

**Tangible Personal Property**

State of Florida requirements for the management of tangible personal property owned by local governments are set forth in Chapter 274, Florida Statutes, and Department of Financial Services Rule 69I-73, Florida Administrative Code. Suwannee River Water Management District's Policies and Procedures for Property addresses requirements for property acquisition and recording; maintaining a property inventory system; conducting an annual physical inventory; and disposal of surplus of property.

The Property Administrator/Custodian maintains a detailed subsidiary of all property identified as District operating capital outlay (fixed assets) in the accounting system software. Receiving forms are used to document when property has been ordered and received by District staff. The asset serial number, tag number, and location of asset tag is recorded on the receiving form. Each asset is also assigned a location or room number and a responsible party who will use the asset or who will be in charge of the physical inventory for that item, which will also be documented on the receiving form. After the receiving form is completed and reviewed by Procurement staff and the Property Administrator, the asset and all related data is then entered into the property inventory system.

**OBJECTIVES, SCOPE AND METHODOLOGY**

The overall objectives of this audit were to evaluate selected District internal controls over motor vehicle usage and maintenance and tangible personal property, as set forth in the District's policies and procedures manual. The scope of this audit included tests of vehicle use logs, maintenance transactions, tangible personal property acquisitions, dispositions, physical inventory and recordkeeping.

To achieve our audit objectives for motor vehicle use and maintenance, we conducted the following procedures:

- 1) Tested District compliance with selected motor vehicle usage and maintenance policies and procedures.
  - a. Inspected policies and procedures outlining motor vehicle usage and maintenance.
  - b. Inquired of District Chief Financial Officer regarding the process for approval and review of motor vehicle usage and maintenance.
  - c. Selected a sample from vehicle usage logs to determine proper completion and authorization by supervisor and/or Fleet Manager.
- 2) Tested the reasonableness of motor vehicle repair and maintenance costs.
  - a. Obtained motor vehicle service log for the period of October 1, 2019 through March 31, 2020.
  - b. Selected a sample of maintenance costs to test for reasonableness of services performed.