



Broward Behavioral Health Coalition, Inc.	
Policy Title: Property Management	
Policy Number: BBHC.0038	Contract Section: JH343
Effective Date: March 20, 2014	Revision Date: July 23, 2021
Responsible Department: Administration	
Approved by: Danica Mamby, Director of Administration	
Signature: _____ <small>7149EC975596488...</small>	Date: <u>7/26/2021</u>
Approved by: Silvia Quintana, Chief Executive Officer	
Signature: _____ <small>B999499950A143C...</small>	Date: <u>7/27/2021</u>

Policy:

It is the policy of Broward Behavioral Health Coalition, Inc. (BBHC), to establish procedures for its staff that are authorized to purchase equipment with managing entity (ME) funds that have an acquisition cost of \$1,000.00 or more and the normal expected life of which is one year or more; and ALL computers, laptops and electronic equipment, no matter the purchase price. An annual inventory is completed by April, which shall include a physical inspection. The ME is required per contract, to conduct an annual inventory; review, approval, and oversight of the transfer and/or disposal of property; and the identification of surplus property. All management of authorized property purchased by Sub-contracted providers with ME funds will be conducted by Carisk Partners (Carisk), formerly known as Concordia Behavioral Health (CBH), in accordance with their established Property Management policy.

Purpose:

The purpose of this policy is to establish formal procedures for the management, control and inspection of BBHC owned tangible personal property. Procedures shall provide accountability for property through: assigning duties to employees responsible for inventory management, creation of records of all property received, maintained by the ME and establish procedures for handling damaged, surplus, missing, lost or stolen property.

Procedure:

STANDARDS/PROCEDURES

A. Acquisition of Property

1. The ME shall acquire property through purchase, transfer or donation. Purchase of property shall be consistent with the ME's purchasing policies and related procedures.
2. All non-expendable property purchased with ME funds shall be listed on the BBHC Property Log.
3. The Property Information Worksheet (Attachment I) is developed and maintained by the Office Manager.
4. The Office Manager shall review property documentation, ensuring that all property is listed on the Property Information Worksheet.

B. Annual Inventory

1. The Office Manager or designee shall conduct an annual physical inspection of all property purchased.
2. The physical inspection shall include a visual inspection of each item prior to April of each year. The Property Information Worksheet shall be updated with all items found during inventory that are not on the Property Information Worksheet.
3. The Office Manager or designee shall secure and file the Property Information Worksheet and purchase documentation in the Finance office

C. Missing, Lost or Stolen Property

1. BBHC employees shall identify equipment that is missing, lost or stolen.
2. If an item was identified as stolen, the employee identifying the missing, lost or stolen equipment will contact law enforcement to obtain a copy of a theft report.
3. The employee shall complete the Support Statement for Notification of Missing, Lost or Stolen Property (Attachment II) and submit the completed form with supporting documentation (police report employee's statement, etc.) to the Director of Administration.
4. The Director of Administration or designee shall review the form for accuracy and completeness.
5. If an item was identified as stolen, a written request is submitted by the Director of Administration to the ME Chief Financial Officer for write-off approval.
6. If an item was identified as missing or lost, it will remain on the inventory for two consecutive inventories before written request is submitted to ME Chief Financial Officer for write-off approval.
7. Upon receipt of write-off approval by the ME Chief Financial Officer, items shall be deleted from the Property Information Worksheet.

D. Surplus

1. Determination that property is surplus. At least once annually, the Office Manager shall review inventory and make a determination of property that should be classified as surplus that is obsolete, worn out, excess, scrapped, or not cost effective to repair. However, at any time during the fiscal year the Director of Administration may identify property as being surplus.
2. Disposal of surplus property. The Chief Executive Officer may sell, trade or otherwise dispose of surplus and obsolete personal property belonging to BBHC either by donation, sale, barter or exchange, by competitive sealed bid, public auction, cannibalization, trade in or any other means of disposal as may be appropriate and in the best interests of BBHC.
3. Property which is in a wrecked, inoperative or partially dismantled condition, or which has deteriorated to the point that it has no apparent monetary value or may pose a potential risk to BBHC if disposed of through a sale or donation, may be discarded as trash in an environmentally acceptable method.
4. The disposition of surplus or obsolete personal property in excess of \$15,000 per item shall be made only after approval by the BBHC Board. The Chief Executive Officer shall report to the BBHC Board the disposal of all property valued at \$15,000 or more at its next regularly scheduled meeting.

REFERENCES:**ATTACHMENTS:****DEFINITIONS:****REVISION/REVIEW LOG****DATE**

REVISION/REVIEW LOG	DATE
Replaced Program Contract Manager with Director of Administration and a few other grammatical changes.	1/19/2018
Replaced Concordia Behavioral Health (CBH) with Carisk Partners (Carisk) the organization is the same; however, they had a name change.	1/15/2019
No change.	7/1/2019
No change.	9/25/2020
No change.	7/23/2021

The Director of Administration and Chief Executive Officer are responsible for all content in this policy.