



ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

TRIAL COURT FINANCIAL POLICIES AND PROCEDURES MANUAL 7th EDITION

Policy No., FIN 9.01, Fixed Asset Management

EXECUTIVE SUMMARY OF UPDATE

POLICY ISSUE(S)

Changes include updating a section to include a requirement that would assist courts in obtaining usable technology equipment from other courts. Another change clarified what type of information should be contained on a required listing.

Significant Revisions

1. Sub-section 6.2.4 Paragraph 3 Phoenix is intending to keep better records of its fixed assets in the future with the coming implementation of a fixed asset module. Until then the three items formerly lettered as f.-h. have been deleted;
 - f. Method of depreciation or amortization (if applicable)
 - g. Current period depreciation expense (if applicable)
 - h. Accumulated depreciation to date (if applicable)
2. Sub-section 6.7.1 "Transfer of Inventory Items and Fixed Assets" requires a listing of all assets for transfer/disposal be prepared. An addition has been made to clarify what information is required on this listing. This addition was in response to court inquires as to what should be included.
3. Sub-section 6.7.2 Include in Paragraphs 2 and 4; "**or documented designee**"
4. An addition was made in sub-section 6.7.4, Disposal of Technology Equipment requiring courts to place technology equipment, planned for disposal, on a surplus materials website. This would give other courts the opportunity to acquire needed equipment at no or very little cost. This was added as a cost saving measure for the trial courts.