



ADMINISTRATIVE MEMORANDUM

DATE: August 18, 2022
TO: Board of Fire Commissioners
FROM: Chief Robert Bounds *(Signature)*
RE: Surplus Fixed Asset for 08/18/2022

After a review of fixed assets, we have the two that need to be surplus. Both items are weight equipment at Station 2 that have been replaced. We will be selling the items on GovDeals.

Class/Description	Cost	Net Book Value	Reason
Furniture	\$ 8,494.00	\$.00	Replace with new/to be sold
Total	\$ 8,494.00	\$.00	

We respectfully request your approval of the surplus of these items so that we may dispose of it.

**Fixed Asset Surplus
August 18, 2022**

Asset ID	Asset Class ID	Asset Description	Acquisition Date	Acquisition Cost	Accumulated Depreciation	Net Book	Reason
000654	FURNITURE	Weights for Station 2	5/2/2005	\$2,200.00	\$2,200.00	\$0.00	To be sold
000533	FURNITURE	Weight Equipment	3/29/2007	\$6,294.00	\$6,294.00	\$0.00	To be sold
Total Surplus				\$8,494.00	\$8,494.00	\$0.00	