

TEXAS SCHOOL FOR THE DEAF

**ACCOUNTING:
INVENTORIES**

CFB

**PROPERTY ACCOUNTING
SYSTEM**

The Superintendent shall be responsible for establishing a property accounting system that complies with the provisions for property accounting under the Texas Gov't Code, Chapter 403.271 et. seq. All real and personal property must be accounted for by the School.

**PERSONAL PROPERTY
DEFINED**

Personal property is defined by the Comptroller of Public Accounts to include equipment, machines, vehicles, and furniture. The Comptroller of Public Accounts is responsible for administering the personal property accounting system for the State of Texas and for setting the dollar value amount for capitalizing assets.

Texas Gov't Code, Chapter 403.271 et. seq.

**RESPONSIBILITY FOR
PROPERTY ACCOUNTING**

TSD shall maintain the property records required by the Comptroller. All personal property owned by TSD shall be accounted for by the rules set forth by the Comptroller under Government Code, Sec. 403.272.

**PROPERTY MANAGER;
PROPERTY INVENTORY.**

The Superintendent is responsible for the custody and care of property in TSD's possession.

The Superintendent shall designate a property manager and inform the Comptroller of the designation. Subject to Comptroller approval, more than one property manager may be designated.

The property manager of TSD shall maintain the records required and be the custodian of all property possessed by TSD.

When TSD's property is entrusted to a person other than the TSD's property manager, the person to whom the property is entrusted shall provide a written receipt to the manager. TSD may lend its property to another state agency only if the Superintendent lending the property provides written authorization for the lending. The head of the agency to which the property is lent must execute a written receipt.

TSD shall conduct an annual physical inventory of all property in its possession. The Comptroller may specify the date on which the inventory must be conducted. Not later than the date prescribed by the Comptroller, the Superintendent shall submit to the Comptroller:

- (1) a signed statement describing the methods used to conduct TSD's annual physical inventory under Subsection (e);
- (2) a copy of the results of the inventory; and
- (3) any other information concerning the inventory that the Comptroller requires

At all times, the property records of TSD must accurately reflect the property possessed by TSD. Property may be deleted from TSD's records only in accordance with rules adopted by the Comptroller.

The State Auditor, based on a risk assessment and subject to the legislative audit committee's approval of including the examination in the audit plan under Section 321.013, may periodically examine property records or inventory as necessary to determine if controls are adequate to safeguard state property.

Government Code Sec. 403.273

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**CHANGE OF AGENCY HEAD
OR PROPERTY MANAGER**

When the Superintendent or property manager of TSD changes, the outgoing Superintendent or property manager shall complete the form required by the Comptroller about property in TSD's possession. The outgoing Superintendent or property manager shall deliver the form to the incoming Superintendent or property manager. After verifying the information on and signing the form, the incoming Superintendent or property manager shall submit a copy of the form to the Comptroller.

Government Code Sec. 403.274

**LIABILITY FOR PROPERTY
LOSS**

The liability prescribed by this section may attach on a joint and several basis to more than one person in a particular instance. A person is pecuniarily liable for the loss sustained by the state if:

- (1) TSD property disappears, as a result of the failure of the Superintendent, property manager, or TSD employee entrusted with the property to exercise reasonable care for its safekeeping;
- (2) TSD property deteriorates as a result of the failure of the Superintendent, property manager, or TSD employee entrusted with the property to exercise reasonable care to maintain and service the property; or
- (3) TSD property is damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any state official or employee.

Government Code Sec. 403.275

**REPORTING TO
COMPTROLLER AND
ATTORNEY GENERAL**

If the Superintendent or property manager of TSD has reasonable cause to believe that any property in TSD's possession has been lost, destroyed, or damaged through the negligence of any state official or employee, the Superintendent or property manager shall report the loss, destruction, or damage to the Comptroller and the Attorney General not later than the date established by the Comptroller. If the Superintendent or property manager of TSD has reasonable cause to believe that any property in TSD's possession has been stolen, the Superintendent or property manager shall report the theft to the Comptroller, the Attorney General, and the appropriate law enforcement agency not later than the date established by the Comptroller.

Government Code Section. 403.276

**FAILURE TO KEEP
RECORDS**

If TSD fails to keep the records or fails to take the annual physical inventory required by this subchapter, the Comptroller may refuse to draw warrants or initiate electronic funds transfers on behalf of TSD.

Government Code Sec. 403.277

**TRANSFER OF PERSONAL
PROPERTY**

TSD may transfer any personal property of the state in its possession to another state agency with or without reimbursement between the agencies.

When personal property in the possession of one state agency is transferred to the possession of another state agency, the transfers must be reported immediately to the Comptroller by the transferor and the transferee on the forms prescribed.

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Government Code Sec. 403.278

REAL PROPERTY DEFINED Real property is defined by the General Land Office to include land and buildings and associated capital improvements.

Texas Natural Resources Code. Section 31.051, et seq.

REAL PROPERTY RECORDS Records will be maintained in accordance with rules and regulations of the General Land Office as stated in Texas Natural Resources Code 31.051, et seq.

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