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| Business Unit: |  | Agency Name:  |  |

 **CAPITAL ASSET SUPPLEMENTAL INFORMATION**

Per Policy Manual Filing 13,001 Capital Asset Reporting, the Property Management Officer is responsible for conducting the agency's annual physical inventory, and verify all asset additions, deletions, and adjustments are recorded to ensure items are properly accounted for. All capital assets are required to be recorded in the SMART Asset Management (AM) module before fiscal year closing. If an error or omission is found after year-end closing, in addition to entering the correction in the SMART AM module, a detailed explanation should be included with this form.

The DA-82 Capital Asset Supplemental Information form is required to be submitted to the Office of Accounts and Reports, Financial Integrity Team (FIT) by August 1st of each year.

*KDOT & Regent Institutions are only required to complete Section B, Certification of Fixed Asset Inventory.*

**SECTION A – Verification of Assets Recorded in the SMART Asset Management Module**

This section is to be completed by the agency appointed Property Management Officer.

If the agency has no fixed assets with a cost greater than $5,000 and no commodity inventory over $200,000, please proceed to Section B.

**Asset Inventory**

A physical (sight) inventory has been taken for all fixed and movable property belonging to the State and was completed on: **\_\_\_\_\_\_\_\_\_**.

If a physical inventory has not been taken for all fixed and movable property prior to the end of the fiscal year (June 30), please provide an explanation for the reason an inventory was not conducted.

Explanation:

All capitalized assets (transactions as of June 30) are entered in the SMART AM module. [ ]  Yes [ ]  No

If “No”, attach list of missing item(s) and explanations. *(Please include the Business Unit and Agency Name on the attachment).*

**Asset Disposals**

All assets that have been sent to State Surplus Property, sold, or are otherwise no longer in the agency’s possession (as of June 30) have been recorded as disposed in the SMART AM module accordingly.

 [ ]  Yes [ ]  No If “No”, attach a list of disposed items(s) and explanations. *(Please include the Business Unit and Agency Name on the attachment).*

**Construction-In-Progress (CIP)**

CIP identifies costs incurred to construct or develop a tangible or intangible asset that has an estimated cost that meets or exceeds the statewide capitalization threshold of $100,000 for Buildings and Improvements or $250,000 for Intangible (software) projects and are not currently complete. These assets should be recorded with a CIP profile ID in the SMART AM module. Agencies should consider the cost of the entire project for capitalization purposes, rather than each payment or vendor separately. Upon completion, the asset should be reclassified from CIP to an appropriate asset category.

All CIP assets are recorded in the SMART AM module (as of June 30). [ ]  Yes [ ]  No

All CIP cost adjustments have been updated in the SMART AM module (as of June 30). [ ]  Yes [ ]  No

All CIP assets that were completed (as of June 30) have been recategorized in the SMART AM module with a non-CIP profile ID. [ ]  Yes [ ]  No

If “No” to any of the previous CIP statements, please attach a list of CIP projects not recorded in the SMART AM module and identify completed projects or projects costs not updated in SMART by June 30 and provide an explanation. *(Please include the Business Unit and Agency Name on the attachment).*

**Commodities**

Commodities are defined as supplies, including consumable supplies, and materials or parts purchased for repair and maintenance performed by state personnel. For ACFR purposes, agencies will only report their commodity balance if greater than $200,000. Please provide the fund(s) used to purchase the commodity balance reported.

[ ]  Check if not applicable

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Commodity balance(s) as of June 30th (if the total of all funds is over $200,000):

Please provide breakdown of amount per fund(s):

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Fund: Amount:

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Fund: Amount:

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Fund: Amount:

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Fund: Amount:

**Asset Abandonment and Impairment**

Asset impairment/casualty loss is a significant, unexpected decline in the service utility of a capital asset. Asset abandonment and impairment will only be reported in the ACFR if the amount is greater than $500,000.

Common indicators of impairment/casualty loss include:

1. Physical damage
2. Change in laws, regulations or other environmental factors
3. Technological development or evidence of obsolescence of an asset
4. Change in the manner or duration of use of an asset
5. Construction stoppage
6. Stoppage of development (for internally generated intangible assets)

Assets that have naturally lost service capacity with age and use are foreseeable changes that do not constitute impairment. If an asset abandonment or impairment is identified, the agency should provide the property description, original use and purpose, location, condition, original cost, any insurance recovery and market value as an attachment *(please include the Business Unit and Agency Name on the attachment).* Additional information regarding asset abandonment and impairment is available in Governmental Accounting Standards Board (GASB) Statement 42 or by contacting the Financial Integrity Team.

[ ]  Check if not applicable

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Amount of asset abandonment and/or impairment (if total is over $500,000):

**Certification of Property Management Officer**

In accordance with K.S.A. 75-3729 and the Department of Administration’s Policy Manual Filing 13,001 Capital Asset Records, I certify that an annual physical inventory was conducted, and all capital assets are recorded in the SMART Asset Management module.

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|   |  |  |  |  |
| *Property Management Officer Signature* |  | *Print Name* |  | *Date* |

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| Business Unit: |  | Agency Name:  |  |

**SECTION B - Certification of Fixed Asset Inventory for FY 20\_\_\_**

In accordance with K.S.A. 75-3729 and the Department of Administration’s Policy Manual Filing 13,001 Capital Asset Records, agencies are required to record all assets above the established capitalization thresholds in the SMART Asset Management module for inclusion with the Annual Comprehensive Financial Report (ACFR). (*KDOT & Regent Institutions are required to maintain assets in their respective agency systems*). Each agency is vested with the responsibility for the control, care, maintenance and security of all State property within its organization.

**Certification Statement**

In accordance with the Department of Administration’s policies and procedures, I hereby certify that a complete physical inventory was conducted for all capital assets and that the information reported for inclusion in the ACFR is, to the best of my knowledge, complete and accurate.

[ ]  Check here if your agency has no fixed assets with a cost greater than $5,000 and no commodity inventory over $200,000 and certify below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |  |  |  |  |
| *Agency Head/ Designee Signature* |  | *Print Name* |  | *Date* |

Please submit a completed DA-82 Capital Asset Supplemental Information form to the Financial Integrity Team (FIT) by August 1st of each year via email to: OCFO-FIT@ks.gov.