



INFORMATIONAL REPORT

DATE ISSUED: February 03, 2009
REPORT NO: HCR 09 - 13
SUBJECT: Disposition of Assets

NO ACTION IS REQUIRED ON THE PART OF THE HOUSING COMMISSION

SUMMARY

A bi-annual review of the San Diego Housing Commission capitalized fixed assets, computer equipment and high risk items were completed in December 2008. The process of the review included identification and verification of all capitalized fixed assets and high risk items. The results of the review determined that 100% of the capitalized assets were located and are in service.

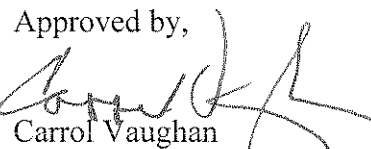
DISCUSSION

During the period covered by this report, eighty-eight (88) items such as computer terminals, printers, and other related items were removed from service and identified as surplus to the Housing Commission's needs. The items were donated to Technology Training Foundation of America, a non-profit organization which supplies the San Diego County area schools with refurbished computer equipment (Attachment 1).

The next physical asset inventory is scheduled to be completed by June 30, 2009.

Respectfully submitted,


Pat Zamora
Project Manager

Approved by,

Carrol Vaughan
Executive Vice President &
Chief Operating Officer

Attachment (s) 1 - Receipt for computer related items retired from service.
2 - Administrative Regulation - Definition of Capitalized Assets and Expendable Equipment.

Technology Training Foundation of America

8825 Production Avenue • San Diego, CA 92121 • (858) 547-3992 • (858) 547-7559 FAX

DONATION RECEIPT SUMMARY

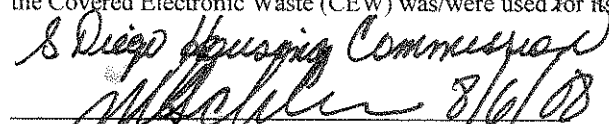
TTFA Federal I.D. #33-0799347

CEW ID# 100992

Donor: San Diego Housing Commission		Date of Donation: 07/31/08	Receipt #: 07271
Contact name: Gene		Destination Site: TTFA/IMS	
Phone: 619-578-7573	Fax:	<p align="center">DISCLAIMER</p> <p align="center">TTFA cannot assess the value for donated equipment. Value is to be estimated by donor only.</p>	
Address: 1122 Broadway San Diego, CA 92101			
Transportation services donated by TTFA, IMS Recycling, BDS, or Sims/Recycling Solutions.			

Donated Items	Qty	Description
Monitors 17"	10	
Neo ware win terminals	6	
Wyse Win Terminals	1	
Compaq EVO D530S	3	
Compaq EVO 51S	4	
Compaq EVO 500	1	
Compaq EVO D5S	1	
AT&T Clear link network interface unit	1	
HP Deskjet printer	1	
Site Controler SC202	1	
Netgear 24 port hub	1	
HP Laserjet 2200 DN printer	1	
HP Laserjet 4550 N printer	1	
Work Centre Pro 580	1	
Work Centre 1657	1	
HP Laserjet TN printer	1	
Total weight of e-waste kept out of landfills: 1,170 lbs		

The Technology Training Foundation of America (TTFA), and its affiliated companies (IMS Recycling or BDS) acknowledge that the equipment has been used by **Donor/Donor Company**, and that the equipment is being donated to TTFA on an "AS IS" basis and once donated becomes the property of TTFA for determination of reuse, resale or recycling. **Donor/Donor Company** and its affiliated agencies make no express or implied warranties regarding the equipment, including, but not limited to, warranties of merchantability or fitness for a particular purpose. TTFA agrees that **Donor/Donor Company** shall not be responsible for any damage caused by the equipment or for any maintenance or repair costs. Recipient and its affiliated companies (IMS Recycling or BDS) also acknowledge that the equipment includes cathode ray tubes and video display terminals which the U.S.E.P.A. has categorized as hazardous waste for purposes of disposal. Recipient and its affiliated companies (IMS Recycling or BDS) acknowledges that such equipment **can not** be sent to landfills as ordinary trash and accepts responsibility for proper disposal of all hazardous waste material included in the equipment donation. TTFA and its affiliated companies (IMS Recycling or BDS) insure that all hard drives on donated computers are wiped clean or destroyed to discard any residual data. **Donor/Donor Company** certifies that the Covered Electronic Waste (CEW) was/were used for its/their intended purpose in the state of California.

San Diego Housing Commission

 Donor Signature Date 8/6/08

Jeanette Roche

 TFA Representative Date 7/31/08

Attachment 2

San Diego Housing Commission
ADMINISTRATIVE REGULATION

Subject: **DEFINITION OF CAPITALIZED ASSETS AND EXPENDABLE EQUIPMENT**

Number: **AR000.001**

Effective Date: February 24, 1995

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1. PURPOSE

The purpose of this administrative regulation is to clearly define the capitalization threshold of the San Diego Housing Commission and how expendable equipment shall be monitored.

2. SCOPE

This administrative regulation applies to all tangible assets procured by the San Diego Housing Commission. The Manager of Financial Services shall ensure that an inventory of all capitalized and High Risk Assets is maintained.

3. DEFINITIONS

- A. Fixed Asset is defined as any asset procured, by any method or exchange, by the San Diego Housing Commission, which has a useful life in excess of 1 year and has a unit cost equal to or in excess of \$5,000.
- B. Capitalized Equipment is defined as moveable equipment owned by the San Diego Housing Commission, which has a useful life of greater than one year and a unit cost value of over \$5,000. In determining the cost of an asset, expenses necessary to place the asset into service are considered a part of the asset. For example, freight, taxes and set-up charges are added to the cost of the asset, but are not included in determination of capitalized vs. non-capitalized.
- C. Expendable Equipment is defined as all other moveable equipment that does not meet the definition of capitalized equipment above.
- D. Dwelling Equipment is defined as expendable equipment that is used by tenants of the San Diego Housing Commission and is typically located in the dwelling units or common areas of the Commissions property.
- E. High Risk Asset is defined as an asset which has a higher than normal risk of theft. These items are small relative to their value, therefore making them an ideal candidate for theft. High Risk Assets are specifically defined as follows:

Cameras
Televisions
VCRs / DVD Players
Computer Equipment; including PDA's
Video Cameras
Projection Equipment

It is acknowledged that all assets are susceptible to theft. However, the cost / benefit of control methods necessary to track and inventory all assets is unfeasible.

History: Adopted 2/24/95

Revised 03/18/02; Revised 04/2/07

Approved by:

Carrol M. Vaughan
Chief Operating Officer

Attachment 2

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4. POLICY

It is the policy of the San Diego Housing Commission to capitalize assets with a useful life greater than one year and a value equal to or greater than \$5,000. Such Fixed Assets are tracked in the Fixed Asset system and are subject to annual depreciation in accordance with the Commission's depreciation policy. Such assets are assigned an individual asset number and tagged with a San Diego Housing Commission numbered property tag. (Real property and improvements are not tagged.) Fixed Assets are subject to annual inventory and reconciliation. Any variance regarding a missing Fixed Asset will immediately be reported to the Director of Business Services. All Fixed Assets are subject to the Commission's disposition policy. Capitalized equipment is a Fixed Asset and treated as defined herein.

Expendable Equipment as defined in this administrative regulation is not capitalized. It is not tracked on the Fixed Asset system, nor is it subject to annual inventory. Recognizing that these assets belong to the Commission and subject to misappropriation, all expendable equipment valued at or in excess of \$100 shall be tagged with an unnumbered San Diego Housing Commission property tag. Items under \$100 will not be tagged, nor will items of furniture such as desks, filing cabinets, chairs, bookcases, dry erase boards and tables.

Dwelling Equipment as defined in this administrative regulation is not capitalized. All dwelling equipment shall be tagged with an unnumbered San Diego Housing Commission property tag. In addition, given that dwelling equipment is standardized for the most part in each unit, an annual review to ensure that the equipment is maintained within the unit shall be conducted. Asset Management, as part of their annual unit inspection, shall review the unit for the presence of the standard dwelling equipment and document the results of their inventory on their inspection form.

High Risk Assets are treated similarly to Fixed Assets above in that they are tagged with a numeric property tag and recorded on the Fixed Asset system. They are also inventoried annually and subject to the disposition policy and procedures. They are, however, not depreciated.

The Director of Business Services is responsible for ensuring that the Fixed Asset and tracking systems are in place as defined above, with the sole exception of Dwelling Equipment. The review, documentation and inventory responsibility for Dwelling Equipment lies with the Asset Manager.

In order to maintain consistency with the accounting reporting records, modernization hard costs shall be capitalized. Hard costs are defined in accordance with HUD guidelines and will be capitalized in aggregate regardless of individual dollar amounts. Such costs will be placed into the Fixed Asset system upon closure of the grant year from which they are expended. This will allow for the Fixed Asset system to correspond to amounts reported to HUD through the required program documentation.

Other capitalization issues not specifically covered by the Administrative Regulation shall remain within the discretion of the Director of Business Services.