

ORDINANCE NO. 2004-11

**AN ORDINANCE ESTABLISHING A POLICY AND PROCEDURE
FOR THE INVENTORY OF ASSETS BELONGING TO THE CITY
OF CLINTON, ARKANSAS, AND FOR OTHER PURPOSES**

WHEREAS, the State of Arkansas, through the Legislative Joint Auditing Committee, requires that each municipality within the State of Arkansas have in place a policy outlining the process by which an accurate inventory of all assets of that municipality are to be kept, and that each municipality actually keep and maintain such an inventory; and,

WHEREAS, The City of Clinton has not had a formal policy of how it will maintain an accurate inventory of the assets owned by the City of Clinton;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL
OF THE CITY OF CLINTON, ARKANSAS:**

Section 1. The Head of each Department of the City of Clinton shall create an itemized list of all personal property owned or used by said department which has a value of \$ 250.00 or more. The initial inventory list created by this section shall be delivered to the City Clerk by December 1, 2004.

Section 2. The City Clerk shall maintain a Master Inventory list and shall assign a number or tag or other identifying label to each item.

Section 3. Any time a Department purchases or acquires any item of personal property that has a value of \$ 250.00 or more, the Department Head shall report said acquisition to the City Clerk for inclusion on the City's Master Inventory list and the assignment of a number, tag or other identifying label by the City Clerk.

Section 4. Any time a Department determines that an item of personal property valued at \$ 250.00 or more is no longer needed by

the Department or is no longer in the possession of the Department due to sale, trade-in, destruction, theft or for any other reason, said fact shall be reported to the Mayor and the City Clerk for removal of the property from the Master Inventory List and for the sale or disposal of said property if necessary.

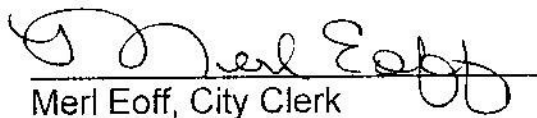
Section 5. Each Department Head shall review the Master Inventory List each December, beginning in December, 2005, to determine if the Master Inventory List accurately lists all items of personal property owned or controlled by the Department which have a value of \$ 250.00 or more. Any discrepancies shall be reported to the City Clerk who shall modify and amend the Master Inventory List.

PASSED: June 10, 2004.



Chip Ellis, Mayor

ATTEST:



Merl Eoff, City Clerk

APPROVED AS TO LEGAL FORM:



Brad A. Cazort, City Attorney