




ADMINISTRATIVE MEMORANDUM

DATE: January 19, 2023
TO: Board of Fire Commissioners
FROM: Chief Robert Bounds 
RE: Surplus Fixed Asset for 01/19/2023

After a review of fixed assets, we have the several that need to be surplused. See the attached spreadsheet for detail information.

Class/Description	Cost	Net Book Value	Reason
Radios	\$5,023.90	\$.00	Unusable/Outdated
Total	\$5,023.90	\$.00	

We respectfully request your approval of the surplus of these items.

**Fixed Asset Surplus
January 19, 2023**

Asset ID	Asset Class ID	Asset Description	Acquisition Date	Acquisition Cost	Accumulated Depreciation	Net Book
000543	RADIOS	VHF Radio/Station 1	1/14/2005	\$2,912.50	\$2,912.50	\$0.00
000562	RADIOS	VHF Radio/Station 4	12/12/2005	\$2,111.40	\$2,111.40	\$0.00
TOTAL RADIOS				\$5,023.90	\$5,023.90	\$0.00
TOTAL SURPLUS				\$5,023.90	\$5,023.90	\$0.00