



ISSUING AUTHORITY: INDIANA DEPARTMENT OF  
CORRECTION EFFECTIVE DATE: 1/1/2024

## 3.6 Community Corrections Fixed Assets

### APPLICABLE TO:

Entities who receive Community Corrections & Justice Reinvestment Grant Funding and Juvenile Community Corrections Grant Funding:

1. Adult Community Corrections;
2. Juvenile Community Corrections;

## Summary

The purpose is to provide guidelines to Community Corrections fiscal agents for maintaining an inventory of fixed assets and disposing of such assets to Community Corrections Advisory Boards (CCAB) who receive Community Corrections & Justice Reinvestment Grant Funding.

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## Definitions

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Fixed Asset: Any item falling within either of the following categories:

- Any equipment, land, building, or land and building improvements purchased or obtained in any manner for Community Correction's use that has an original cost of Five Hundred Dollars (\$500.00) or more (excluding building construction that is in progress) and has an estimated life of more than one (1) year.
- Weapons (tracked regardless of cost).

**NOTE:** *The funding source does not determine if an item is a fixed asset. The funding source could be grant money, project income money, or items donated to the grant funded entity.*

Equipment: Any item that was purchased by the grant funded entity through any funding method, items transferred from another entity, or items donated from the public for the entity's use.

Audit: An official examination or inspection used to verify the accuracy of the entity's Fixed Asset Inventory.

Physical Count: The process of counting the actual amount of assets on hand you can physically see and/or touch.

## Establishment of the Inventory Statement

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Each entity shall abide by the guidelines established by the State Board of Accounts and shall establish, maintain, and periodically review records to ensure the proper accounting of all assets. An internal audit or physical count of all fixed assets should be done at minimum bi-annually by the entity. The monitoring of fixed assets allows the entity to maintain an accurate record of its assets, their location, as well as allow the State Board of Accounts and the Department's fiscal auditors to accurately audit each entity.

Regardless of the funding source Fixed Assets include:

- Equipment with an original cost or market value of \$500.00 or more
- Weapons
- Land and building improvements
- Buildings
- The list may contain any additional items the entity feels is important to track



### Fixed Asset Inventory List

The following information must be included in an entity’s Fixed Asset Inventory List:

- Date of acquisition
- Item description
- Serial number
- Cost
- Location
- Status
  - Any assets that have been transferred, disposed, or sold should remain on the list for one full year with the reason for the status change (i.e. “disposed”) before being removed from the Fixed Asset Inventory List.

An example Fixed Asset Inventory Log may be obtained by contacting the entity’s assigned Indiana Department of Correction (IDOC) Program Director.

An annual IDOC Community Corrections Division fiscal audit is completed on each grant funded entity and includes, but is not limited to, an inspection and verification of the entity’s Fixed Asset Inventory. Any major discrepancies reported, or findings by the fiscal auditors, shall be reported to the IDOC Community Corrections Director and the Advisory Board Chairperson for review.

## Disposal, Transfer, or Sale of Fixed Assets

Disposal, transfer, or sale of any fixed asset shall be approved in advance by the Advisory Board. Any fixed asset purchased with IDOC grant funds and/or project income funds must also have IDOC approval prior to disposal, transfer, or sale.

The documentation and copies of each transaction shall be maintained by the entity in the administrative office.

The appropriate designation shall be identified on the Fixed Asset Inventory List, as well as signed approval by the Advisory Board on the Transfer, Dispose, or Sale of Fixed Assets Form.

The procedures established by the County Auditor for the disposal of surplus county property shall be used for the disposal of fixed assets, and may be disposed of by selling, trading-in on new equipment, transferring or other action, including destroying.

### Transfer, Disposal, or Sale of Fixed Assets Form

This form will document the transfer, disposal, or sale of obsolete, discontinued, or damaged assets. Additionally, the form requires both Advisory Board and IDOC approval for the transaction.

**NOTE:** Only Fixed Assets purchased with state grant and/or project income funds require approval of IDOC on this form. Advisory Board approval is needed for all transactions involving Community Corrections Fixed Assets.

### Disposal of Fixed Assets

Fixed assets that are damaged beyond where it is economically practical to repair may be destroyed or disposed of in the most practical and economical manner with approval from the Advisory Board.

Disposed items shall remain on the Fixed Asset Inventory List for one year with “Disposed” listed as the Status.



## Transferring Fixed Assets

Fixed assets no longer needed by an entity may be transferred to another entity with approval from the Advisory Board.

Transferred items shall remain on the Fixed Asset Inventory List for one year with "Transferred" listed as the Status.

## Selling Fixed Assets

Fixed assets no longer needed by an entity may be sold with approval from the Advisory Board.

Items offered for sale must abide by normal county policy and procedure.

Proceeds from the sale of fixed assets are to be deposited into the Project Income/User Fees account unless other direction is given by the Advisory Board and approved by the IDOC Community Corrections Director.

Sold items shall remain on the Fixed Asset Inventory List for one year with "Sold" listed as the Status.

## Donations

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Any entity may obtain fixed assets by donation. When an entity is contacted regarding a donation, a Request for Donation Form, shall be completed including obtaining Advisory Board approval.

### Donation Form

This form will document:

- Any donated item with a fair market value of \$500 or more is to be recorded on the Fixed Asset Inventory List.
- All donations must be approved by the Advisory Board.

**NOTE:** *This form may be completed by the individual making the donation or by the entity, however, it shall be signed by the donor.*

## Entity Closure/Discontinuation of IDOC Funding

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If a grant-funded entity dissolves or chooses to close, fixed assets will be redistributed to other entities as deemed appropriate by IDOC.

If a grant-funded entity no longer receives funding from IDOC, fixed assets purchased with IDOC Grant Funds will be dispositioned as deemed appropriate by IDOC.