
Procedure to Dispose of an asset in the Capital Asset Registry

Date Approved: **DRAFT**

Section: Capital Asset Management

Date of Last Update: October 12, 2017

Lead: Director, Operations

Keywords: Capital Asset Management, Asset Registry,

Implements: **By-law #5300 – City of Selkirk Capital Asset Management**

OBJECTIVES

Procedure to follow when disposing of a Capital Asset from the City of Selkirk Asset Registry.

SUPPORTING POLICY, PROCEDURES, AND TOOLS

Policy

CAM-001 City of Selkirk Asset Registry Policy

Procedures

Tools

CAM-001-000-01 City of Selkirk Asset Registry

CAM-001-004-01 CAMP Asset Disposal Form

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1 ASSET DISPOSITION

Who: Person Facilitating the Disposal of the Asset

- 1.1 Asset disposal will be initiated by an authorized administration staff member based on the following situations:
 - 1.1.1 An asset has reached the end or surpassed its estimated service life for the City of Selkirk.
 - 1.1.2 When there is a surplus of an asset(s) that are no longer required by the City of Selkirk.
 - 1.1.3 When an asset is lost, stolen, or unintentionally destroyed.

2 ASSESSMENT/INSPECTION

Who: Person Facilitating the Disposal of the Asset

- 2.1 Once the asset disposal process is initiated, a full assessment or inspection of the asset is required. The person responsible for disposing of the asset will be responsible for ensuring that the inspection is completed by the qualified and authorized individuals. The individual carrying out these inspections will vary depending on the type of asset being disposed of.
- 2.2 The results of the asset assessment and inspection will be used to determine the condition of the asset and assist in determining whether the asset is to be disposed of – and if so, the method of disposal.

3 APPROVAL

Who: Appropriate Approval Authority

- 3.1 Once the asset assessment is complete, the appropriate approval authority is required to approve or deny the disposal of the Capital Asset in question.

4 DETERMINE IF ASSET IS CAPITAL

Who: Person Authorized to Dispose of Asset

- 4.1 Once the appropriate approval authority has approved the decommissioning of an asset, it must be determined whether the asset is a Capital Asset or not. If the asset is found in the City of Selkirk Asset Registry, it is considered a Capital Asset. If you need assistance in determining whether the item being disposed of is a Capital Asset or not, see the GIS/Survey Technician.

- 4.2 If the asset is considered a Capital Asset, continue Step 5 through Step 9 of this procedure.
- 4.3 If the asset is not considered capital continue with the disposal of the asset
- 4.4 If the asset is Sold, or Traded in – the Finance Department must receive the original bill of sale, receipt or copy of invoice.

Note: If the item being disposed of is not considered a Capital Asset, this is the final step in the disposal procedure.

5 DISPOSAL PROCESS

Who: Person Facilitating the Disposal of an Asset

Once the disposal of a City of Selkirk Capital Asset has been approved, the asset must be disposed of in a manner that maximizes the social, economical, and environmental benefit to the City. The disposal options include:

- 5.1 Sale
- 5.2 Trade in
- 5.3 Donation
- 5.4 Destroy/Recycle
- 5.5 Use for Parts
- 5.6 Insurance Claim

6 DETERMINE IF A RESERVE BID IS REQUIRED

Who: Person Facilitating Disposal of an Asset

- 6.1 Contact the Accounting Clerk and request the book value of the asset according to the TCA.

7 SET THE RESERVE BID

Who: Accounting Clerk

Process to be developed.

8 DETERMINE WHETHER A FORMAL AGREEMENT IS REQUIRED

Who: Person Authorized to Dispose of Asset

8.1 If an asset is being disposed of by Sale, Donation, Insurance Claim or Trade in – a formal agreement is required. This formal agreement may come in the form of a bill of sale, an invoice, or an Insurance Claim.

8.2 Create a copy of the formal agreement.

9 COMPLETE CAMP ASSET DISPOSAL FORM

Who: Person Authorized to Dispose of Asset

9.1 All Capital Assets to be disposed of must have a *CAMP Asset Disposal Form* completed. *CAMP Asset Disposal Forms* must be signed by appropriate approval authority before moving forward to the GIS / Survey Technician, The following fields of the *CAMP Asset Disposal Form* must be Completed.

9.1.1 Date – The date the *CAMP Asset Disposal Form* is being completed.

9.1.2 Asset ID – The unique code connected with the asset that is being disposed – acquire from the GIS/Survey Technician.

9.1.3 Asset Location – The City of Selkirk street name, city building, or landmark where an asset is located.

9.1.4 Prepared By – Name of the individual completing the *CAMP Asset Disposal Form*.

9.1.5 Authorized By – Name and signature of the authorized approval authority approving the decommission of the asset.

9.1.6 Detailed Description of Asset – a detailed description of the asset being decommissioned.

9.1.7 Reason for Disposal – Select the appropriate reason for disposal

9.1.7.1 No Longer Required

9.1.7.2 Replace

9.1.7.3 Theft

9.1.7.4 Unserviceable or beyond economically feasible repair

9.1.8 Method of Disposal - Select the method of disposal

9.1.8.1 Sold (Attach Bill of Sale)

9.1.8.2 Traded In (Attach invoice & *CAMP Asset Disposal Form*)

9.1.8.3 Destroy/Recycle

9.1.8.4 Use for Parts

9.1.8.5 Insurance Claim

9.1.9 Disposal Date – The date that the Capital Asset is being disposed of.

9.1.10 Proceeds of Sale/Trade in – The dollar value acquired by the City of Selkirk in the disposition process (if applicable).

9.1.11 Receipt/Invoice # - Record the receipt number associated with the sale, trade in, or auction of the asset.

9.2 Make a copy of the completed CAMP Asset Disposal Form

9.2.1 Provide the Finance Department with the original *CAMP Asset Disposal Form* as well as the formal agreement (if applicable).

9.2.2 Provide the GIS/Survey Technician with the copy of the *CAMP Asset Disposal Form* as well as a copy of the formal agreement (if applicable).

9.3 UPDATE THE ASSET REGISTRY

Who: GIS/Survey Technician

The asset registry must be updated within 30 days of the *CAMP Asset Disposal Form* being completed.

9.3.1 Access the City of Selkirk Asset Registry
Location: N:\Camp\Asset Registry

9.3.2 Fill out the CAMP Administration Section of the *CAMP Asset Disposal Form*:

9.3.2.1 Processed By

9.3.2.2 Asset Changed (Yes/No)

9.3.2.3 Date Processed

9.3.3 Locate the asset that is being disposed of in the Asset Registry:

9.3.3.1 Filter the Asset Class Column.

9.3.3.2 Navigate to the asset Class Column.

9.3.3.3 Click the Small down arrow on the bottom right corner of the column header.



9.3.3.4 Click on “Select All” to de-select all the asset classes that are currently selected.

9.3.3.5 Select the Asset Class that the asset belongs to (a checkmark will appear in the box to the left of the asset subclass).

9.3.3.6 Click Ok to see the filtered results.

9.3.4 Filter the Asset Sub Class Column

9.3.4.1 Navigate to the Asset Subclass column.

9.3.4.2 Click the Small down arrow on the bottom right corner of the column header.

9.3.4.3 Click on “Select All” to de-select all the asset subclasses that are currently selected.

9.3.4.4 Select the Asset Subclass that the asset belongs to (a checkmark will appear in the box to the left of the asset subclass).

9.3.4.5 Click Ok to see the filtered results.

9.3.5 Use the Detailed Unique Identifier column to isolate the asset being disposed

9.3.5.1 Use the search feature to search for the Asset Detail Unique Identifier.

9.3.5.2 Use the small dropdown arrow on the bottom right of the Detailed Unique Identifier Column to expand the options for that column.

9.3.5.3 Type the Detail Unique Identifier into the Search Bar. Ensure the ID format is correct.

9.3.5.4 To isolate the correct asset Detailed Unique Identifier, click on the small box beside the ID.

9.3.6 Change the status of the Asset to “Decommissioned” in the Asset Registry.

10 FILE THE CAMP ASSET DISPOSAL FORM

Who: GIS/ Survey Technician

10.1 Once the status of the asset has been changed to “Retire” in the Asset Repository, the *CAMP Asset Disposal Form* can be filed in the Asset Disposal Binder.

11 REMOVE THE UNIQUE ASSET FROM THE MAINTENANCE AND RENEWAL PREDICTOR

Continue to *Procedure to Update the Maintenance and Renewal Predictor*.