State of Kansas

Department of Administration

# Office of the Chief Financial Officer

DA-82 (Rev. 06-2017)

\_\_\_\_\_\_\_\_\_\_ *(Agency Number)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Agency Name)*

**CAPITAL ASSET SUPPLEMENTAL INFORMATION**

**Certification of Fixed Asset Inspection for FY 20\_\_\_**

In accordance with K.S.A. 75-3729, the persons taking the inventory have read and followed the instructions in the Department of Administration’s Policy Manual Filing 13,001.

Check here if your agency has no fixed assets with a cost greater than $5,000.

A physical (sight) inventory has been taken for all fixed and movable property belonging to the State as of

June 30, 20\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Person* *Title* *Completion date*

If a physical inventory has not been taken for all fixed and movable property as of June 30, 20\_\_\_\_, please provide the reason below.

Reason:

Have all of your capitalized assets (as of June 30) been entered in the SMART Asset Management Module? If not, attach list of missing item(s) and explanations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Agency Head Signature*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Date

**Commodities**

Commodities are defined as supplies and materials, including consumable supplies, and materials or parts purchased for repair and maintenance performed by state personnel. For the Comprehensive Annual Financial Report (CAFR), agencies will only report their commodity balance if greater than $200,000. Please provide the fund or funds used to purchase the commodity balance reported.

Commodity balance at June 30, 20\_\_\_: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fund(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asset Abandonment and Impairment**

Asset impairment is a significant, unexpected decline in the service utility of a capital asset. Asset abandonment and impairment will only be reported in the CAFR if the amount is greater than $500,000. Common indicators of impairment include:

1. Physical damage
2. Change in laws, regulations or other environmental factors
3. Technological development or evidence of obsolescence of an asset
4. Change in the manner or duration of use of an asset
5. Construction stoppage
6. Stoppage of development (for internally generated intangible assets)

Assets that have naturally lost service capacity with age and use are foreseeable changes that do not constitute impairment. If an agency has an asset abandonment or impairment, they should provide the property description, original use and purpose, location, condition, original cost, any insurance recovery and market value as an attachment. Additional information regarding asset abandonment and impairment can be found in Governmental Accounting Standards Board Statement 42 or by contacting the Financial Integrity Team.

Amount of asset abandonment and/or impairment: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_