




**ADMINISTRATIVE
MEMORANDUM**

DATE: January 16, 2020
TO: Board of Fire Commissioners
FROM: Deputy Chief Robert Bounds 
RE: Surplus Fixed Assets for 01/16/2020

After a review of fixed assets, we have a vehicle and miscellaneous equipment that needs to be surplus. See the attached spreadsheet for detail information.

| Class/Description | Cost | Net Book Value | Reason |
|--------------------------|---------------------|-----------------------|-----------------------------|
| Computers | \$ 28,705.93 | \$ 28,705.93 | Broken/Exceeded Useful Life |
| Furniture | \$ 890.00 | \$ 890.00 | Exceeded Useful Life |
| Staff Vehicles | \$ 41,290.51 | \$ 41,290.51 | Exceeded Useful Life |
| Total | \$ 70,886.44 | \$ 70,886.44 | |

We respectfully request your approval of the surplus of this item so that we may dispose of it.

**Fixed Asset Surplus
January 16, 2020**

| Asset ID | Asset Class ID | Asset Description | Acquisition Date | Acquisition Cost | Accumulated Depreciation | Net Book | Reason |
|-----------------------|-----------------------|--------------------------------|-------------------------|-------------------------|-------------------------------------|-----------------|------------------------------|
| 000449 | COMPUTERS | Security System/Administration | 8/6/2004 | \$26,420.18 | \$26,420.18 | \$0.00 | Exceeded useful life/damaged |
| 000948 | COMPUTERS | FS-3920DN Printer - Kyocera | 10/31/2011 | \$1,388.00 | \$1,388.00 | \$0.00 | Broken |
| 000949 | COMPUTERS | WASP WPA1000I Mobile Computer | 3/29/2012 | \$897.75 | \$897.75 | \$0.00 | Exceeded useful life/damaged |
| COMPUTERS | | | | \$28,705.93 | \$28,705.93 | \$0.00 | |
| 000501 | FURNITURE | GE Refirgerator/Admin | 5/24/2005 | \$890.00 | \$890.00 | \$0.00 | Exceeded useful life/damaged |
| FURNITURE | | | | \$890.00 | \$890.00 | \$0.00 | |
| 000626 | STAFF VEHICLES | 2007 Yukon 4x4 | 10/23/2006 | \$41,290.51 | \$41,290.51 | \$0.00 | Exceeded useful life/damaged |
| STAFF VEHICLES | | | | \$41,290.51 | \$41,290.51 | \$0.00 | |
| Total Surplus | | | | \$70,886.44 | \$70,886.44 | \$0.00 | |