



Meeting Name: Town Council Meeting
Meeting Date: March 26, 2025
Prepared By: Emily Alves, CPA Finance/HR Director
Item Title: Asset Disposals

DISCUSSION:

Per the Town’s Accounting Manual, Fixed Assets Disposals are to be recorded in the minutes of a regularly scheduled meeting of the Town Council.

RECOMMENDATION:

Staff recommends the Town Council consider a motion to approve disposals on the Consent Agenda.

Items for Disposal:

Make/Model	Year	Asset Tag #	Description
Apple Ipad	2014	563	Obsolete IT equipment
PC-Optiplex 7050, i7-7700, 8GB	2018	657	Obsolete IT equipment that has been replaced
Rolling Chair – Lillies x 9	1991	NA	Replaced by new chairs
Pro-Wireless Microphone	1993	NA	Replaced in audio visual upgrade
Purple Executive Chair x 8	1991	NA	Replaced by new chairs
Video System	2015	615	Replaced in audio visual upgrade

