



CLERK OF THE BOARD

MEMORANDUM

11/29/2023

To: Auditor Controller, Capital Assets Unit

From: Valerie Sanchez, Chief Deputy Clerk of the Board *Valerie Sanchez*

CC: Ronald Galang, Assistant Clerk of the Board – Property Officer

Subject: Removal of Old and Damaged Capital Asset and Relief of Accountability

Please remove the Canon C5235 color copier from the list of capital assets for BOS District 5 office. The copier was acquired in June of 2013 and it is past its expected life of use. The device was damaged beyond repair several years ago and the machine was replaced with a leased machine. The machine was stored at the HOA BOS 5th floor storage and was unfortunately damaged further due to a roof water leaked during the rainy season. The Canon copier was left behind at the HOA building since it was no longer functioning and there was no room for it in the new CAN building.

Item description:

- Canon C5235 color copier
- Asset tag 76449
- Serial number JWH08042

Capital Assets: Asset/Unit Summary
 OCDW PRODUCTION download as of 12/21/2022

View: Equipment and Vehicles
 As of Period FY 2023 - 05 November 2022 [CLOSED]
 Department 010 BOARD OF SUPERVISORS - 5TH DISTRICT
 Asset Type E
 Include Dis false

Asset #	Component	Manufacturer	Model #	Serial #	Tag #	Description	Acquisition	Acquisition Meth	Vendor Code	Vendor Name	Cmply/Bldg	FARC Type	Asset Group	Useful Life	Salvage Va	Total Cost	Accum Dep	Net Book V	Dept	Budg Ctr	Unit
78449	0001	CANON	C5235	JWH08042		CANON C5235 COLOR COPIE	08/25/2013	PRIOR YEAR PURCHAS	VC0000011839	REPROGRAPHICS FAX GROUP II	BOARD OF SUPERVISORS-5TH DISTRICT		COMPHARI5		0.00	5,772.60	(5,772.60)	0.00	010	010	1000



**County of Orange
SOCIAL SERVICES AGENCY**

500 N. STATE COLLEGE BLVD.
ORANGE, CA 92868-1673
(714) 541-7700

AN TRAN
DIRECTOR

VERONICA RODRIGUEZ
CHIEF DEPUTY DIRECTOR

DORTHE LEE
DIVISION DIRECTOR
ADMINISTRATIVE SERVICES

MIKE EDMUNDSON
DIVISION DIRECTOR
ASSISTANCE PROGRAMS

JYOTHI ATLURI
DIVISION DIRECTOR
CHILDREN & FAMILY SERVICES

GAIL ARAUJO
DIVISION DIRECTOR
FAMILY SELF-SUFFICIENCY &
ADULT SERVICES

SARA MARCHESE, M.D.
MEDICAL DIRECTOR

February 29, 2024

TO: Andrew Hamilton, Auditor-Controller

SUBJECT: Capital Asset Inventory 60-Day Follow-Up Letter

Social Services Agency (SSA) completed its biennial capital asset inventory in December 2023 and notified the Auditor-Controller of 13 items that were not located in the List of Exception in the memo dated January 31, 2024.

Within 60-day period since the end of the month in which the inventory was taken, the agency has rechecked all locations of facilities with no success in locating the missing items. Explanations of the losses are noted on the attached revised listing.

We request the deletion of the missing items from the capital asset inventory and for relief of accountability for these items.

If you have any questions, please call Madeline Hernandez at (714) 825-3160.

Thank you,

An Tran, Director
Social Services Agency

ASSETS NOT FOUND

Asset #	Serial #	Description	Acquisition Dt	Useful Life	Total Cost	Net Book Value	Explanation
18895	00269	PLAYBOOSTER COMPASITE PLAY STRUCTURE W/SLIDE	06/01/1985	10	10,131.48	0.00	During remodel, items were erroneously disposed as non-capital assets. These items have been fully depreciated. To prevent a similar incident, SSA will provide building managers with listing of capital assets every 6 months and ask that they report any discrepancies.
18896	00226	MEXICO FORGE PLAYBOOSTER COMPOSITE	05/01/1985	10	28,730.00	0.00	
27548		MOBILE FILING SYSTEM WHITE MOVEABLE	10/01/1990	5	10,072.50	0.00	
54059	031998EA0	BLODGETT CONVECTION OVEN ST-300 DBL W/CASTER	06/01/1997	10	8,058.62	0.00	
54071	231006608	HOBART COMMERCIAL DISHWASHER	04/01/1998	10	7,504.42	0.00	
54497	ESR155202	GATEWAY E-9510T SERVER	04/01/2006	5	10,727.59	0.00	Despite all efforts to find them, items cannot be found. A possible reason is that they were surplusd with other obsolete equipment. These items have been fully depreciated. To prevent assets from being unaccounted for, SSA makes all efforts by working closely with Facilities staff and, if applicable, other agency/partner using the assets. In addition, SSA reviews its surplus procedures to ensure that capital assets are surplusd as such.
54583	45668422	KODAK I1440 SCANNER	06/01/2008	5	6,106.81	0.00	
54585	45688435	KODAK I1440 SCANNER	06/01/2008	5	6,106.81	0.00	
54591	45668456	KODAK I1440 SCANNER	06/01/2008	5	6,106.81	0.00	
54597	45668463	KODAK I1440 SCANNER	06/01/2008	5	6,106.81	0.00	
54598	45668464	KODAK I1440 SCANNER	06/01/2008	5	6,106.81	0.00	
54610	45668482	KODAK I1440 SCANNER	06/01/2008	5	6,106.81	0.00	
54797	2M242100GC	HP DL380P GEN 8 25-SFF CTO SERVER	06/23/2014	5	8,309.74	0.00	
Total					120,175.21	0.00	