contractors, please identify who will be the Property Custodian Delegate for your One-Stop program. The assigned person must read and understand the responsibilities/duties of the Contractor Property Custodian Delegate prior to signing.**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**After the assigned Custodian Delegate signs and fills out the information above, please make a copy for your records and mail the original form back to the FloridaWorks AE:**

**Focused Management Solutions  
408 West University Avenue, Suite 501  
Gainesville, FL 32601**

**Custodian Delegates, please keep the following pages for your reference:**

**Synopsis of Property Management Policy**

- Any property exceeding \$500.00 in cost is required to be included in FloridaWorks Fixed Asset Ledger. The region 9 property custodian who will be responsible for the records retention and site locations of all state of Florida property and equipment.
- Contractors are responsible for identification of property custodian delegates at each One-Stop site.
- The Region 9 property custodian will maintain a Fixed Asset System that records all property and equipment.
- Upon receipt of the inventory log from the AE, the Region-9 property custodian will enter the information into the fixed asset ledger and issue property tags, and notify the AE in writing, with a copy of the property tag number.
- The property custodian delegate must notify the AE, (FMS) in writing, prior to utilizing the attached inventory log of any changes regarding the purchase and status of One Stop property in their care. This includes:
  - **New purchases or additions of property or equipment (e.g., donation, purchase.)**
  - **Transfer of property and equipment to another location, identifying the new location (e.g., transferred, moved.)**
  - **Movement of property and equipment to be assigned to another agency.**
  - **Disposal of surplus property and equipment.**
- The property custodian delegate shall ensure that the tag is affixed on the appropriate property.
- The property custodian delegate shall report any loss, theft or damage of property.
- The assigned contractor property custodian will perform a 10% inventory each month, for twelve months to determine the status of their assigned property and equipment.
- Surplus of State Property and Equipment - If a site manager has determined that they have property or equipment that needs to be surplus, the site manager must inform the AE in writing before they surplus the property and equipment. Surplus Property or Equipment – is any property or equipment that is obsolete, is no longer economical or efficient to keep, or serves no useful function for any activity or in any location within the agency.

**Contractor Property Custodian Delegate Responsibilities**

The property custodian delegate must notify the AE, (FMS) in writing, prior to utilizing the attached inventory log of any changes regarding the purchase and status of One Stop property in their care. This includes:

- **New purchases or additions of property or equipment (e.g., donation, purchase.)**
  - **Transfer of property and equipment to another location, identifying the new location (e.g., transferred, moved.)**
  - **Movement of property and equipment to be assigned to another agency.**
  - **Disposal of surplus property and equipment.**
1. Upon receipt of the inventory tag from the AE, the property custodian delegate shall ensure that the tag is affixed on the appropriate property.

2. The property custodian delegate shall report any loss, theft or damage of property, along with the property's inventory tag to the AE and the local police department as soon as possible following discovery of the theft, no later than thirty (30) days following the actual loss, theft or damage.
3. The assigned contractor property custodian will perform a 10% inventory each month, for twelve months to determine the status of their assigned property and equipment. At the end of each program year, the One-Stop contractor property custodian delegate must provide a report on the status of fixed property assets held by the contractor to the AE and the Region 9 property custodian so that adjustments may be documented to the fixed assets ledger.
4. The contractor property custodian delegate will assist the AE's Fiscal Associate in an annual physical inventory of all their assigned property.
5. Upon resignation of the Contractor custodian delegate, the custodian delegate will perform a 100% inventory of all assigned equipment with the new custodian delegate. Once this process has been performed and all property and equipment are accounted for, the new Contractor custodian delegate will sign for all assigned property and equipment for that site.

### **Surplus of State Property and Equipment**

If a site manager has determined that they have property or equipment that needs to be surplus, the site manager must inform the AE in writing before they surplus the property and equipment. The site manager must provide in detail the:

- Property tag number.
- Description of the property or equipment.
- Serial number of the property or equipment.

**Surplus Property or Equipment** – is any property or equipment that is obsolete, is no longer economical or efficient to keep or serves no useful function for any activity or in any location within the agency.

### **Procedure to Surplus Property or Equipment**

After the property or equipment has been designated as surplus property, The Custodian Delegate at the site will dispose of the property in the following ways:

1. The property can be stored or warehoused for future use.
2. It can be exchanged or traded in for a new piece of property or equipment.
3. It can be sold as "scrap."
4. It can be sold or transferred to a governmental entity (state, local, or educational).
5. It can be sold through a sale open to the public.
6. It can be sold or donated to private, non-profit agency. Property or equipment to be donated must be involved in one of the following areas in order to be eligible, they are:
  - Public health and welfare
  - Education
  - Environmental restoration and conservation
  - Civil and human rights, for the relief of human suffering and poverty.

7. Records are to be maintained by the custodian delegate, which identify each property/equipment item and its ultimate means of disposition. Any money received by the site manager or custodian delegate from the disposition of this property/equipment must be turned in to the AE, who will record the receipt of the funds and forward these monies to the fiscal agent. The funds will be placed in the board's bank account and reported on the FMTS.

**See Also:**     ***45CFR, Sec. 92.32 State Property/Equipment***