

**Park District of Ottawa County
Board of Park Commissioners
Resolution 2022-19
Inventory Policy**

WHEREAS, the Park District of Ottawa County Board of Park Commissioners require an inventory policy in order to prevent losses and unauthorized use, and

WHEREAS, an inventory policy will aid in the avoidance of both inventory excesses and shortages,

NOW THEREFORE BE IT RESOLVED, that an inventory policy shall be established for inventory control and maintain a complete list of park district assets, and

BE IT FURTHER RESOLVED, the inventory policy will track assets valued at two-hundred and fifty dollars (\$250) and more. At the discretion of the Executive Director, an item or category of items may be listed on the inventory regardless of current value, and

BE IT FURTHER RESOLVED, the Executive Director shall maintain a list of all inventory items and produce an annual document representing additions, deletions, removals, and maintenance inspections, and

BE IT FURTHER RESOLVED, the inventory policy shall abide by Ohio Revised Code Section ~~121.13~~ ^{125.13} regarding disposing of excess and surplus supplies, and

BE IT FURTHER RESOLVED, that it is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were so adopted in an open meeting of this Board, and that all deliberations of this Board, and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

This resolution was passed on December 6th, 2022 with 5 votes for passage and 0 votes against passage as indicated below:

Gary Kohli

Yes

Mike Shadoan

Yes

Elizabeth Slotnick

Yes

Judy Indorf

Yes

Jack Madison

Yes

ATTEST: I hereby affirm that this is an accurate record of actions taken by this Board at their December 6th, 2022 meeting.

Jannah Wilson, Director-Secretary

12/6/2022
Date

Park District of Ottawa County

Inventory Policy

Policies, procedures and guidelines are established in an effort to deliver quality facilities and services, in accordance with the Park District Mission, in a fair and consistent manner.

Policy Number:

Policy Title: Inventory and Fixed Assets Control

Date Established: 12/6/2022

Department: All

Policy Goal: To prevent losses and unauthorized use and to avoid both inventory excesses and shortages.

Corresponding Records: Ohio Revised Code section 125.13

Policy: The Park District of Ottawa County shall establish procedures for inventory control and maintain a complete list of park district assets.

Procedure:

General: The Park District of Ottawa County requires inventory numbers for all assets valued at two-hundred and fifty dollars (\$250) and more. At the discretion of the Executive Director, an item or category of items may be listed on the inventory regardless of current value.

Any staff member who acquires an asset that meets this requirement (whether through grants, donations, leases, or purchases) must fill out a Park District of Ottawa County Inventory Form. The Executive Director or designee will provide an inventory tag to be placed in a visible area on the asset.

Relocation: Any time that the location of an asset is relocated to a different park, building, or office, the staff member who is responsible for the inventoried asset must fill out an Inventory Form and inform the Executive Director or designee of the move.

Disposal: When an inventoried asset is sold or disposed of, the staff member responsible for the asset must fill out an Inventory Form and inform the Executive Director or designee. *Please note that the Board of Park Commissioners must approve the removal or disposal of all surplus items.*

Annual Report: The Executive Director will maintain a list of all inventory items and produce an annual report that shows additions, deletions, maintenance inspections, and removals.