

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES

Chapter TP 4-450

Property Management



February 4, 2020

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SECTION 1: PURPOSE

To insure internal standardized policies and procedures for the utilization, accountability, control and disposal of all Tribal owned, rented and leased personal property.

SECTION 2: BACKGROUND AND INTENT

This policy covers all personal property owned, leased, rented, loaned or otherwise controlled by the Tribe, its employees, representatives or elected officials and used in the performance of Tribal business. For the purpose of this policy, personal property includes all capital equipment and small tools or equipment which is considered sensitive and susceptible to misappropriation or loss.

SECTION 3: DEFINITIONS (Reserved)

SECTION 4: DELEGATED AUTHORITY (Reserved)

SECTION 5: APPLICABILITY

This policy shall apply to the Redding Rancheria Tribal government and all of its subordinate organizations.

SECTION 6: CONFORMANCE WITH FEDERAL REGULATIONS

In general, the procedures set forth pursuant to this policy shall be expected to conform to applicable federal regulations. The provisions of 2 CFR Part 200.313 Equipment, as it pertains to property management are hereby incorporated within this policy by reference.

SECTION 7: ACQUISITION OF PROPERTY

- (a) All equipment and personal property shall be acquired through written purchase order and shall be added to a written property inventory at the time of acquisition by the Chief Financial Officer or his/her designee.
- (b) The Chief Financial Officer shall establish and oversee a program to provide for the acquisition of federal excess and surplus property which may be available and of value for use by the Tribe. Such property shall be treated as Tribal property and subject to this policy upon receipt.

SECTION 8: OWNERSHIP OF TITLE

The Tribe shall hold ownership and title to all property acquired through purchase, lease, donation or gift until disposed of pursuant to Tribal policy, or where external funding sources require retention of ownership or transfer to another.

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SECTION 9: CUSTODIAN OF PROPERTY

The management and safeguarding of property shall be the responsibility of the custodian. In general, the custodian of property shall be the supervisor or manager of the using department, or may be an individual employee with respect to assigned property. A manager or supervisor may assign an individual employee as custodian for the department.

SECTION 10: PROPERTY IDENTIFICATION, RECORDS AND INVENTORY

- (a) Each item of personal property shall be marked, tagged or otherwise identified as property of the Tribe, as shall be most appropriate to the individual item.
- (b) The Chief Financial Officer shall maintain a written property record. Such record shall include for each item of property;
 - (1) Property description, including model and serial number if applicable.
 - (2) Tribal property number assigned
 - (3) Description of Tribal identification; i.e. property tag, etching, etc.
 - (4) Date of acquisition
 - (5) Acquisition cost
 - (6) Estimated Value
 - (7) Source of funds to acquire, or if donated, the donor. The percentage or dollar amount of costs provided by outside sources of funds.
 - (8) Location
 - (9) Assigned Custodian
 - (10) Condition
 - (11) Title holder, if leased or rented
- (12) Depreciation claimed to date (c) Each custodian shall conduct a physical inventory of assigned property not less than once in each one-year period.

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Such inventory shall note the location of the property, whether it is in use and its condition. Any property not located shall be reported missing.

- (d) The Chief Financial Officer shall conduct an independent inventory of all property within 2-year intervals for each location. Such independent inventories may be scheduled so that all individual locations are examined at different times during a two-year period.

SECTION 11: STANDARDIZATION OF PROPERTY

As deemed appropriate to efficient use of resources and serviceability, the Chief Executive Officer shall adopt standard types of property, furniture, brands and models for use of the organization.

SECTION 12: USE OF TRIBAL PROPERTY

- (a) Any property owned, leased or rented by the Tribe shall be used only for its intended purpose and in the performance of Tribal activities.
- (b) Property owned, leased or rented by the Tribe may not be used by any individuals, organizations or employees for personal use except with prior written permission by the Chief Executive Officer.
- (c) Elected officials, representatives or employees of the Tribe shall not loan any personal property owned by the Tribe to any other person either gratuitously or for consideration without the consent of the Chief Executive Officer. In event of public emergency such as fire, flood, earthquake or other public disaster, the assigned Custodian of property may act for the Chief Executive Officer, and may permit property to be used for appropriate purposes. Such authorization shall be reported promptly to the Chief Financial Officer and Chief Executive Officer.
- (d) The Chief Executive Officer shall establish an inventory of common use property where shared use is more appropriate to efficient use of resources. In such event, a written list of common use property shall be maintained and departments shall not purchase similar property for individual department use unless authorized by the Chief Executive Officer.
- (e) Property acquired by the Tribe shall be available for use by the Tribe. Assignment to the acquiring department does not create “department” ownership, nor does the source of funding for the property. To the extent

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that efficient utilization dictates shared use of property, shared use shall be expected.

SECTION 13: DISPOSAL OF PROPERTY

- (a) Property that is determined to be no longer needed or usable by the Tribe shall be disposed of by the Chief Financial Officer.
- (b) Property having an approximate value of \$500 or more shall be sold through advertisement, at public auction, sealed bid, negotiated sale, trade or exchange or other means in the best interests of the Tribe.
- (c) Property having an approximate value of less than \$500 shall be disposed of by the most expedient method considering the cost of handling and sale. Such property may be gifted to local organizations or individuals.

SECTION 14: LOST OR STOLEN PROPERTY

- (a) Loss or theft of Tribal property shall be reported in writing immediately to the custodian of the property and to the Chief Financial Officer. The Chief Financial Officer shall report thefts to the appropriate Police officials and insurance carrier as applicable.
- (b) To the extent that Tribal property is located and is not claimed or identified with a particular department or program, such property shall be turned over to the Chief Financial Officer for disposition.

SECTION 15: FINANCIAL RESPONSIBILITY FOR PROPERTY

Tribal employees and officials are expected to take personal responsibility for the care and safekeeping of Tribal property under their control and use. To the extent that loss, damage or destruction of property is determined to be due to the neglect of and employee or official, such employee or official may be determined liable up to the value of the property, or may be otherwise disciplined in accordance with Tribal policies.

SECTION 16: INSURANCE

Property shall be insured at its replacement value pursuant to Tribal insurance programs, and subject to such deductibles and self-insured limits as may be established. The insurance carrier, if any, shall be provided with the property inventory on an annual basis or at such other intervals as are required.

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Legislative History:

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