Ohio Department of Administrative Services
John R. Kasich, *Governor*
Robert Blair, *Director*

General Services Division
Asset Management Services
4200 Surface Road, Columbus, OH 43228

MEMORANDUM

TO: Executive Officers and Designated Personnel as Personal Property, Real Property and Infrastructure Control Officers Whose Agencies, Board and Commissions Are Required to Certify Their Inventory Activity

FROM: Michele Williams, Assistant Program Manager
Asset Management Services

DATE: July 8, 2016

SUBJECT: FY2016 COMPLIANCE INSTRUCTIONS FOR CERTIFYING STATE PROPERTY INVENTORY ACTIVITY WITH DAS

All state agencies, boards, and commissions are required by ORC, Section 125.16 to annually certify and file their updated state property inventory activity following the close of the fiscal year to the Department of Administrative Services (DAS). **State entities are required to certify updated inventory activity by completing the annual certification form and electronically submitting it to DAS by <u>October 1, 2016.</u>**

State entities reporting to DAS should follow the instructions outlined in this memorandum and the *State of Ohio Asset Management Handbook.* Following the instructions and handbook will ensure the annual certification forms and any in-house activity reports are accurate and properly submitted. Also, entities should ensure amounts placed on the certification form reconcile with the totals on your agency's inventory activity reports.

Please contact me at (614) 644-9354 if you have any questions regarding the process, need assistance with completing the forms, or filing your certification by **October 1, 2016**. Thank you for your continued cooperation and assistance in reporting your state property inventory certifications by **October 1, 2016**.

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GENERAL RULES
(ALL AGENCIES)

Agencies that have not had any changes in its inventory activity since last fiscal year's certification filing with DAS **are still required to** complete, certify and submit a Certification Form to DAS for this fiscal year. Agencies and reporting units are to submit with their certification form, all inventory activity reports to fully support amounts in Schedule A, except for those entities reporting from OAKS AM.

Agencies using OAKS AM as their source for certifying their inventory activity are not to submit inventory activity reports to DAS. OAKS activity reports are already on file with DAS; therefore keep your OAKS activity reports on file at your agency for audits, reference and/or physical inventories.

A separate Certification Form shall be completed and submitted by an agency or reporting unit for each inventory source/database (i.e., from multiple inventory systems) used to generate totals for your agency.

Agencies using information from internal asset management systems (sources/databases) to complete certification forms and to generate supporting activity reports for submission to DAS, shall also use the same asset management systems (sources/databases) for providing inventory information to the State Auditor for audits and for providing fixed asset financial information to OBM for GAAP reporting. When the certification forms are not correct, then the certification forms and/or activity reports may be rejected and returned to the agency for correction.

INVENTORY REPORTING CRITERIA

The State of Ohio Asset Management Handbook defines the minimum inventory reporting criteria (a.k.a., stewardship reporting criteria/cost threshold), which determines what state acquired property is required to be inventoried, certified and reported to DAS.

Additional inventory reporting criteria can be found in OBM's *Financial Reporting and Accounting Policies for Capital (Fixed) Assets* for Computer Software and Infrastructure assets, these assets are required to be inventoried, certified and reported to DAS.

REPORTING OF LICENSED VEHICLES

Agencies that have "state vehicles (including trailers whether self-propelled or not) that are capable of being licensed through the Bureau of Motor Vehicles, Department of Public Safety, and intended to be used for over-the-road transportation" **are required to certify and file this inventory activity with DAS' Office of Fleet Management.** This procedure is required whether the state vehicle inventory records are or are not maintained on DAS' Fleet Ohio System. For more information, contact Bill Simon, Fleet Ohio, at 614-644-3309.

REPORTING OTHER FORMS OF TRANSPORTATION

ALL OTHER FORMS OF TRANSPORTATION INCLUDING AIRCRAFT, BOATS AND CONSTRUCTION EQUIPMENT (excluding licensed vehicles as defined above) are required to be certified and filed with DAS. The inventory records for the above transportation assets shall be included on the agencies filed inventory activity reports with your personal property totals on the certification form.

TYPES OF ACQUISITIONS TO BE REPORTED

Agencies are reminded that assets can be acquired by the State of Ohio by direct purchase (with or without trade-in), lease (includes installment payments and lease purchase), construction, donation, or transfer from another agency. Each asset record is to be identified by one of the above types of acquisitions.

LEASES

Agencies are required to inventory and report all assets acquired through a lease agreement, where it is determined the lease **meets all the following criteria:**

1. The cost of the asset meets the minimum inventory reporting cost threshold.
2. The lease (if directly purchased) agreement must have a non-cancelable lease period.
3. The lease agreement is considered a lease purchase.

Lease purchases are defined as leases that transfer ownership of the property to the lessee (the agency or the state) during or at the end of the lease term.

CAPITAL LEASES

Capital leases are required to be inventoried. This includes capital lease vehicles. For a lease to be pre-qualified as a capital lease, agencies should determine if the lease agreement meets all the following criteria:

1. The cost of the asset (if directly purchased) meets the capitalization threshold for a fixed asset as defined in the OBM's **Capital Asset Policies**.
2. The lease agreement must have a non-cancelable lease period.

If both criteria are met and the agency **does not use** OAKS, an OAKS Capital Lease Entry form should be completed and submitted to DAS.

AGENCIES OPERATING ON A CALENDAR YEAR

Agencies, whose fiscal operations are on a calendar year and report to OBM on a calendar year for GAAP, can choose to use this accounting period for filing state property inventories for fiscal year.

IN-HOUSE INVENTORY ACTIVITY REPORTS
(AGENCIES REPORTING FROM IN-HOUSE SYSTEMS)

TYPE OF ACTIVITIES TO BE REPORTED

Refer to the State of Ohio Asset Management Handbook for a list of activity reports that are required to be submitted to DAS by agencies and reporting units. The inventory activity reports are required from agencies using approved in-house asset management systems to certify their inventory.

Use a Disposal Report when your in-house asset management system will not provide a separate retirement and transfer reports. This report combines both activities into one report. Also, an entity should use the appropriate coding to identify how assets were retired or if transferred to another agency. Documentation should be on file that shows the approvals and details of the transactions.

HOW AGENCIES' IN-HOUSE SYSTEM INVENTORY REPORTS ARE SORTED AND TOTALLED
(AGENCIES REPORTING FROM IN-HOUSE SYSTEMS)

The following instructions for in-house system inventory reports are for all asset classes, **excluding** Construction-In-Progress and ODOT's Infrastructure assets.

In general, DAS requests that inventory activity reports list asset records in ascending order by asset ID numbers (asset tags or label ID numbers).

Asset Management Services (AMS) requests that you use the updated Excel templates that will be sent to you prior to the submission of your certification. The data should be imported into the appropriate worksheets, total the amounts and submit to DAS via email or disk.

Agencies Unable to Use the Excel Template: The agency in-house activity reports must be sorted by each asset classification (personal property, land, land improvements, buildings, etc.) and each asset classification must have an activity total amount. For example: an additions activity report is sorted by land, buildings, land improvements and personal property and have cost totals for each of the asset classifications. Each activity report and asset classification has to clearly be identified at the top of each page. The totals for each classification have to be identified as such, printed and reconciled to the certification forms.

The certification and/or activity report may be returned to the agency for correction, when the total amount from an activity report cannot be correctly identified to a specific activity, asset classification and/or reconciled with the activity amounts on the certification form. Should the agency not correct the report(s), the agency will not be in compliance and this information will be forwarded to the Auditor of State

DATA AND FORMAT REQUIRED OF AGENCIES' IN-HOUSE SYSTEM INVENTORY REPORTS
(AGENCIES REPORTING FROM IN-HOUSE SYSTEMS)

To ensure uniform reporting among state agencies, there is a minimum amount of information required about each asset record printed on the inventory activity reports. **Asset Management Services (AMS) requests that you use the updated Excel templates that will be sent to you prior to the submission of your certification. You will need to import the data into the appropriate worksheets, total the amounts and submit to DAS via e-mail**.

REPORTING INVENTORY FROM MULTIPLE ASSET MANAGEMENT SYSTEMS
(AGENCIES REPORTING FROM OAKS AND IN-HOUSE SYSTEMS)

A separate Certification Form shall be completed and submitted by an agency for each inventory source/database, such as an asset management system that is used to comply and file its updated annual state property inventory to DAS.

Duplicate reporting of the same state owned assets from different asset management systems (sources/databases) to DAS for compliance with ORC 125.16 is not permitted. If a state agency has asset records that are maintained in OAKS and inventory records for the same assets on its agency in-house asset management system, then the asset inventory activity from the in-house inventory system for the asset records cannot be reported to DAS.

For any state owned asset and its inventory record activity that is reported and certified to DAS, in compliance with ORC 125.16, shall be from the same original source that is used to report detailed or summarized fixed asset financial information to OBM for its annual GAAP/CAFR requirements, and also used by the State Auditor to conduct state audits. The source from which a state owned asset and its inventory record activity are derived from is referred to as the **Book of Record**. Thus, for any given state owned asset, agencies are not to use multiple Books of Records to fulfill any or all of the required processes mentioned above.

INSTRUCTIONS FOR COMPLETING ANNUAL CERTIFICATION FORM
(FOR ALL AGENCIES)

The first step to submitting your agencies annual certification is to access Asset Management Services website and click on the Certification link.

Asset Management Services

Asset Management Services assist state agencies in fulfilling statutory requirements for maintaining, reporting, and certifying state-owned assets; provides technical direction & assistance to agencies regarding asset management, transfers, and consolidation of agencies, retirements, and reconciliation.

Contact Asset Management Services for assistance with the following:

- State of Ohio's asset management program, policies and procedures
- State of Ohio's Financial Process Manual
- Electronic Annual and Biennial Inventory Certification Programs
- Data quality control tasks
- Setup and maintenance of capital leases, OAKS locations, and OAKS profile ID's

Contact the OAKS Help Desk for assistance with the following:

- Questions and issues regarding the Asset Management module
- Agency system conversions
- Mass inventory adjustments
- Asset Management training
- Passwords and security

Telephone:

- Columbus – 614.644.6625
- Toll-free – 1.888.644.6625

General Contact

Asset Management Services
Fred Zabonik, Manager
4200 Surface Road
Columbus, Ohio 43228
614.752.0076

Driving directions

Services

Certification

Quick Links

FIN Role Handbook

FIN Security Request

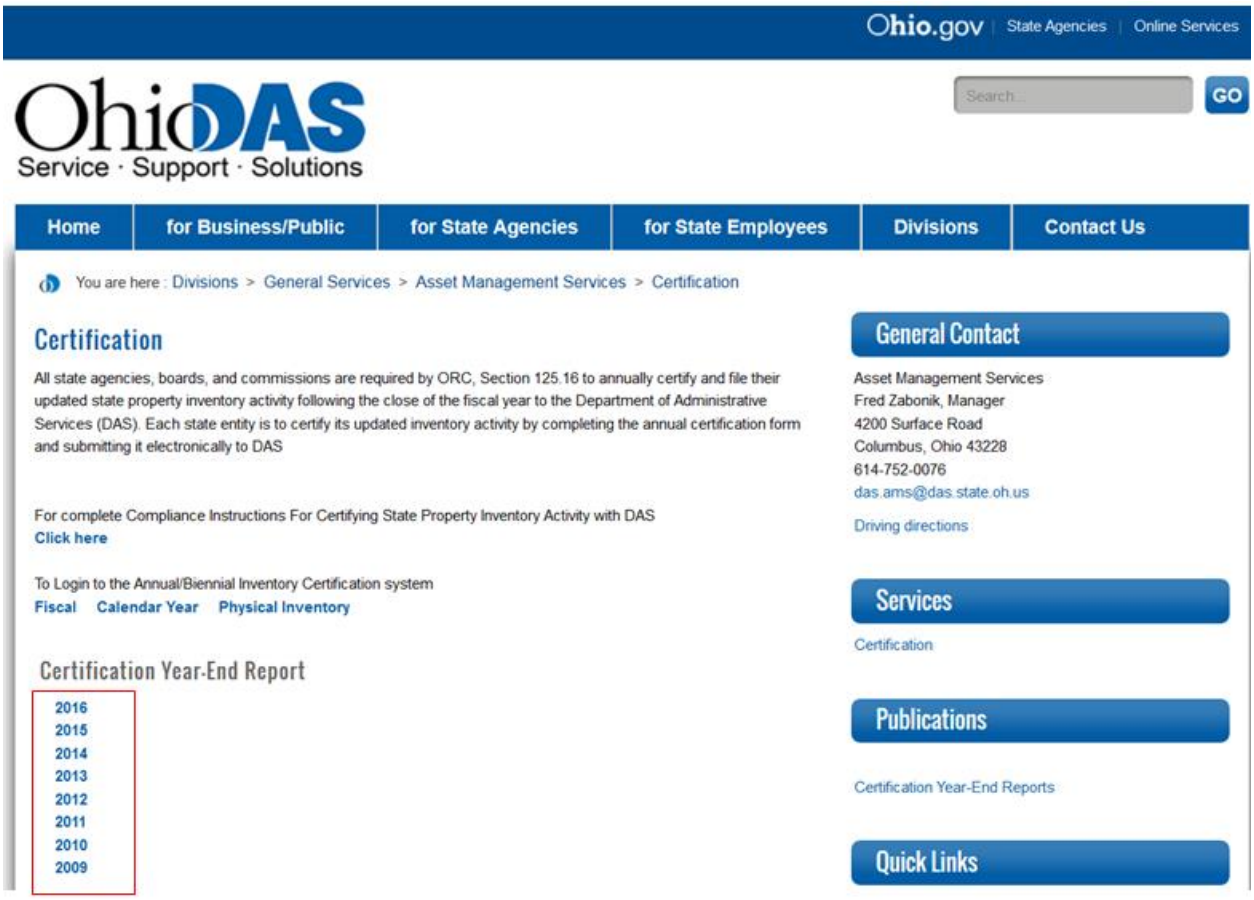
FIN Job Aids

Location Codes

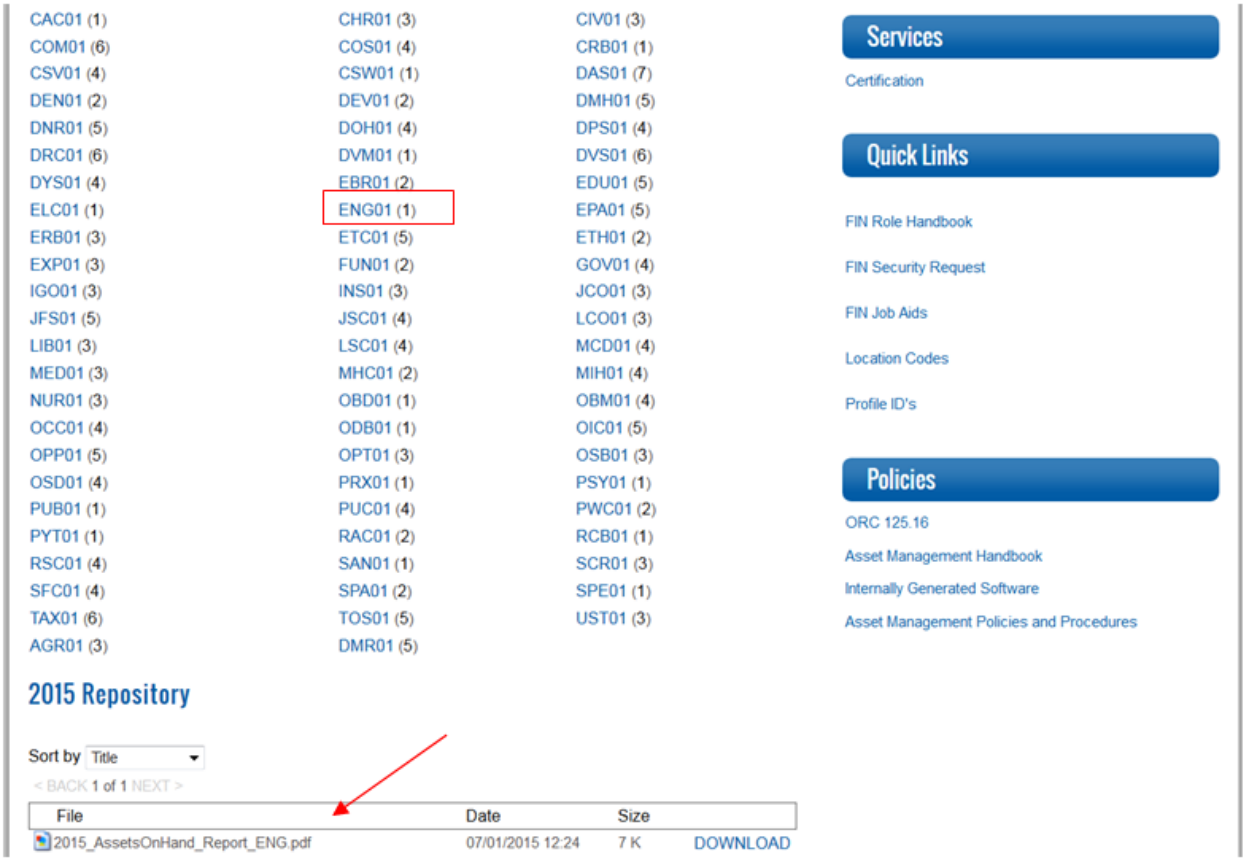
Profile ID's

Policies

Select the previous fiscal year.



After selecting your Business Unit in the top portion of this page, all your transaction reports will appear below. Click the download link to open your previous year Assets on Hand report. **<u>You will have to repeat this step for the current year-end reports.</u>**



Use the bottom line of your previous year Assets on Hand report (each category) for your beginning balance.

State of Ohio
DAS CERTIFICATION REPORT

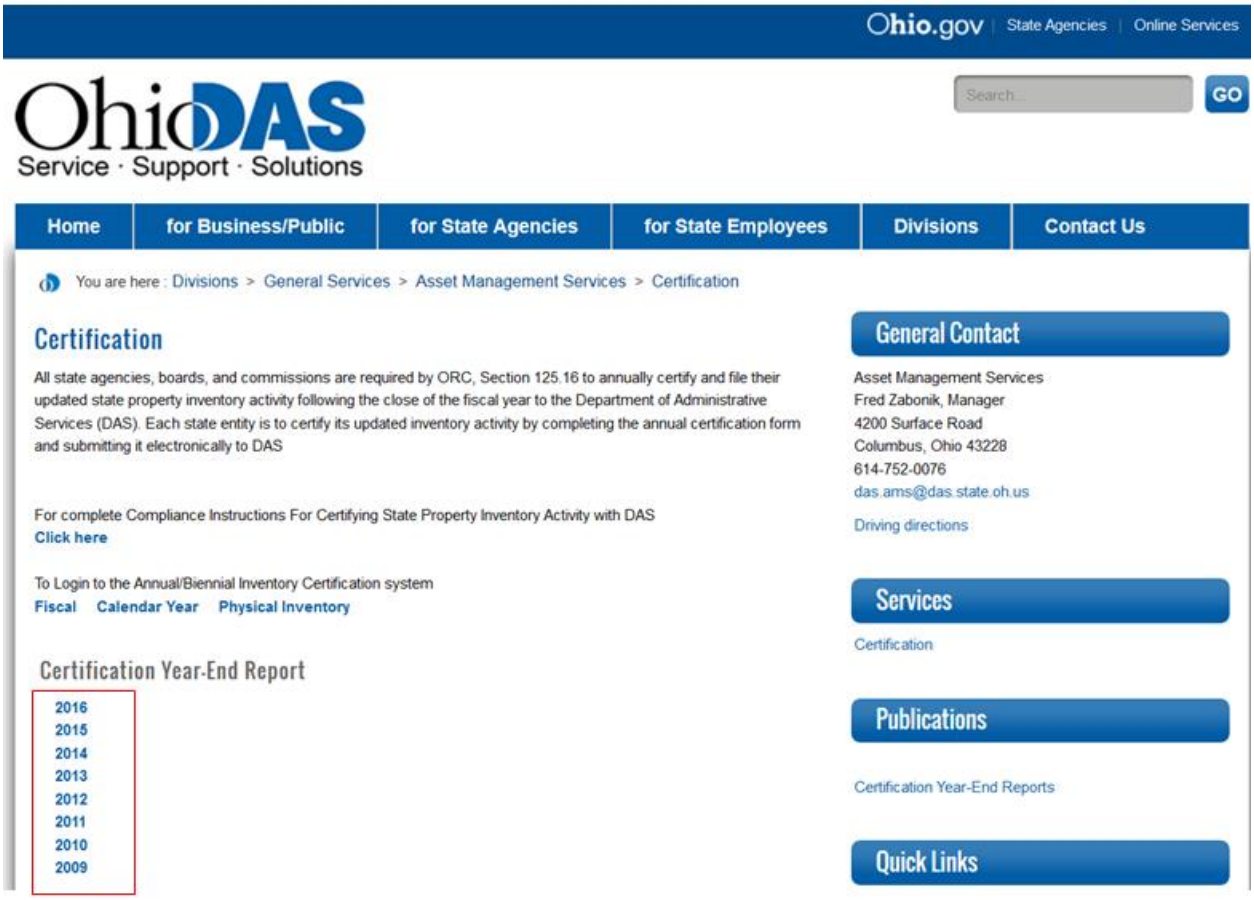
Report ID: AM008
Book: STATE Fiscal Year: 2015 (07/01/2014 - 06/26/2015)
Business Unit: ENG01 - Board of Engineers & Surveyors
Transaction Type: Assets on Hand
Category: EQUIP - Machinery & Equipment
Page No. 15607
Run Date 06/26/2015
Run Time 13:26:39

Tag # / Square Feet	Asset ID / Length	Asset Description / Length Unit Of Measure	Asset Status	Quantity	Profile ID / Cost	Location / Trans Date	Dept ID / Acctg Date	Program Code / Custodian	Acquisition Date	Serial Number / ACQ-Code\TRF(In)	Trans BU
ENG070053	000000000059	DELL OPTIPLEX 790	I	1.00	3800 / 619.00	AADL0001 / 05/08/2012	ENG300000 / 05/08/2012	126B1	05/08/2012	3ZC9KS1	P
0.00	0.00										
ENG070054	000000000060	PROJECTOR	I	1.00	3215 / 1,311.99	AADL0001 / 06/05/2012	ENG300000 / 06/13/2012	126B1	06/05/2012	SNBJSA216001231	P
0.00	0.00										
ENG070055	000000000061	DELL OPTIPLEX 7010 STD	I	1.00	3825 / 578.00	AADL0001 / 05/30/2013	ENG300000 / 09/12/2013	126B1	05/30/2013	2QD1GX1	P
0.00	0.00										
ENG070056	000000000062	DELL OPTIPLEX 7010 STD	I	1.00	3825 / 578.00	AADL0001 / 09/12/2013	ENG300000 / 09/12/2013	126B1	05/30/2013	2QD0GX1	P
0.00	0.00										
ENG070057	000000000063	DELL OPITPLEX 7010 STD	I	1.00	3825 / 578.00	AADL0001 / 09/12/2013	ENG300000 / 09/12/2013	126B1	05/30/2013	2QDZFX1	P
0.00	0.00										
ENG070058	000000000064	CISCO POE IP SWITCH	I	1.00	3877 / 2,295.00	AADL0001 / 05/15/2013	ENG300000 / 09/12/2013	126B1	05/15/2013	DTN1651KDLE	P
0.00	0.00										

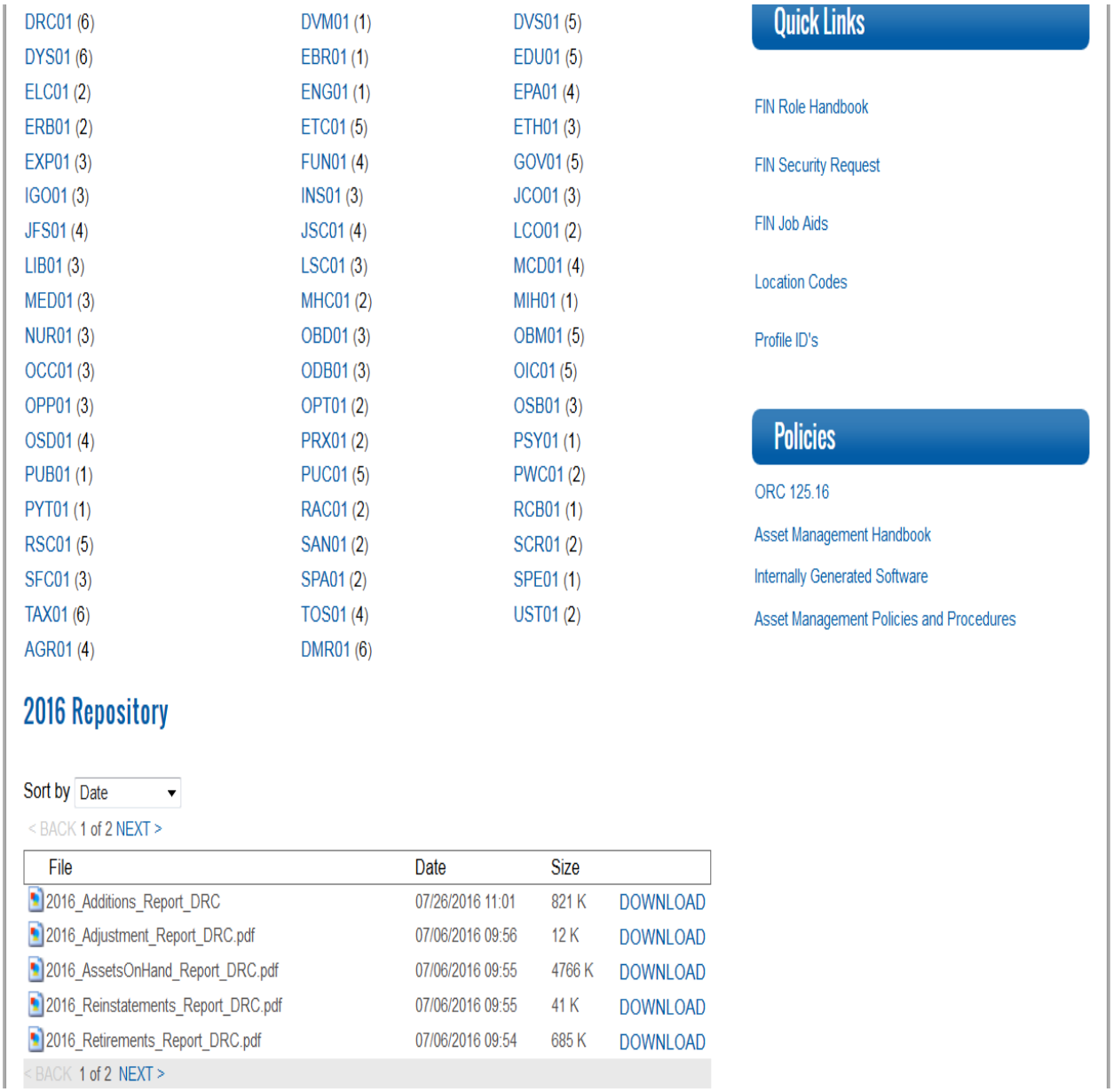
CATEGORY SUBTOTALS:	Assets	Quantity	Cost	Buildings	Square Feet	Length
	45	45.00	61,944.44	0	0.00	0.00

BUSINESS UNIT SUBTOTALS:	Assets	Quantity	Cost	Buildings	Square Feet	Length
	45	45.00	61,944.44	0	0.00	0.00

Now, go back to the certification site and select the **current** fiscal year reports.



You will need each current year transactional report totals per category – the number of assets and the cost.



DRC01 (6)	DVM01 (1)	DVS01 (5)
DYS01 (6)	EBR01 (1)	EDU01 (5)
ELC01 (2)	ENG01 (1)	EPA01 (4)
ERB01 (2)	ETC01 (5)	ETH01 (3)
EXP01 (3)	FUN01 (4)	GOV01 (5)
IGO01 (3)	INS01 (3)	JCO01 (3)
JFS01 (4)	JSC01 (4)	LCO01 (2)
LIB01 (3)	LSC01 (3)	MCD01 (4)
MED01 (3)	MHC01 (2)	MIH01 (1)
NUR01 (3)	OBD01 (3)	OBM01 (5)
OCC01 (3)	ODB01 (3)	OIC01 (5)
OPP01 (3)	OPT01 (2)	OSB01 (3)
OSD01 (4)	PRX01 (2)	PSY01 (1)
PUB01 (1)	PUC01 (5)	PWC01 (2)
PYT01 (1)	RAC01 (2)	RCB01 (1)
RSC01 (5)	SAN01 (2)	SCR01 (2)
SFC01 (3)	SPA01 (2)	SPE01 (1)
TAX01 (6)	TOS01 (4)	UST01 (2)
AGR01 (4)	DMR01 (6)	

Quick Links

FIN Role Handbook

FIN Security Request

FIN Job Aids

Location Codes

Profile ID's

Policies

ORC 125.16

Asset Management Handbook

Internally Generated Software

Asset Management Policies and Procedures

2016 Repository

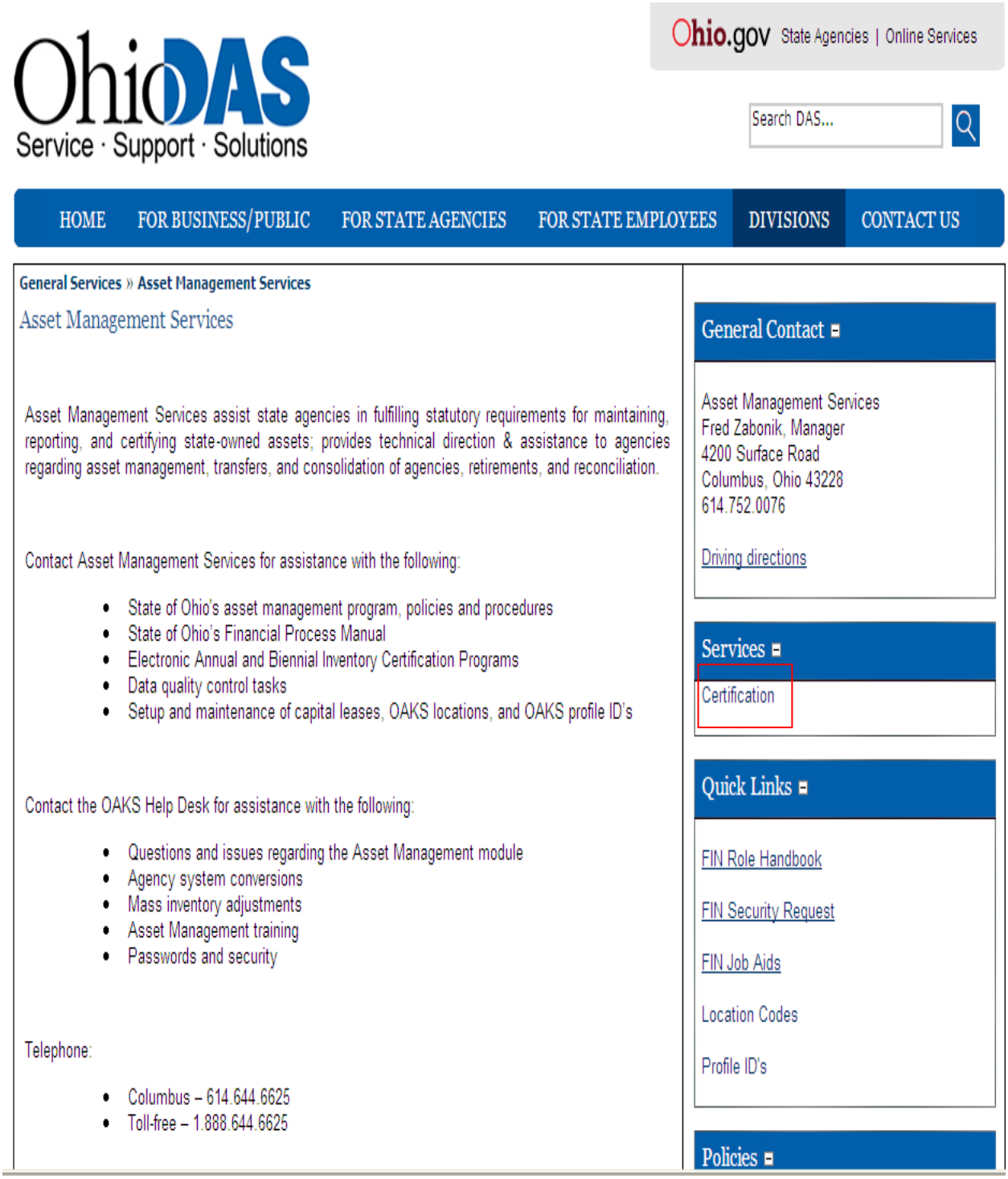
Sort by Date

< BACK 1 of 2 NEXT >

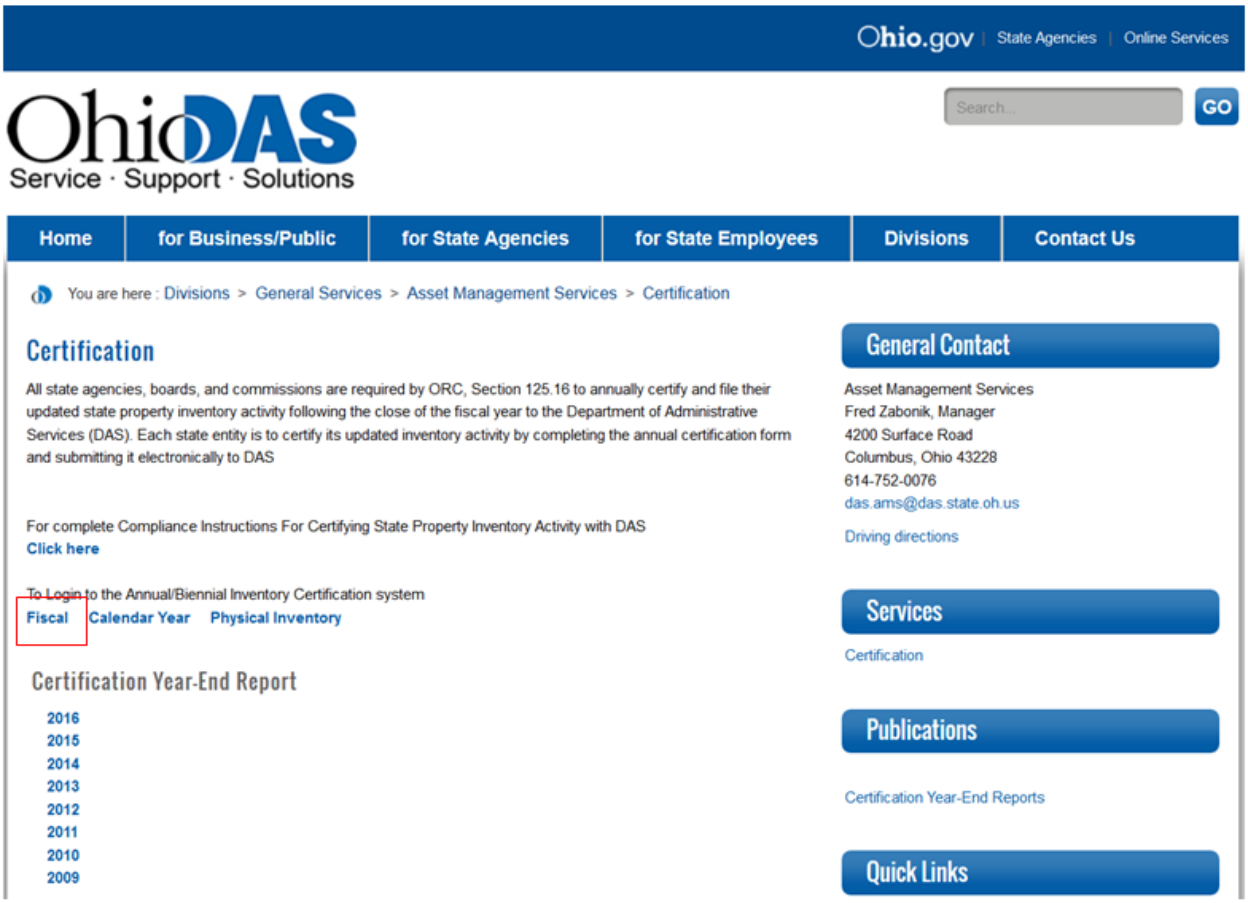
File	Date	Size	
2016_Additions_Report_DRC	07/26/2016 11:01	821 K	DOWNLOAD
2016_Adjustment_Report_DRC.pdf	07/06/2016 09:56	12 K	DOWNLOAD
2016_AssetsOnHand_Report_DRC.pdf	07/06/2016 09:55	4766 K	DOWNLOAD
2016_Reinstatements_Report_DRC.pdf	07/06/2016 09:55	41 K	DOWNLOAD
2016_Retirements_Report_DRC.pdf	07/06/2016 09:54	685 K	DOWNLOAD

< BACK 1 of 2 NEXT >

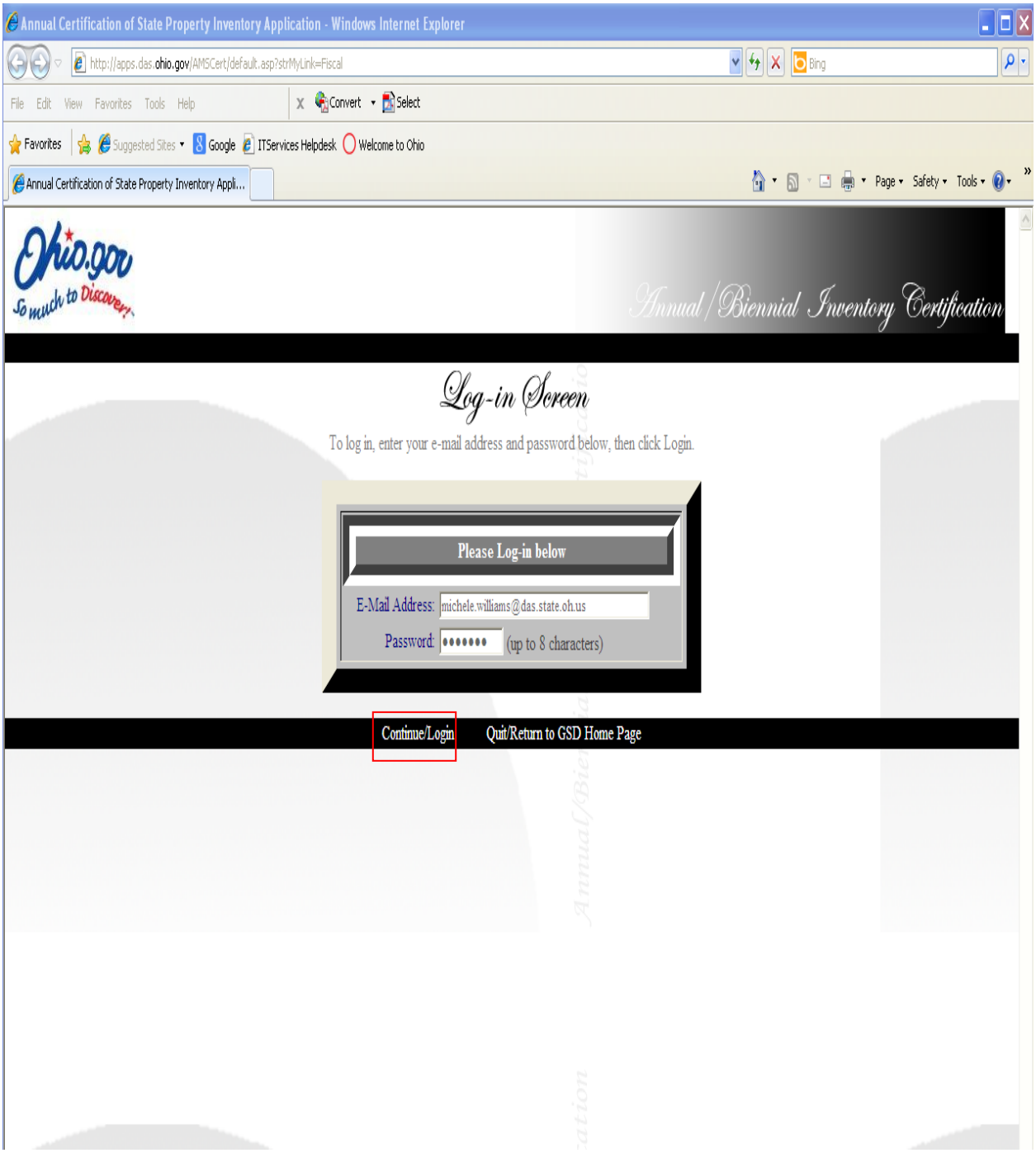
Log into the certification application.



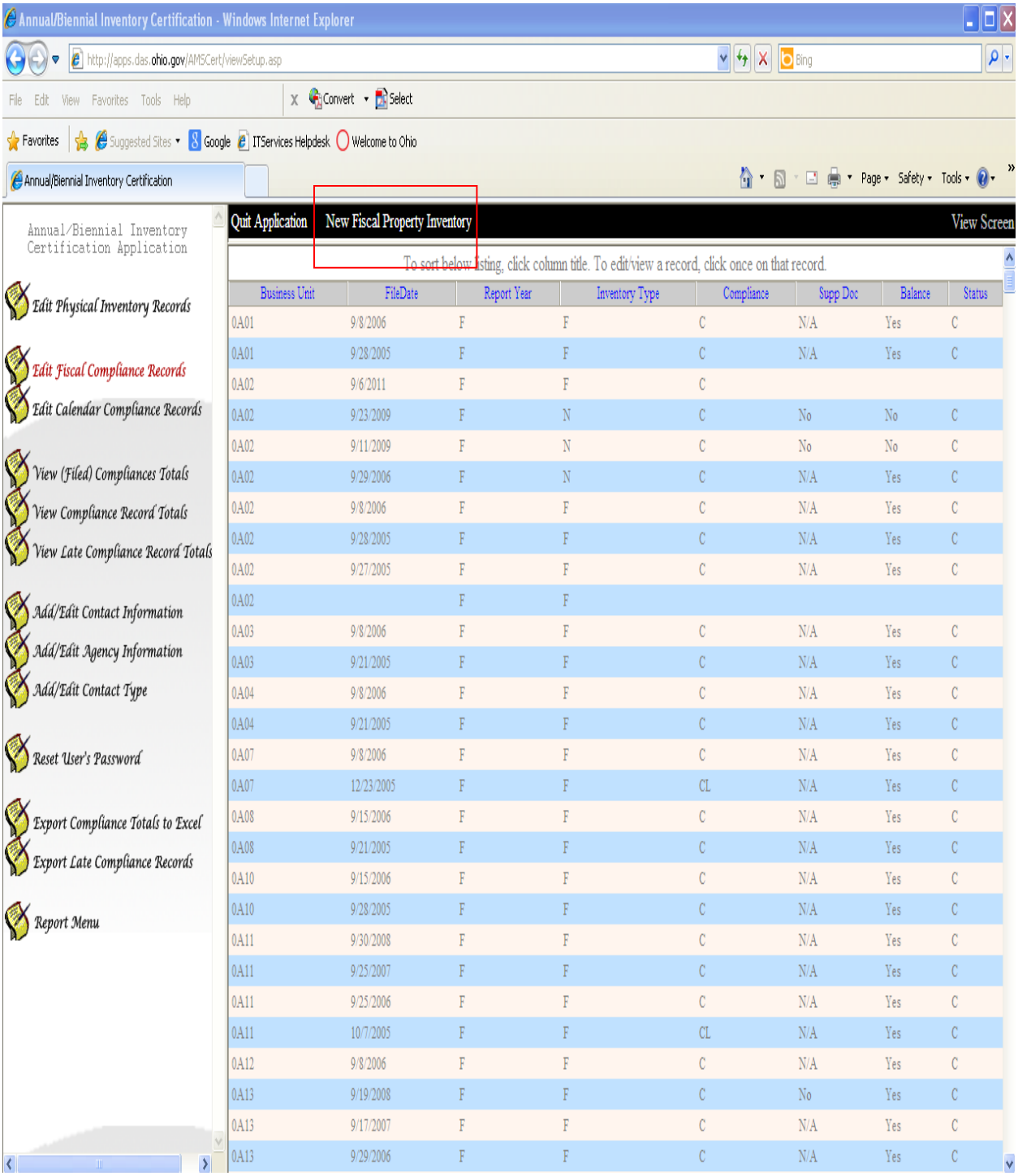
Click on the Fiscal link to log into the system and open a new certification form.



To enter into the Certification application you will need your email address and password assigned by Asset Management Services. Contact our office if you are a new user or not able to log into the application. Once you have entered your email and password, click Continue/Login.

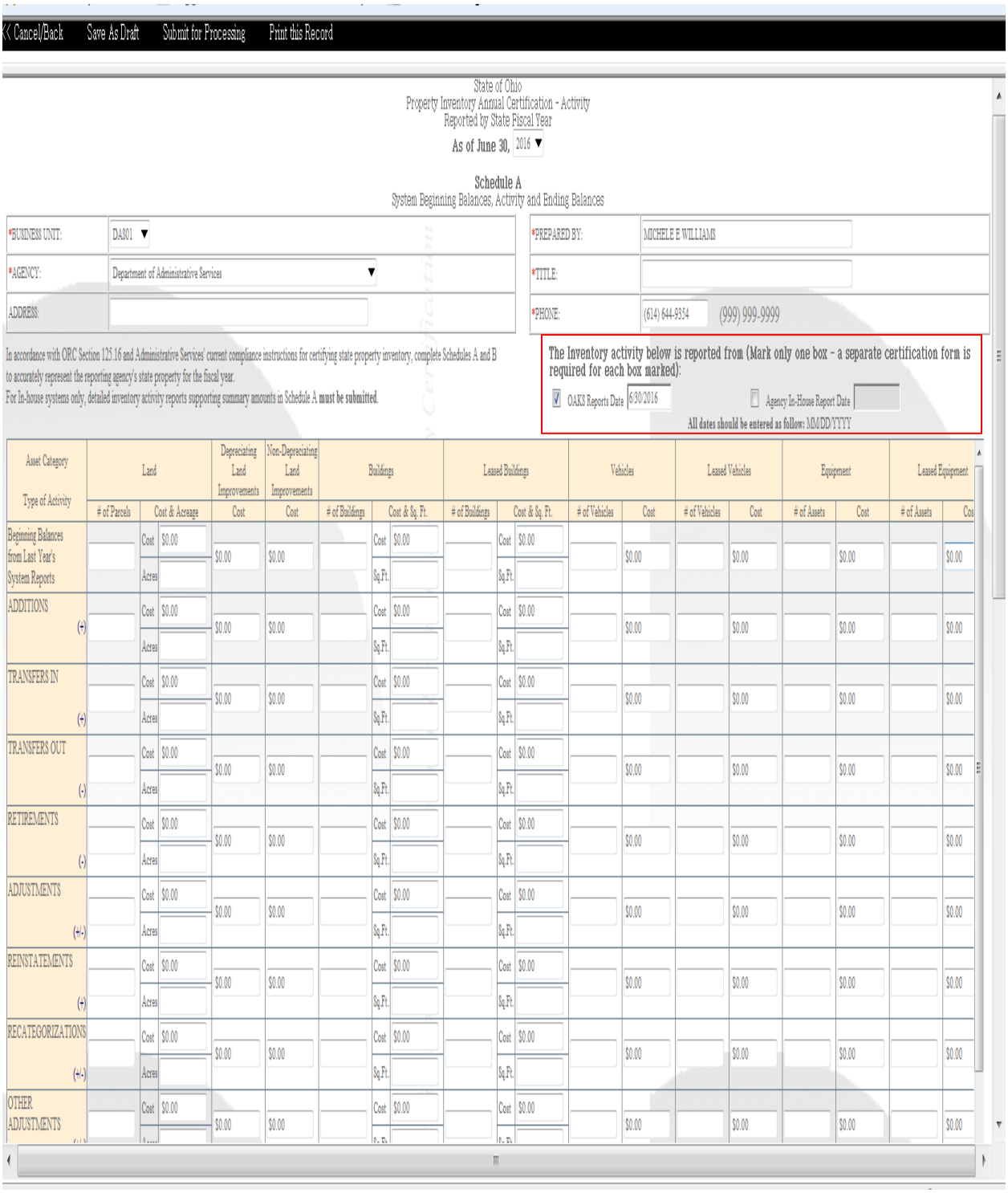


Click New Fiscal Property Inventory. **<u>Do not open an older version of the form for edit and submission.</u>**



Business Unit	FileDate	Report Year	Inventory Type	Compliance	Supp Doc	Balance	Status
0A01	9/8/2006	F	F	C	N/A	Yes	C
0A01	9/28/2005	F	F	C	N/A	Yes	C
0A02	9/6/2011	F	F	C			
0A02	9/23/2009	F	N	C	No	No	C
0A02	9/11/2009	F	N	C	No	No	C
0A02	9/29/2006	F	N	C	N/A	Yes	C
0A02	9/8/2006	F	F	C	N/A	Yes	C
0A02	9/28/2005	F	F	C	N/A	Yes	C
0A02	9/27/2005	F	F	C	N/A	Yes	C
0A02		F	F				
0A03	9/8/2006	F	F	C	N/A	Yes	C
0A03	9/21/2005	F	F	C	N/A	Yes	C
0A04	9/8/2006	F	F	C	N/A	Yes	C
0A04	9/21/2005	F	F	C	N/A	Yes	C
0A07	9/8/2006	F	F	C	N/A	Yes	C
0A07	12/23/2005	F	F	CL	N/A	Yes	C
0A08	9/15/2006	F	F	C	N/A	Yes	C
0A08	9/21/2005	F	F	C	N/A	Yes	C
0A10	9/15/2006	F	F	C	N/A	Yes	C
0A10	9/28/2005	F	F	C	N/A	Yes	C
0A11	9/30/2008	F	F	C	N/A	Yes	C
0A11	9/25/2007	F	F	C	N/A	Yes	C
0A11	9/25/2006	F	F	C	N/A	Yes	C
0A11	10/7/2005	F	F	CL	N/A	Yes	C
0A12	9/8/2006	F	F	C	N/A	Yes	C
0A13	9/19/2008	F	F	C	No	Yes	C
0A13	9/17/2007	F	F	C	N/A	Yes	C
0A13	9/29/2006	F	F	C	N/A	Yes	C

Select the OAKS Report Date or the Agency In-House Report Date and enter the date in this format: MM/DD/YYYY



« Cancel/Back | Save As Draft | Submit for Processing | Print this Record

State of Ohio
Property Inventory Annual Certification - Activity
Reported by State Fiscal Year

As of June 30, 2016

Schedule A
System Beginning Balances, Activity and Ending Balances

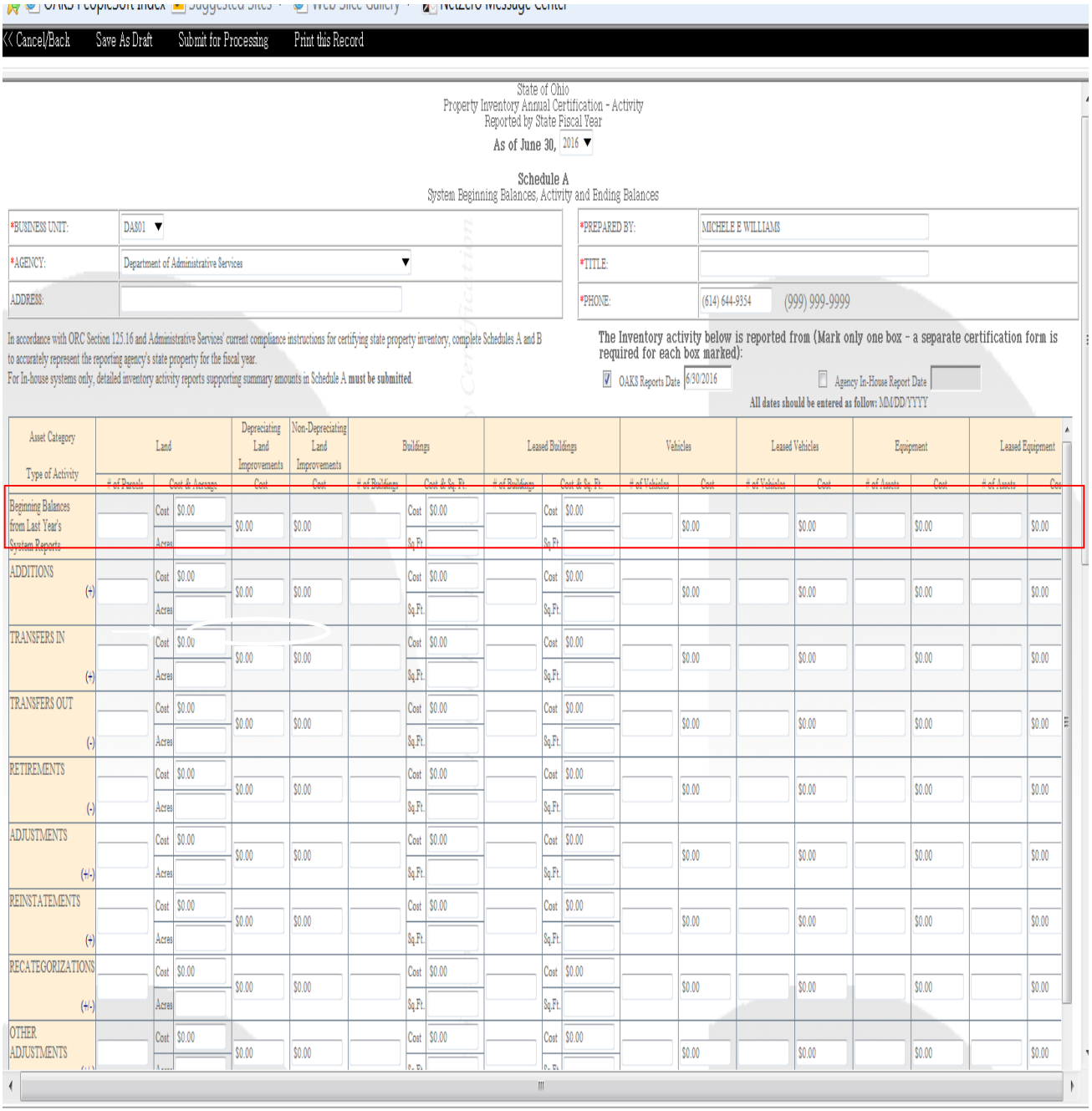
*BUSINESS UNIT:	DA801	*PREPARED BY:	MICHELE E WILLIAMS
*AGENCY:	Department of Administrative Services	*TITLE:	
ADDRESS:		*PHONE:	(614) 644-9354 (999) 999-9999

In accordance with ORC Section 125.16 and Administrative Services' current compliance instructions for certifying state property inventory, complete Schedules A and B to accurately represent the reporting agency's state property for the fiscal year.
For In-house systems only, detailed inventory activity reports supporting summary amounts in Schedule A **must be submitted**.

The Inventory activity below is reported from (Mark only one box - a separate certification form is required for each box marked):
☑ OAKS Reports Date 6/30/2016 ☐ Agency In-House Report Date
All dates should be entered as follow: MM/DD/YYYY

Asset Category / Type of Activity	Land		Depreciating Land Improvements	Non-Depreciating Land Improvements	Buildings		Leased Buildings		Vehicles		Leased Vehicles		Equipment		Leased Equipment	
	# of Parcels	Cost & Acreage	Cost	Cost	# of Buildings	Cost & Sq. Ft.	# of Buildings	Cost & Sq. Ft.	# of Vehicles	Cost	# of Vehicles	Cost	# of Assets	Cost	# of Assets	Cost
Beginning Balances from Last Year's System Reports		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
ADDITIONS (+)		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
TRANSFERS IN (+)		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
TRANSFERS OUT (-)		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
RETIREMENTS (-)		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
ADJUSTMENTS (+-)		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
REINSTATEMENTS (+)		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
RECATEGORIZATIONS (+-)		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
OTHER ADJUSTMENTS		Cost $0.00	$0.00	$0.00		Cost $0.00		Cost $0.00		$0.00		$0.00		$0.00		$0.00

Enter the totals from the last page of the previous fiscal year transaction reports in the Beginning Balance from Last Year's System Reports row. Once the information has been entered, repeat the steps to download the current fiscal year report totals. When entering the total activity amounts for **Transfers-Out and Retirements, a minus sign must be placed in front of the number (i.e., -2,500.00).**



Cancel/Back | Save As Draft | Submit for Processing | Print this Record

State of Ohio
Property Inventory Annual Certification - Activity
Reported by State Fiscal Year
As of June 30, 2016

Schedule A
System Beginning Balances, Activity and Ending Balances

*BUSINESS UNIT: DA801
*AGENCY: Department of Administrative Services
ADDRESS:
*PREPARED BY: MICHELE E WILLIAMS
*TITLE:
*PHONE: (614) 644-9354 (999) 999-9999

In accordance with ORC Section 125.16 and Administrative Services' current compliance instructions for certifying state property inventory, complete Schedules A and B to accurately represent the reporting agency's state property for the fiscal year.
For In-house systems only, detailed inventory activity reports supporting summary amounts in Schedule A **must be submitted**.

The Inventory activity below is reported from (Mark only one box - a separate certification form is required for each box marked):
☑ OAKS Reports Date 6/30/2016 ☐ Agency In-House Report Date
All dates should be entered as follow: MM/DD/YYYY

Asset Category / Type of Activity	Land		Depreciating Land Improvements	Non-Depreciating Land Improvements	Buildings		Leased Buildings		Vehicles		Leased Vehicles		Equipment		Leased Equipment	
	# of Parcels	Cost & Acreage	Cost	Cost	# of Buildings	Cost & Sq. Ft.	# of Buildings	Cost & Sq. Ft.	# of Vehicles	Cost	# of Vehicles	Cost	# of Assets	Cost	# of Assets	Cost
Beginning Balances from Last Year's System Reports		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
ADDITIONS (+)		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
TRANSFERS IN (+)		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
TRANSFERS OUT (-)		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
RETIREMENTS (-)		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
ADJUSTMENTS (+/-)		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
REINSTATEMENTS (+)		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
RECATEGORIZATIONS (+/-)		Cost $0.00 / Acres	$0.00	$0.00		Cost $0.00 / Sq.Ft.		Cost $0.00 / Sq.Ft.		$0.00		$0.00		$0.00		$0.00
OTHER ADJUSTMENTS		Cost $0.00	$0.00	$0.00		Cost $0.00		Cost $0.00		$0.00		$0.00		$0.00		$0.00

Assets received on or prior to June 30, 2016 that did not get entered into OAKS AM before the fiscal year closed should be entered on Schedule B of the Certification form. The assets should be entered into the system as soon as OAKS AM reopens. A signature and title are required for submission.

Schedule B
Inventory activity not posted to system
(For current and previous FY's)

Amounts should be entered in **Schedule B** if activity is known but not posted to the system. It is the agency's responsibility to have on file sufficient detailed documentation regrarding any activity listed in **Schedule B** so as to accurately key-enter transactions for the appropriate asset to OAKS or In-House System.

All unposted inventory activity listed on Schedule B Must be key-entered to the appropriate system next fiscal year.

The amounts below represents activity that should be posted to:

☐ OAKS ☐ Agency In-House System

Asset Category / Type of Activity	Land			Depreciating Land Improvements	Non-Depreciating Land Improvements	Buildings			Leased Buildings			Vehicles		Leased Vehi
	# of Parcels	Cost & Acreage		Cost	Cost	# of Buildings	Cost & Sq. Ft.		# of Buildings	Cost & Sq. Ft.		# of Vehicles	Cost	# of Vehicles
ADDITIONS (+)		Cost	$0.00	$0.00	$0.00		Cost	$0.00		Cost	$0.00		$0.00	$0
		Acres					Sq.Ft.			Sq.Ft.				
TRANSFERS IN (+)		Cost	$0.00	$0.00	$0.00		Cost	$0.00		Cost	$0.00		$0.00	$0
		Acres					Sq.Ft.			Sq.Ft.				
TRANSFERS OUT (-)		Cost	$0.00	$0.00	$0.00		Cost	$0.00		Cost	$0.00		$0.00	$0
		Acres					Sq.Ft.			Sq.Ft.				
RETIREMENTS (-)		Cost	$0.00	$0.00	$0.00		Cost	$0.00		Cost	$0.00		$0.00	$0
		Acres					Sq.Ft.			Sq.Ft.				
ADJUSTMENTS (+-)		Cost	$0.00	$0.00	$0.00		Cost	$0.00		Cost	$0.00		$0.00	$0
		Acres					Sq.Ft.			Sq.Ft.				
REINSTATEMENTS (+)		Cost	$0.00	$0.00	$0.00		Cost	$0.00		Cost	$0.00		$0.00	$0
		Acres					Sq.Ft.			Sq.Ft.				
RECATEGORIZATIONS (+-)		Cost	$0.00	$0.00	$0.00		Cost	$0.00		Cost	$0.00		$0.00	$0
		Acres					Sq.Ft.			Sq.Ft.				
OTHER ADJUSTMENTS (+-)		Cost	$0.00	$0.00	$0.00		Cost	$0.00		Cost	$0.00		$0.00	$0
		Acres					Sq.Ft.			Sq.Ft.				
Year-End System Active Balances As of June 30, 2013		Cost	$0.00	$0.00	$0.00		Cost	$0.00		Cost	$0.00		$0.00	$0.
		Acres					Sq.Ft.			Sq.Ft.				

ADM 1413B (Rev. 4/10)

By electronic submission of this information to the Department of Administrative Services, the Executive Officer of the Agency certifies to the best of the Officer's knowledge that all information is true and accurate. Also, copies of the completed certification form(s) shall be kept on file at the Agency in accordance to record retention schedule.

* Executive Officer:

* Title:

RETAINING COPIES OF YOUR CERTIFICATION FORM AND INVENTORY REPORTS

In compliance with ORC, Section 125.16, each agency and its reporting units are responsible for retaining a duplicate copy of all certification forms and inventory activity reports used for filing with DAS. The duplicate copies shall be retained by the agency for the required time period as indicated by their record retention schedules.

HOW TO HANDLE DISCREPANCIES AFTER SUBMITTING THE ANNUAL CERTIFICATION

(ALL AGENCIES)

If you find the amounts were incorrectly transcribed from the activity reports to the certification forms, then a revised certification form should be submitted to DAS. You can do this by clicking on the previously submitted form, make the needed edits and resubmit form to DAS.

YEAR-END SUBMISSION: DEADLINE & ADDRESS

(ALL AGENCIES)

All state agencies, boards, and commissions are required by ORC, Section 125.16 to annually certify and file their updated state property inventory activity following the close of the fiscal year to the Department of Administrative Services (DAS). State entities are required to certify updated inventory activity by completing the annual certification form and electronically submitting it to DAS by **October 1, 2016.**

Unless advised otherwise by your Agency Inventory Control Officer, please submit your hardcopy or electronic In-House system activity reports to:

Michele Williams
Assistant Program Manager
DAS/General Services Division
Asset Management Services
614-644-9354
Michele.williams@das.ohio.gov