

## Property Documents, Transactions, Acquisitions and Disposals

The Saratoga Springs City Center Authority follows the policies, procedures and guidelines set forth by the City of Saratoga Springs in regards to all transactions relating to property.

The Contracting Officer for the Saratoga Springs City Center Authority is the City Center Authority President.

The Asset Recognition policy and list of assets on file with the City of Saratoga Springs are attached.



City of Saratoga Springs  
Risk Management Policy & Procedures Manual  
Title: Asset Recognition  
Adopted: 10/7/03  
Revised: 12/2/03  
Responsible Party: Commissioner of Accounts  
Date of Review: Annual

### Policy

The City Charter 7.3.4 requires that the Accounts Department "shall annually maintain and update all inventories prepared by City departments and entities. No purchases shall be authorized for any department or entity that has not completed its inventory."

Assets budgeted in either the General or Capital Fund shall be recognized per the mandates of the Governmental Accounting Standards Board (GASB) and recorded in the General Fixed Assets Account Group (GFAAG) in compliance with GASB Statement 34.

This policy shall follow the City of Saratoga Springs Fixed Asset Reporting and Budgetary Policy of the Office of the Commissioner of Finance January 2003." (Exhibit A)

### Definitions

The following is a list of definitions that pertain to the recording of assets. It is by no means meant to be all-inclusive, but instead provides examples within recognized categories per Generally Accepted Accounting Principles.

**Antique:** The dollar value of any property having historical significance must be established by appraisal recorded at appraised value and listed as an Asset under antiquities. Antiques shall not be depreciated.

**Appraisal:** A valuation of an item based upon its worth from an aesthetic or historical value completed by an authorized individual every five years.

**Asset:** An asset that is tangible and physical in nature, including lands and buildings and has a monetary value of at least \$50.00.

**Insurable Interest:** An asset in the care, custody and control of the City.

**Intangible Asset:** An asset having no physical existence whose value is limited by the rights and anticipated benefits that possession confers upon the City such as trademarks or goodwill.

**Long Term Asset (Infrastructure):** property, plant and equipment that are used in the provision of a service by the City whose useful life is a period of time longer than one year.

**Property:** Insurable property items include buildings, machinery, equipment, antiques, works of art, fixtures and improvements & betterments in which the City has an interest.

**City of Saratoga Springs  
Asset Recognition Policy**

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**Property of Others:** Leased or rented equipment.

**Valuable Papers and Records:** Written, printed or otherwise inscribed documents and records including books, maps, films, drawings, abstracts, deeds, mortgages and manuscripts

**Works of Art:** Paintings, Etchings, Pictures, Tapestries, Statuary, Marble, Bronzes, Antiques, Rare books, Porcelain, and Rare glass recorded at Fair Market Value as of the date of acquisition. These items shall be inventoried but not included in the Asset Inventory. These items are not depreciated.

The City of Saratoga Springs Fixed Asset Reporting and Budgetary Policy of the Office of the Commissioner of Finance January 2003 is hereto attached as Exhibit A and establishes guidelines pertaining to:

- \$ Asset Budgeting
- \$ Capital Projects Fund
- \$ General Fund

Also attached are the following exhibits:

- \$ Asset Additions and Deletions Worksheet (Exhibit B)
- \$ Asset Transfer Worksheet (Exhibit C)
- \$ Fixed Asset account numbers (Exhibit D)

**Protocol**

1. Departments within the City of Saratoga Springs shall adhere to the protocol established in the "City of Saratoga Springs Fixed Asset Reporting and Budgeting Policy of the Office of the Commissioner of Finance January 2003."
2. A minimum value of fifty dollars (\$50.00) shall be used to define an asset for the City's inventory and insurance purposes. The Asset Inventory shall not include supplies with a dollar value of less than \$50.00.
3. The Asset Inventory shall be a complete inventory of all assets with a minimum dollar value of \$50.00. All assets included in the asset inventory shall be tagged by each individual department and assigned a number and recorded in the City's inventory.
4. All computers, printers, facsimile machines, scanners, telephones and electronic data processing equipment shall be tagged and recorded regardless of value.
5. A minimum value of Five Thousand Dollars (\$5,000) or greater shall be placed on any asset recognized in the Fixed Asset Inventory per GASB Statement 34.
6. The Risk Manager shall provide a template on the 1st of each month for additions and/or deletions. Within each department, personnel shall be responsible for the completion of the additions and/or deletions and shall submit these changes to the Risk Manager by the 30th of each month.
7. Assets purchased or deleted within a fiscal year shall be accounted for on a monthly basis by each department using the Asset Additions and Deletions Worksheet. The cost and description shall also be entered into the monthly Asset Additions and Deletions Worksheet (Exhibit B).

ASSET	DESCRIPTION	SERIAL	DATE ACQ	ACQ COST	QTY	UOM	UNIT COST
03294	ICE BIN- FOR ASSET 11013	110803294	1/12/2009	\$917.59	1	EA	\$917.59
09470	PORTER CABLE AIR COMPRESSOR	2862008470	4/10/2009	\$305.00	1	EA	\$305.00
11013	ICE MAKER CUBE STYLE WATER	110811013	1/12/2009	\$2,040.70	1	EA	\$2,040.70
200774128	CANON MODEL MP49D CALCULATOR	200774128	10/11/2007	\$97.47	1	EA	\$97.47
20858	APC BACK UP	3B0824X20858	2/28/2009	\$36.00	1	EA	\$36.00
21621	APC BACK UP	4B0839P21621	2/18/2009	\$36.00	1	EA	\$36.00
21623	APC BACK UP	4B0839P21623	2/18/2009	\$36.00	1	EA	\$36.00
2200F	HP OFFICE JET PRO L6590	MY8802200F	1/16/2009	\$181.35	1	EA	\$181.35
220CW	HP OFFICE JET PRO L6590	MY88J220CW	1/16/2009	\$181.35	1	EA	\$181.35
24119	SHELVING METRO SUPRA ELECTRA		7/29/2005	\$790.28	1	EA	\$790.28
290	HP OFFICE JET PRO L6590	MY86Q24119	1/16/2009	\$181.35	1	EA	\$181.35
293	16"HX20"W BLACK 22OZ ENCORE IFR VELOUR		9/29/2006	\$1,924.00	2	EA	\$962.00
294	20"HX10"W BLACK 22OZ ENCORE IFR VELOUR		9/29/2006	\$1,230.00	2	EA	\$615.00
295	LINKSYS ETHERFAST 4124 24PT 10/10-SW		6/26/2006	\$114.70	1	EA	\$114.70
3065	SOUND EQUIP SURE MODEL 5455D MIC		11/30/2006	\$204.00	2	EA	\$102.00
3139	PORTABLE DANCE FLOOR		6/6/1984	\$10,716.50	1	EA	\$10,716.50
3140	AMPLIFIER CARD SOUND SYSTEM		7/3/1989	\$350.00	1	EA	\$350.00
3160	10X19' H. BLACK VELOUR PANELS		12/27/1989	\$885.00	1	EA	\$885.00
3161	WALLHANGING BY TWYCROSS-REED		4/21/1989	\$1,800.00	1	EA	\$1,800.00
3221	WALL HANGING, EMPIRE CRAFT ALLT-STENDER		4/21/1989	\$500.00	1	EA	\$500.00
3242	AMPLIFIER CARD SOUND SYSTEM		7/3/1989	\$350.00	1	EA	\$350.00
3268	EXTERIOR LIGHTED SIGN W/MESSAGE BOARD		8/19/1985	\$10,773.00	1	EA	\$10,773.00
3275	INTERIOR SIGNAGE		3/4/1985	\$1,680.83	1	EA	\$1,680.83
3279	WOODEN PLANTERS SERIES 3600 60X42		8/28/1984	\$4,560.00	6	EA	\$760.00
3297	MOBILE STORAGE CABINET (GREEN)		5/22/1985	\$549.95	1	EA	\$549.95
3312	MOBILE STORAGE UNIT		5/22/1985	\$1,010.80	2	EA	\$505.40
3321	PROJECTION SCREEN DALITE FST FLD 10X14		3/3/1986	\$612.20	1	EA	\$612.20
3327	WHEELED BIN/TILT TRUCK (GARBAGE)		9/6/1984	\$698.60	1	EA	\$698.60
3335	RUBBERMAID TILT BIN - GRAY W/WHEELS (GBG		1/7/1985	\$688.00	1	EA	\$688.00
3342	MOBILE MULTI HEIGHT STAGE SYSTEM		9/14/1985	\$83,569.19	1	EA	\$83,569.19
3441	AUDIO TECHNICA. W/MOUNTING JACK LECTURN		12/31/1987	\$268.00	1	EA	\$268.00
3443	SHURE SM-58 MICROPHONES		12/31/1987	\$529.20	3	EA	\$176.40
3450	CORNER STONE - COPPER BOX		9/12/1984	\$645.00	1	EA	\$645.00
3453	CHRISTMAS TREES ARTIFICIAL 17		6/16/1986	\$2,501.60	2	EA	\$1,250.80
3461	DESK & CREDENZA 7000 SERIES KIMBALL		3/18/1985	\$1,980.00	1	EA	\$1,980.00
3465	DESK & SPRING BACK STOOL -2		7/17/1985	\$4,163.00	1	EA	\$4,163.00
3474	LOUNGE CHAIR - PATTERNED - DK OAK		9/24/1984	\$658.00	1	EA	\$658.00
3481	AMANO TIME CLOCK #6089	758802	11/14/1984	\$445.80	1	EA	\$445.80
3482	PEDESTAL SECRETARIAL DESK 66"X30"		6/18/1984	\$534.60	1	EA	\$534.60
	HASKELL PEDESTAL DESK - WHITE LM 45"X30		9/15/1986	\$600.00	1	EA	\$600.00

ASSET	DESCRIPTION	SERIAL	DATE ACQ	ACQ COST	QTY	UOM	UNIT COST
3486	ALLSTEEL DOUBLE PEDESTAL SECRETARY DESK		6/18/1984	\$585.75	1	EA	\$585.75
3740	UPRIGHT EXHIBIT BOOT 8'2"		9/15/1986	\$8,619.00	1	EA	\$8,619.00
3742	CHANDELIERS W/6 SPINNINGS		3/5/1984	\$36,600.00	6	EA	\$6,100.00
3747	PORCH AWNING AND FRAME		7/17/1985	\$695.00	1	EA	\$695.00
3745	LOADING DOCK		8/7/1985	\$2,383.00	1	EA	\$2,383.00
3754	GELBACK WALK IN COOLER/FREEZER		7/25/1985	\$16,298.00	1	EA	\$16,298.00
3755	GIBSON WHITE REFRIGERATOR RT 15FI		12/29/1987	\$379.00	1	EA	\$379.00
3764	ALTO SHAM 1000BQ96 SHELVING AND STORAGE	07770703354	2/4/1985	\$14,320.00	8	EA	\$1,790.00
3773	METAL MAST PREP TABLE #PT 3096		5/29/1985	\$794.00	1	EA	\$794.00
3779	ROUND TABLE 36" WHITE TOP BLACK BASE		4/7/1986	\$667.80	1	EA	\$667.80
3783	CONFERENCE TABLE 10' DESIGNER		10/24/1984	\$993.60	1	EA	\$993.60
3784	ORA LT LECTURN		4/1/1985	\$1,638.00	1	EA	\$1,638.00
3785	ORA L350 LECTURN - TABLE TOP		4/1/1985	\$965.25	3	EA	\$321.75
3786	ORA L370 FLOOR LECTURN		4/1/1985	\$1,001.00	2	EA	\$500.50
3798	MERCURY FLOOR BUFFER		12/13/1985	\$900.00	1	EA	\$900.00
3808	10" RADIAL ARM SAW W/BLADE		12/28/1987	\$688.00	1	EA	\$688.00
3807	OVEN - 3 DECK - NATURAL GAS		10/30/1984	\$3,032.00	1	EA	\$3,032.00
3808	HOOD FOR KITCHEN		7/2/1985	\$9,700.00	1	EA	\$9,700.00
3809	CONVENTION OVEN - 2 DOOR NATURAL GAS		10/30/1984	\$6,310.00	1	EA	\$6,310.00
3811	STAR ROLLER GRILL W/SNEEZE GUARD		12/20/1984	\$445.00	1	EA	\$445.00
3812	FRANK CHEF 6 BURNER GAS RANGE/OVEN		2/19/1985	\$1,084.00	1	EA	\$1,084.00
3813	4 BOWL SINK W/2 EA 12" FAUCETS		2/19/1985	\$1,556.00	1	EA	\$1,556.00
3814	GOLD MEDAL DELUXE CITATION		2/4/1985	\$1,795.00	1	EA	\$1,795.00
3865	PORTABLE BLACK POSTS W/GREEN ROPES		3/9/1988	\$933.05	1	PR	\$933.05
3869	STAGE BRACING		5/2/1988	\$857.00	1	EA	\$857.00
4153	VINYL STRIP DOOR KIT 10'X10'		3/29/1990	\$515.26	1	EA	\$515.26
4159	FOLDING TABLE 30'X72' WALNUT		6/12/1990	\$1,330.00	1	EA	\$1,330.00
4324	SHURE CARDIOID DYN MICRIPHONE SM58S		6/3/1991	\$358.00	2	EA	\$179.00
4327	SUMP PUMP 1/3HP		7/1/1991	\$205.30	1	EA	\$205.30
4422	GOLDSTAR REFRIGERATOR GR142-4.4	10201312	12/18/1991	\$150.00	1	EA	\$150.00
4559	BLACK VELOUR LEGS W/GROMMETS		9/17/1992	\$995.50	2	EA	\$995.50
4580	A.R.J. REF ICE MAKING MACHINE		12/31/1992	\$5,663.92	1	EA	\$5,663.92
4671	SNAPPER SNOWBLOWER 26" 8HP #8263		12/20/1993	\$997.24	1	EA	\$997.24
4709	METRO SECURITY TRUCK SHELVING		8/16/1993	\$820.00	1	EA	\$820.00
48-LD008-600AA	CARRIER HEAT EXCHANGER ROOF TOP UNIT	48-LD008-600AA	2/10/2006	\$2,535.00	1	EA	\$2,535.00
493	CECILWEAR FE300 COFFEE URN	N888958	7/18/2008	\$3,400.00	1	EA	\$3,400.00
4979	CEDAR DECK UNIT 10'X10'		7/5/1995	\$600.00	1	EA	\$600.00
4984	METRO SECURITY TRUCK - 2 SHELF		8/7/1995	\$798.00	1	EA	\$798.00
5002	DISPLAY CABINET		8/23/1995	\$126.00	1	EA	\$126.00
54023	ACER V193W 19" MONITOR	ETPB0C036843D13D554023	1/16/2009	\$143.00	1	EA	\$143.00

ASSET	DESCRIPTION	SERIAL	DATE ACQ	ACQ COST	QTY	UOM	UNIT COST
5435	SINGLE PEDESTAL DESK - OAK 66X30		11/3/1998	\$948.00	1	EA	\$948.00
5436	RIGHT RETURN DESK W/KEYBOARD DRWR 48X24		11/3/1998	\$574.00	1	EA	\$574.00
5437	STACK ON STORAGE HUTCH 72" OAK		11/3/1998	\$596.00	1	EA	\$596.00
5439	FOLDING STAGE		4/7/1998	\$35,061.58	1	EA	\$35,061.58
5440	PORTABLE RADIO 4 CH. W/CHARGER		8/18/1998	\$437.00	1	EA	\$437.00
5441	PORTABLE RADIO 4 CH. W/CHARGER		8/18/1998	\$437.00	1	EA	\$437.00
5442	PORTABLE RADIO 4 CH. W/CHARGER		8/18/1998	\$437.00	1	EA	\$437.00
5443	PORTABLE RADIO 4 CH. W/CHARGER		8/18/1998	\$437.00	1	EA	\$437.00
5685	SINDSOR SABER 34" SCRUBBER		12/31/1998	\$6,900.00	1	EA	\$6,900.00
5848	CORDLESS TELEPHONE SET W/PROGRAMMING		12/7/1999	\$200.00	1	EA	\$200.00
5849	PHONE SYSTEM - DIGITAL		12/7/1999	\$6,500.00	1	EA	\$6,500.00
5851	STA. HOT DOG GRILL ROLLER #46133		12/31/1999	\$799.00	1	EA	\$799.00
5954	AO SMITH WATER HEATER		2/16/1999	\$2,050.00	1	EA	\$2,050.00
5GBAD056542	PANASONIC CORDLESS KXTG2420	5GBAD056542	8/24/2005	\$32.01	1	EA	\$32.01
60874	APC BACK UP	3B0826X60874	5/18/2009	\$36.00	1	EA	\$36.00
60883	APC BACK UP	3B0826X60883	5/18/2009	\$36.00	1	EA	\$36.00
60895	APC BACK UP	3B0826X60895	5/18/2009	\$36.00	1	EA	\$36.00
60981	APC BACK UP	3B0826X60981	5/18/2009	\$36.00	1	EA	\$36.00
619	SONICWALL TZ180 10 NODE VPN ROUTER		9/4/2009	\$249.99	1	EA	\$249.99
620	SONICWALL TZ180 10 NODE VPN ROUTERS		9/4/2009	\$249.99	1	EA	\$249.99
621	PANASONIC 4 LINE PHONE SYSTEM		9/9/2009	\$374.00	1	EA	\$374.00
622	PANASONIC CORDLESS HANDSET		9/9/2009	\$129.67	1	EA	\$129.67
623	PANASONIC CORDLESS HANDSET		9/9/2009	\$129.67	1	EA	\$129.67
624	PANASONIC CORDLESS HANDSET		9/9/2009	\$129.67	1	EA	\$129.67
62423605	COMPUTER PRINTER OKI DATA 5400 DN W/TRAY	62423605	3/11/2005	\$1,518.87	1	EA	\$1,518.87
625	PANASONIC CORDLESS HANDSET		9/9/2009	\$129.67	1	EA	\$129.67
626	PANASONIC CORDLESS HANDSET		9/9/2009	\$129.67	1	EA	\$129.67
6286	PANASONIC CORDLESS HANDSET		9/9/2009	\$129.67	1	EA	\$129.67
6287	VHF PORTABLE RADIO		9/5/2000	\$830.00	1	EA	\$830.00
6392	DOR-O-MATIC MID SWING DOOR OPERATOR		11/9/2000	\$6,745.00	1	EA	\$6,745.00
6395	SNAPPER 10HP SNOWBLOWER	85057302	1/3/2001	\$1,595.45	1	EA	\$1,595.45
9396	TITAN WET DRY VACUUM W/26" SQUEEGEE	1000063955	5/2/2001	\$995.00	1	EA	\$995.00
6678	CARRIER GC807B THRU WALL AIR CONDITIONER	1601X79877	7/9/2001	\$288.00	1	EA	\$288.00
7199Q	HEWLETT PACKARD 990CSE DESKJET PRINTER		7/6/2002	\$299.98	1	EA	\$299.98
71QG	TOSHIBA SATELLITE LAPTOP	Z7457199Q	2/8/2008	\$897.74	1	EA	\$897.74
940Z3	HP 3180 FAX MACHINE	CN65QB71QG	1/16/2009	\$128.00	1	EA	\$128.00
AB052644287	ACER V193W 19" MONITOR	ETLBP0C035851081794023	1/16/2009	\$143.00	1	EA	\$143.00
AES2016944A0	APC BACKUP UPS 6 OUTLET 5 MINUTES BESSOU	AB052644287	2/1/2006	\$54.16	1	EA	\$54.16
B40Z3	COMPUTER PRINTERS OKI DATA REPLACEMENT	AES2016944A0	5/2/2005	\$1,518.98	1	EA	\$1,518.98
C40Z3	ACER V193W 19" MONITOR	ETLBP0C036843DBF7B4023	1/16/2009	\$143.00	1	EA	\$143.00
	ACER V193W 19" MONITOR	ETLBP0C036843DBF7C4023	1/16/2009	\$143.00	1	EA	\$143.00

ASSET	DESCRIPTION	SERIAL	DATE ACQ	ACQ COST	QTY	UOM	UNIT COST
CC49509	VACUUM - FLOOR POLISHER		12/17/2007	\$9,232.70	1	EA	\$9,232.70
CG0256	DELL 1800MP PROJECTOR		2/8/2008	\$699.00	1	EA	\$699.00
L3775600803	RICOH AFICIO MPC 3000 COPIER	CNOMJ817S00817CG0256	10/11/2007	\$6,844.79	1	EA	\$6,844.79
MY729280JZ	HP OFFICE JET PRO K5400	L3775600803	8/24/2007	\$179.95	1	EA	\$179.95
Q6V062004319	VIEWSONIC VG2021M MONITOR	MY729280JZ	8/25/2006	\$254.22	1	EA	\$254.22
QS0533221671	APC SMART UPS SC 620VA	Q6V062004319	2/16/2006	\$162.00	1	EA	\$162.00
		QS0533221671					