

<b>POLICY ID: <i>FIN-006</i></b>		<b>TITLE: <i>Disposal of Surplus Public Property</i></b>	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION  <b>EFFECTIVE DATE:</b> Version 1: 03/26/2012 Version 2: 02/26/2019		<b>APPROVED BY VILLAGE BOARD:</b> _____  <b>DATE:</b> _____  _____ <b>Village Clerk</b>	
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> <b>FLSA EXEMPT</b>	<input checked="" type="checkbox"/> <b>FLSA NON-EXEMPT</b>
		<input checked="" type="checkbox"/> <b>REPRESENTED EMPLOYEES</b>	<input checked="" type="checkbox"/> <b>Non-REPRESENTED EMPLOYEES</b>
<p><i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i></p>			

**Purpose** - It is in the best interest of the Village to control the method for disposal of the materials and property of the Village that are deemed to be no longer suitable or useful to the Village. This policy is being put in place to allow for their removal from the Fixed Asset registry and to ensure that any funds that are acquired through the disposal of the property can be properly accounted for within the accounting system.

**Procedure** - The procedure for disposal of surplus property shall be as follows:

1. When equipment is found to be no longer suitable or useful to the Village, the prevailing department head shall be notified. The department head will then send a list of these items to the Village clerk, the estimated value of the item, and the reason for their disposal.
2. The Village Clerk or his or her designee shall then place in resolution form the items to be disposed of and shall place the resolution on the agenda of the Village Board for action.
3. Once the Village Board has taken action to dispose of the items in question the prevailing department head shall then take one of the following actions:
  - a. In the case where the item still retains some value, the item shall be placed on a publicly available auction and the item shall be sold to the highest responsible bidder. If the items do not sell within 2 auction cycles the Village Administrator can donate the item(s).
  - b. In the case where the items are in poor working order or damaged beyond repair they will be disposed of by recycling companies or waste management.
  - c. Items may also be donated or sold directly to other local government entities if approved by the Village Board.
  - d. Items that have a value of less than \$50, shall be disposed of by the Village Administrator after disposal is approved by the Village Board.
  - e. Anything that needs to be E-Cycled and would cost the Village money, can be donated.
4. Monies from the sale of surplus property, including sales to individuals, recycling or waste management companies, will be turned into the Village Treasurer and be recorded as a miscellaneous income for the prevailing department.