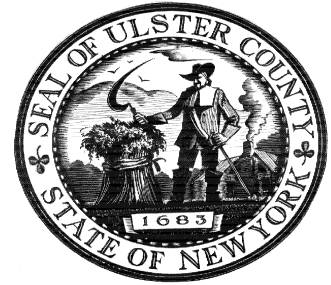


# ULSTER COUNTY COMPTROLLER'S OFFICE

Elliott Auerbach, Comptroller



August 21, 2018

## Department of Public Works' Small Equipment Inventory Audit Follow-Up

*The mission of the Ulster County Comptroller's Office is to serve as an independent agency of the people, to protect the public interest by monitoring County government and to assess and report on the degree to which its operation is economical, efficient and its financial condition sound.*

## Objectives

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The objectives of this follow-up audit were to:

- Update our understanding of the current policies and procedures governing the use of small equipment maintained by the Department of Public Works;
- Ensure that proper internal controls exist and inventory records are accurate and complete, including the implementation status of a new inventory management software system;
- Confirm that inventory records, policies, and procedures provide for appropriate segregation of duties and properly safeguard equipment;
- Verify that disposal of obsolete equipment is in accordance with policies and procedures, including accurate updates to inventory records; and
- Establish that small equipment is consistently accounted for in a uniform manner, including the appropriateness of budgetary lines within the County’s financial management system.

## Executive Summary

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This follow-up report to our *Department of Public Works’ (“DPW”) Small Equipment Inventory Control Audit* (2016) sought to determine whether DPW has implemented our previous recommendations or any additional safeguards over its inventory of smaller “handheld” equipment.

We note that DPW has fully implemented its small equipment inventory control software system, PubWorks, which was partially put into place at the time of our previous audit.

DPW formally established a new set of guidelines for these items in April 2018 by adopting its “Policy and Procedure for Inventory Control of Small Equipment.” This document memorializes many of the recommendations of the previous audit. The newly adopted internal policy requires:<sup>1</sup>

- All small equipment to be identified by and engraved with a serialized number on the asset
- Small equipment inventory records to be maintained by serialized number
- Periodic physical inventories, at least annually, of all pieces of inventory records
- A clearly stated prohibition against loaning or borrowing equipment for personal use
- Division Heads to be responsible for the equipment assigned to their division
- Small equipment, when not in use, to be stored in a locked building or vehicle
- Segregation of duties of purchasing approval, receipt and custody, and recording of assets

As formalized, DPW addressed our concerns over the physical control of inventory as well as inconsistencies between units regarding unusable inventory. Additionally, DPW created the position of Property Control Officer to further manage equipment possessed by the Department. Though DPW’s response to our initial audit in 2016 did not indicate that our recommendations would be considered, it appears each suggestion was thoughtfully implemented into the new policy.

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<sup>1</sup> See “Policy and Procedure for Inventory Control of Small Equipment,” by the Ulster County Department of Public Works (Adopted April 27, 2018).

## Summary & Status of Findings and Recommendations from 2016 Audit

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### **1. Written Policies and Procedures**

**Original Finding:** The original report noted that DPW had not established written policies or procedures to properly account for and safeguard small equipment inventory. Written policies and procedures promote consistent application of internal controls for accountability and tracking of inventory.

**Recommendation:** The original report suggested the development, implementation, and enforcement of comprehensive written policies designed to account for, monitor, and control inventory. Specifically, we suggested outlining responsibilities expected of each employee in order to fully delineate oversight, as well as the segregation of duties. We also suggested a written statement to be signed by each employee, which would include an understanding and adherence to a “no borrowing” policy.

**Status:** On April 27, 2018, approximately 19 months after our original audit, DPW adopted its “Policy and Procedure for Inventory Control of Small Equipment.” This policy includes criteria for the following: inventory to be recorded, unique coding and engraving of equipment, a Property Control Officer (“PCO”) to oversee inventory records, annual verification of inventory, and procedures for reporting changes to the status of equipment including the disposal of surplus property. The policy also included a prohibition against borrowing equipment; however, we were informed that employees are not required to sign an acknowledgement that they received and understood the current policy and procedure.

### **2. Formal Physical Inventory Performed Annually**

**Original Finding:** The original report noted that DPW informally conducted audits of small equipment inventory but did not retain records. A formal review of physical inventory would help ensure the accuracy and integrity of maintained records.

**Recommendation:** The original report referred to the best practices of the Government Accountability Office (“GAO”) regarding the performance of physical inventories. We recommended conducting at least an annual reconciliation of physical inventory through the asset management system, PubWorks, which was being implemented at the time. We stated that an employee without access to equipment should perform counts, or if the Department did not have the time or manpower to complete a review then another administrative unit under the Executive’s authority could assist to further improve segregation of duties.

**Status:** The newly adopted policy and procedure includes an annual verification of inventory each year. The PCO will distribute to each division a detailed listing of small items assigned to that unit for verification by the equipment’s custodian. Any corrections are reported by the PCO to the Division Head and Department Head. If the annual reconciliation indicates lost or unaccounted items then the PCO will forward such findings on a “post-inventory reconciliation” form to the Commissioner of DPW, which lists any missing items and provides reasons for the loss. If the rationale is acceptable then the Commissioner signs the form, authorizing the item to be made inactive by the PCO. At that time, the Commissioner

also puts into place any remedial measures as appropriate to improve the security of items. We noted that the content and requirements associated with the post-inventory reconciliation form were not included within DPW's formal policy and procedure; therefore, we recommend including this step within any annual recertification of the document.

### **3. Equipment Information Recording**

**Original Finding:** To ensure that all items were appropriately documented, we performed a physical inspection of a sample of small equipment, which we selected from a spreadsheet of inventory provided by DPW. Items were tracked from the spreadsheet to work sites and storage facilities in the field. During the inspection, we found that some items could not be traced back to the inventory listing due to illegible serial numbers on the asset itself, as well as duplicate or incorrect serial numbers that were recorded in the inventory logs.

**Recommendation:** As part of our review, we noted that the implementation of PubWorks should assist in maintaining more accurate information. As a complementary measure, we recommended that policies and procedures require new equipment to be immediately recorded within the system and engraved with serial numbers.

**Status:** During our follow-up audit, we conducted similar testing and found that the sample of items physically inspected in the field could be traced back to the PubWorks inventory listing log. All assets viewed during testing were engraved with unique codes that allowed for proper identification within the equipment listing.

### **4. Adequate Inventory Control System**

**Original Finding:** We noted that DPW's manual tracking of inventory within an Excel spreadsheet was ineffective, as neither pertinent information regarding equipment nor a history of obsolete items removed from inventory was present. Records lacked the date of purchase and model year of the item, adding difficulty to identify and locate equipment. The ability to determine the age of equipment would be an effective management tool regarding the identification, maintenance, and replacement of an item.

**Recommendation:** We recommended that DPW should conduct a complete review of its equipment before the full implementation of PubWorks to ensure an accurate inventory is present at the onset of the software's usage. Once software is fully implemented, we suggested that additional monitoring tools and reports should be established to ensure inventory transactions are accurately processed, including: (1) the assignment of a one-time sequential code to each item to promote a full and complete history of inventory and (2) the designation of an employee to be tasked with monitoring the software system. We recommended analyzing inventory data to assist management in identifying unusual or unexplained patterns in conjunction with a full reconciliation of inventory.

**Status:** The PCO records inventory within the PubWorks software using a one-time sequential code for each item. Additionally, DPW's newly adopted policy and procedure implements the PCO as the designated employee to monitor the system by updating status changes of equipment as they occur while also overseeing the annual reconciliation process. Store house receipts are sent to the PCO whenever an item is permanently transferred to

another location. Due to the relatively new implementation of the aforementioned policy, a meaningful amount of transfers did not occur during our review period; therefore, we elected not to test this area. However, we did analyze transfer documentation of a piece of equipment as part of another area of testing and noted all appropriate approvals were present in that instance.

## **5. Controls over Inventory Access**

**Original Finding:** During our initial audit’s physical inspections, two storage sites were left unlocked and unsupervised, showing a breakdown in control over equipment and increasing the risk of theft. We noted that no logs were maintained to document inventory access. Further, one employee from each unit had complete control over the additions and deletions of small equipment items along with access to storage sites without supervision. Accordingly, authorization for modifications to listings, as well as unsupervised and unapproved access to inventory should be minimized in order to reduce risks of fraud or outright theft.

**Recommendation:** We recommended that written policies and procedures should include limitations to the physical access of equipment storage facilities and the issuance of inventory to supervisory positions. We also noted that a true segregation of duties should be implemented within PubWorks in order to limit one’s authority to execute two or more transactions that could have a conflicting impact. We stressed that locations should remain locked at all times unless being accessed by appropriate personnel, and a sign-out sheet should be used to easily track the location and possession of equipment at a given point in time.

**Status:** Under the new policy and procedure, the “Equipment Maintenance Leader” verifies receipt of items based on purchase order information, engraves the serial number or code onto the item, and arranges for the equipment to be delivered to the location it is assigned. Receiving paperwork that lists the engraved serialized number is delivered to the PCO. The PCO updates the PubWorks equipment listing upon receipt, ensuring the record contains all appropriate information regarding any item. While other personnel have read-only access to verify updated information, the PCO is the only individual authorized to edit information in the PubWorks system.

## **6. Unusable and Obsolete Inventory**

**Original Finding:** At the time of the original audit, the Highway and Bridges division transferred unusable and obsolete items to the repair shop to be used for parts; conversely, the Buildings and Grounds division auctioned their unusable items. The equipment from the Highway and Bridges division was not removed from the inventory listing even though the item was dismantled and utilized for parts, which created an inaccurate inventory record.

**Recommendation:** We noted that a full and complete history of all items should be maintained, including their disposal. If an item is dismantled to a form where it is no longer useable then it should follow proper disposal procedures and be noted as surplus within the equipment inventory. We recommended disposal procedures be written and included in DPW’s formal policies and procedures.

**Status:** The new policy and procedure contains written parameters for disposal. The Division Head designates items for surplus, as well as the condition of the item on a storehouse receipt. The Equipment Maintenance Leader or Equipment Custodian is responsible for physically removing the equipment and the final disposition of the surplus item, whether it be sent to auction or scrapped. The PCO will update the PubWorks system by indicating the method of disposal and marking the asset as retired by placing an “X” in front of the asset tag number. This area was not tested due to the timing of the implementation of the policy; it will be considered for future testing as part of a possible audit to evaluate the performance of the new policy and procedure.

## **7. Consistent Appropriation of Expenditures**

**Original Finding:** We originally tested items purchased in 2015 and 2016 for use by the Buildings and Grounds division, noting a discrepancy between purchases recorded within the County’s financial management system and the inventory listing provided due to accounts payable personnel using different budgetary line item codes when charging the expenditure. This practice made it difficult for management to identify new purchases or locate invoices within the financial system, which contains items that should be included in the small equipment inventory.

**Recommendation:** We noted that the full implementation of PubWorks could provide management with a more accurate listing of items being purchased and removed, as each transaction is maintained separately within the software. However, we recommended using consistent account codes when purchasing similar items to allow DPW management to identify anomalies.

**Status:** During our follow-up audit, we conducted similar testing and found that the sample of items invoiced within the County’s financial management system could be traced back to the PubWorks inventory listing. The small equipment that we tested was primarily classified within the County’s financial management system as one of two “*object of the expenditure/expenditure codes*,” promoting greater consistency among appropriations of expenditures.

## **Scope**

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This follow-up audit reviewed the following: policies and procedures governing handheld or small equipment inventory, specific findings addressed in the previous audit, and the status of any recommendations related to those findings. We obtained the newly memorialized policy and procedure along with related equipment listings.

We conducted physical inspections of a random sampling of small equipment maintained by both Highway and Bridges and Buildings and Grounds divisions of DPW to determine compliance with DPW’s updated policies and procedures. We refreshed our understanding of the internal controls surrounding equipment inventory and the related software through interviews with personnel and analysis of the written document.

Our sample included:

- Tracing 60 items from inventory listings to locations designated
- Inspecting 20 items on site and tracing them back to the inventory listing
- Reviewing 15 invoiced items and tracing them back to the inventory listing

## Background

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The Office of the Comptroller released its audit of the Department of Public Works Small Equipment Inventory Control in 2016. That report's objectives were to document the policies, procedures, and related controls for ordering, receiving, issuing, and recording small equipment inventory. In addition, the audit sought to assess whether those controls were designed effectively to mitigate risk to a reasonable level and to determine whether personnel complies with these procedures. We also reviewed the physical inventory as accounted within the inventory register provided by DPW.

At the onset of the original audit, the Department was in the beginning stages of implementing a new software system to track small equipment. We determined at the close of our initial review that some operational, procedural, and performance issues had potential for improvement. For more information regarding the findings and recommendations outlined in our previous report, please find it available at:

<http://ulstercountyny.gov/comptroller/october-2016-dpw-small-equipment>

## Conclusion

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Based on our follow-up review, we determined that DPW has implemented many of our recommendations from our initial audit; as a result, the internal controls over small equipment inventory have strengthened. The formal documentation of DPW's new policy and procedure along with the implementation of the PubWorks software provide adequate safeguards of small equipment inventory and minimize the susceptibility of loss or misuse. Moreover, we noted the recent creation of a full-time Property Control Officer during our follow-up audit period. This position will likely enhance oversight of inventory and improve the segregation of duties.

However, we recommend that the content and requirements associated with the post-inventory reconciliation form be added within DPW's formal policy and procedure. Additionally, we recommend recertifying the policy and procedure on an annual basis to declare it has been analyzed/updated for any potential clarifications or unique situations that may not have been included in the past. We also recommend that receipt and acknowledgement of the policy and procedure be signed by current employees and additional personnel upon hire.

We would like to thank DPW for making knowledgeable staff readily available to assist us during the audit process. A draft of this report was provided to DPW for an opportunity to comment prior to finalization. The Department's response to our audit may be found within Appendix A.



# APPENDIX A

## ULSTER COUNTY DEPARTMENT OF PUBLIC WORKS

317 Shamrock Lane, Kingston, New York, 12401  
Telephone (845) 340-3100, Fax: (845) 340-3113

**MICHAEL P. HEIN**  
County Executive



**THOMAS H. JACKSON, JR.**  
Commissioner

August 30, 2018

Randy C. Boughton, Senior Auditor  
Ulster County Comptroller's Office  
PO Box 1800  
244 Fair Street  
Kingston, NY 12402-1800

Re: Response to draft DPW Small Equipment Audit Follow-Up report

Dear Randy,

Thank you for the draft audit report dated August 21, 2018. Due to recent changes in the Ulster County Public Works management team, we were not aware of the audit report of September 19, 2016 until February of this year. Upon learning of the report and its findings, DPW staff was immediately authorized to develop and implement the Ulster County Department of Public Works Inventory Standards and Operating Procedures for Hand Tools and Small Equipment. The follow-up audit began just as we were finalizing the initial inventory of small equipment utilized by our Buildings and Grounds Division under the new policy.

The follow-up report states "it appears that each suggestion (of the original audit report) was thoughtfully implemented into the new policy." We credit DPW staff for the development and implementation of an effective policy that is fully responsive to the recommendations provided in the initial audit report.

The follow-up audit report provides three recommendations, to which we respectfully respond as follows:

1. "We recommend that the content and requirements associated with the post-inventory reconciliation form be added within DPW's formal policy and procedure."
  - Please see the enclosed updated policy, which has been revised to include the post-inventory reconciliation form and procedures for its utilization. All policy revisions made since our initial submission to your office are in **red text** for your convenience.



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2. "We recommend recertifying the policy and procedure on an annual basis to declare it has been analyzed/updated for any potential clarifications or unique situations that may not have been included in the past."
  - The updated policy provides for the annual review and update of the policy to reflect any improvements indicated by the inventory process, with re-adoption and distribution of the policy.
3. "We also recommend that receipt and acknowledgement of the policy and procedure be signed by current employees and additional personnel upon hire."
  - The policy has also been updated to require distribution to all DPW supervisors who oversee the use and storage of small equipment, as well as the distribution of a policy summary sheet (copy enclosed) to all DPW employees and new hires that handle small equipment outlining their responsibilities under the policy, with sign off sheets acknowledging their receipt and understanding of the policy.

Please feel free to contact me with any further questions or comments.

Sincerely,

Thomas Jackson, Commissioner

# ULSTER COUNTY DEPARTMENT OF PUBLIC WORKS

## POLICY AND PROCEDURE FOR INVENTORY CONTROL OF SMALL EQUIPMENT

### Policy

The Inventory Policy establishes a process for the recording, identification, and accountability of all Department owned small equipment having a minimum cost of \$200 each AND a useful life expectancy of over two years AND considered to be readily portable. This policy does not provide for vehicles and large motorized equipment with a value over \$10,000. The Commissioner of the Department shall appoint a Property Control Officer and assign the responsibility to maintain a system of small equipment control to provide a safeguard against loss. The Property Control Officer shall be the custodian of asset records and be assigned from the Engineering Division.

The Department shall utilize a small equipment control system to meet the need for detailed information as to identification of the small equipment and the costs, the assignment and the location of the small equipment. Equipment custodians, along with the Property Control Officer, shall conduct an annual inventory of all small equipment assigned to each location. The responsibility for small equipment accountability is assigned to the appropriate division head. The Highways and Bridges Field Operations Manager for the Highways and Bridges Division, the Deputy Commissioner of Buildings and Grounds Maintenance for the Buildings and Grounds Division, and the Deputy Commissioner of Fleet for the Central Auto / Mechanics Division are the responsible division heads. The Equipment Custodian for the Highways and Bridges Division and the Central Auto / Mechanics Division is the Equipment Maintenance Leader. The Equipment Custodians for the Buildings and Grounds Division are the Maintenance and Construction Supervisors for their responsible locations.

This policy requires:

- a) All items of small equipment to be brought under control shall be identified by a serialized number engraved on to each item.
- b) Small equipment control records shall be maintained for each item of small equipment identified by a serialized number.
- c) Periodic physical inventories, at least once annually, shall be taken of all items of small equipment placed under serialized number control.
- d) No item of small equipment shall be permitted to be loaned out or borrowed for personal use.
- e) Division heads shall be administratively responsible for the small equipment assigned to the division.
- f) When not in use, small equipment shall be stored in a locked building or vehicle.
- g) Duties of purchasing approval, receipt and custody, and recording of assets shall be segregated.

- h) This policy shall be reviewed annually, reflecting any improvements indicated by the inventory process, with re-adoption and distribution of the policy.
- i) This policy shall be distributed to all DPW supervisors who oversee the use and storage of small equipment, as well as the distribution of a policy summary sheet to all DPW employees and new hires that handle small equipment outlining their responsibilities under the policy, with sign-off sheets acknowledging their receipt and understanding of the policy.

## Procedure – Highways and Bridges Division and Central Auto / Mechanics Division

1) To be included in the inventory an item must meet the following criteria:

- a) Have a value over \$200
- b) Have a service life of more than two years
- c) Be readily portable

2) Receipt of New Small Equipment

- a) When received by the Department, the Equipment Maintenance Leader shall verify that the item description is identical to the item as described on the purchase order issued to the supplier, engrave the small equipment with the serialized number and arrange for the small equipment to be delivered to the location assigned. Receiving paperwork with engraved serialized number are delivered to the Property Control Officer.

3) Small Equipment Records Maintained by the Property Control Officer

- a) The serialized number assigned to a piece of small equipment serves as the central mechanism for establishing a division record in the inventory control system. The Property Control Officer will be responsible to ensure that each record contains information on the item including: Unit/Code, Name, Make, Model, Model Year, Equipment Type, Department, Asset Class, Shop Location, Acquisition Date, In-service date, Original Cost.

4) Annual Verification of Inventory Each year

- a) The Property Control Officer will furnish each division with a detailed listing of small equipment assigned to that area. The list should be verified by the equipment custodian along with the Property Control Officer and any corrections reported to the Division Head and Department Head.
- b) The inventory is reconciled by the Property Control Officer and Division Head with the prior physical Inventory of small equipment. All material difference will be reconciled **on the Annual Post-Inventory Reconciliation Report**.
- c) **The Annual Post-Inventory Reconciliation Report with investigative findings** will be submitted by the Property Control Officer to the Commissioner for approval to remove such items from the small equipment records.
- d) Those items which are authorized by the Commissioner to be removed from the records should be surplus in inventory records by the Property Control Officer and made inactive.

5) Reporting Changes in Status of Small Equipment

- a) Status changes are to be reported as they occur. The Property Control Officer will update the inventory to reflect the change.
- b) Whenever a small equipment item is temporarily transferred between locations, both locations must keep a record of its new location.

- c) Whenever an item of small equipment is to be permanently transferred to another location, a copy of a completed Ulster County Department Storehouse Receipt is sent to the Property Control Officer.
- d) Whenever an item of small equipment is found missing or believed to be stolen, this must be reported immediately in writing to the Property Control Officer.
- e) Whenever an item of small equipment is in need of repair, the small equipment is to be given to the Equipment Maintenance Leader along with a completed Ulster County Department Storehouse Receipt.

6) Surplus Property Disposal

- a) The accountable division head designates item(s) for surplus.
- b) The Division Head will evaluate condition of the item(s), and assign condition as lost, auctioned off, or scrapped.
- c) The Equipment Maintenance Leader will be responsible for the removal of the Department's Inventory Identification and the final disposition of the surplus item.
- d) The method of disposition will then be noted in the Inventory Control system.
- e) Property Control Officer shall retire asset(s) (make inactive) from the Inventory Control system.



## Procedure – Buildings and Grounds Division

1) To be included in the inventory an item must meet the following criteria:

- a) Have a value over \$200
- b) Have a service life of more than two years
- c) Be readily portable

2) Receipt of New Small Equipment

- a) When received by the Department, the Buildings and Grounds Administrative Aides, shall verify that the item description is identical to the item as described on the purchase order issued to the supplier, engrave the small equipment with the serialized number and arrange for the small equipment to be delivered to the location assigned. Receiving paperwork with engraved serialized number are delivered to the Property Control Officer.

3) Small Equipment Records Maintained by the Property Control Officer

- a) The serialized number assigned to a piece of small equipment serves as the central mechanism for establishing a division record in the inventory control system. The Property Control Officer will be responsible to ensure that each record contains information on the item including: Unit/Code, Name, Make, Model, Model Year, Equipment Type, Department, Asset Class, Shop Location, Acquisition Date, In-service date, Original Cost.

4) Annual Verification of Inventory Each year

- a) The Property Control Officer will furnish each division with a detailed listing of small equipment assigned to that area. The list should be verified by the equipment custodian along with the Property Control Officer and any corrections reported to the Division Head and Department Head.
- e) The inventory is reconciled by the Property Control Officer and Division Head with the prior physical Inventory of small equipment. All material difference will be reconciled **on the Annual Post-Inventory Reconciliation Report**.
- b) **The Annual Post-Inventory Reconciliation Report with investigative findings** will be submitted by the Property Control Officer to the Commissioner for approval to remove such items from the small equipment records.
- c) Those items which are authorized by the Commissioner to be removed from the records should be surplused in inventory records by the Property Control Officer and made inactive.

5) Reporting Changes in Status of Small Equipment

- a) Status changes are to be reported as they occur. The Property Control Officer will update the inventory to reflect the change.
- b) Whenever a small equipment item is temporarily transferred between locations, both locations must keep a record of its new location.

- c) Whenever an item of small equipment is to be permanently transferred to another location, a copy of a completed Ulster County Department Storehouse Receipt is sent to the Property Control Officer.
- d) Whenever an item of small equipment is found missing or believed to be stolen, this must be reported immediately in writing to the Property Control Officer.
- e) Whenever an item of small equipment is in need of repair, the small equipment is to be given to the Equipment Custodian along with a completed Ulster County Department Storehouse Receipt.

6) Surplus Property Disposal

- a) The accountable division head designates item(s) for surplus.
- b) The Division Head will evaluate condition of the item(s), and assign condition as lost, auctioned off, or scrapped.
- c) The Equipment Custodian will be responsible for the removal of the Department's Inventory Identification and the final disposition of the surplus item.
- d) The method of disposition will then be noted in the Inventory Control system.
- e) Property Control Officer shall retire asset(s) (make inactive) from the Inventory Control system.



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County Executive



**THOMAS H. JACKSON, JR.**  
Commissioner

## **POLICY AND PROCEDURE FOR INVENTORY CONTROL OF SMALL EQUIPMENT EMPLOYEE SUMMARY**

- The Inventory Policy establishes a process for the recording, identification, and accountability of all Department owned small equipment having a minimum cost of \$200 each AND a useful life expectancy of over two years and considered to be readily portable.
- Equipment custodians, along with the Property Control Officer, shall conduct an annual inventory of all small equipment assigned to each location. The responsibility for small equipment accountability is assigned to the appropriate division head.
- All items of small equipment to be brought under control shall be identified by a serialized number engraved on to each item.
- No item of small equipment shall be permitted to be loaned out or borrowed for personal use.
- When not in use, small equipment shall be stored in a locked building or vehicle.
- Whenever a small equipment item is temporarily transferred between locations, both locations must keep a record of its new location.
- Whenever an item of small equipment is to be permanently transferred to another location, a copy of a completed Ulster County Department Storehouse Receipt shall be provided to your supervisor who then shall forward to the Property Control Officer.
- Whenever an item of small equipment is found missing or believed to be stolen, this must be reported immediately in writing to your supervisor who shall forward to the Property Control Officer.
- Whenever an item of small equipment is in need of repair, the small equipment is to be given to your supervisor along with a completed Ulster County Department Storehouse Receipt who shall forward the item and paperwork to the Equipment Maintenance Leader.

Should you wish to review the full Policy and Procedure for Inventory Control of Small Equipment, a copy has been provided to your supervisor.

"I have read and understand the above policy summary."

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Name (signature)

\_\_\_\_\_  
Date

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## POLICY AND PROCEDURE FOR INVENTORY CONTROL OF SMALL EQUIPMENT

"As a supervisor, I have read and understand the policy and procedure for inventory control of small equipment."

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Name (signature)

\_\_\_\_\_  
Date

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## Annual Post-Inventory Reconciliation Report Highways and Bridges Division

Date: May x, 20xx

### Inventory Narrative:

On April x and x, 20xx, the Property Control Officer along with Equipment Custodian conducted a physical audit of the Highways and Bridges Small Equipment. The current inventory list maintained in PubWorks was used for item verification.

As of x/xx/20xx the following items are unaccounted for:

ID No. Yr / Make / Model / Type / Serial No. / Location / Cost

- Investigation finding

### EXAMPLE

5910 2000 Husqvarna / M-232I / weedwacker / 9943000100 / Shop / \$298.00

- Unit most likely junked from shop without the appropriate paperwork.

I hereby authorize the above items to be removed from the active record with a note of missing. Any items not so authorized require further investigation.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

Required actions:

### EXAMPLE

Counsel mechanic shop to follow the established procedure for surplussing broken equipment.