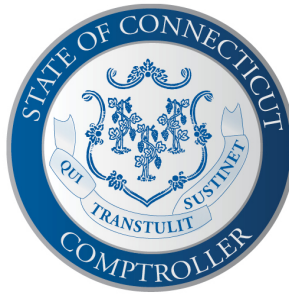


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STATE COMPTROLLER



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STATE OF CONNECTICUT  
OFFICE *of the* STATE COMPTROLLER  
165 Capitol Ave.  
Hartford, CT 06106

**MEMORANDUM NO. 2020-05**

**May 6, 2020**

**TO THE HEADS OF ALL STATE AGENCIES**

**Attention: Agency Heads, Chief Fiscal Officers and Business Managers**

**Subject: Annual Inventory Report of all Real and Personal Property**

**I. AUTHORITY**

Section 4-36 of the Connecticut General Statutes states: “Each state agency shall establish and keep an inventory account in the form prescribed by the Comptroller, and shall, annually, on or before October first, transmit to the Comptroller a detailed inventory, as of June thirtieth, of all of the following property owned by the state and in the custody of such agency: (1) real property, and (2) personal property having a value of one thousand dollars or more. For audit purposes, each state agency shall establish and keep a list of personal property having a value of less than one thousand as defined as ‘controllable property’ in the Property Control Manual published by the Comptroller.”

The Office of the State Comptroller Memorandum 2015-05 revised the capitalization threshold for personal property as follows:

**Personal property acquired prior to July 1, 2015 will have a capitalization threshold of one thousand dollars. Effective July 1, 2015 the capitalization threshold for personal property is five thousand dollars.**

**II. DUE DATE**

As prescribed by the statute, agencies must transmit this report to the State Comptroller on or before **October 1, 2020**.

**III. REPORTING REQUIREMENTS**

Refer to the State Comptroller’s Property Control Manual, Chapter 10 and Appendix B. The required reporting forms are listed below:

- CO-59 Asset Management/Inventory Report/GAAP Reporting Form (Rev. 3/2016)
- CO-648B Summary Motor Vehicle Report (Rev. 4/2009)
- Property Control Questionnaire

**A. CO-59 Asset Management/Inventory Report/GAAP/Reporting Form**

All Executive Branch agencies must use the Core-CT Asset Management module to complete the information requested on the CO-59. Agencies using the Inventory Module or a separate inventory system are required to report their material and goods in process and stores and supplies inventory on the CO-59. The CO-59 form is available for reporting assets and inventory by downloading it from the OSC website at <http://www.osc.ct.gov/agencies/forms/index.html>.

Agencies not using the Core-CT Asset Management module are still required to report their assets and inventory on the CO-59 form using their asset management and inventory systems. Executive Branch agencies are expected to use the Statewide Analytical Reporting System (STARS) Asset Management Reports. Executive Branch agencies using the Core-CT Inventory Module are to use the EPM Inventory queries below to complete the CO-59 form for fiscal year 2020. If the values recorded on the CO-59 do not reconcile to the agency's asset and inventory system or with Core-CT, the agency must provide a written explanation of the discrepancy in an attachment.

**Asset Management Report for those agencies that use The Core-CT Asset Management Module**

Fiscal Year 2020 reporting, CO-59 detail/summary information can be obtained directly from STARS Fixed Assets Overview Interactive Dashboard. The final balance cannot be run until after July 09, 2020, after Asset Management has closed.

[Click here for a detailed Asset Management CO-59 Job Aid](#), that is now available to assist users with using STARS to complete the CO-59 Report.

**EPM Inventory Queries for Executive Branch agencies that use the Core-CT Inventory Module (Optional)**

CT\_CORE\_FIN\_IN\_CO\_59\_RCV

Select this query to calculate the items in Inventory for a range of transaction dates for the CO-59 report.

CT\_CORE\_FIN\_IN\_CO\_59\_DEP

Select this query to calculate the depletions of items in Inventory for a range of transaction dates for the CO-59 report.

Additionally, the Core-CT CMS010, Inventory on Hand Value Summary Report cost report is available to assist with reconciling the physical inventory. The navigation is Financials/Cost Accounting/Inventory and Mfg Accounting/Reports/Inventory Value History.

Complete the CO-59 form as directed below.

**Cost (Value) Data Section**

The ending property balances from the previous year's (2019) CO-59 column 5 need to be recorded as this fiscal year's beginning balances in "**Last Year's Balance**" column 2.

Record all property additions for the fiscal year in the "**Additions**" column 3 at the property's original cost if purchased or fair market value if donated or transferred. Additions should include transfers from the State and Federal Property Distribution Center.

Record all property deletions for the fiscal year in the "**Deletions**" column 4 at the original cost or value of the property when it was placed on the property listing. Deletions should include property scrapped, lost, and transferred to the State and Federal Property Distribution Center.

Any real property sold, transferred or demolished should be reflected in the "**Deletions**" column. The deletion amount should reflect the original acquisition cost if purchased or the fair market value if acquired by donation.

The "**Current Balance**" column 5 is the cost or value column for all property held by the agency at fiscal year end. Last year's balance plus any additions, less any deletions must equal this column.

**Current Value Section**

The "**Present Value This Year**" column 6 for the Personal Property Section should reflect the appraised value or book value for the fine art category.

**B. CO-648B Summary Motor Vehicle Report**

Complete the CO-648B form by indicating the total number of motor vehicles owned by the agency for each category. The form is available at <http://www.osc.ct.gov/agencies/forms/index.html>. The Department of Administrative Services will report all Fleet vehicles. All other agencies will report agency-owned motor vehicles.

**C. Property Control Questionnaire**

Complete the Property Control Questionnaire with the name, address, telephone number and e-mail address of the person responsible for property control. The Comptroller's Accounts Payable Policy and Security Unit would also like to know if assistance is required with the Core-CT Asset Management module or the Core-CT Inventory module. Please email the form to [osc.assets@ct.gov](mailto:osc.assets@ct.gov).

**IV. GENERAL INFORMATION**

All agencies are required to conduct an annual physical inventory of their assets and inventories which include material and goods in process and stores and supplies inventory. All Executive branch agencies must reconcile and process their physical inventories in Core-CT by noon on July 09, 2020 so that the information will be included in fiscal year 2020 Financial Reports and Statements. In preparation for this annual inventory of assets, agencies using the Core-CT Asset Module should create all new scan scopes, extracts and occurrences.

To assist agencies with processing a physical inventory in Core-CT, there are Physical Inventory Job Aids. These job aids are located on the Core-CT website on the Asset Support page (<http://www.core-ct.state.ct.us/financials/asset/Default.htm>) and the Inventory Job Aids page under the Core-CT Financials Inventory User Support page (<http://www.core-ct.state.ct.us/financials/inventory/Default.htm>).

**Submit the completed CO-59, CO-648B, and Property Control Questionnaire via email to [osc.assets@ct.gov](mailto:osc.assets@ct.gov). The originals must be kept on file at each agency and made available for audit.**

**V. COVID 19**

All physical inventories should be completed by June 30, 2020. If you are experiencing difficulty meeting these requirements due to COVID 19, please contact us using the asset mailbox at [osc.assets@ct.gov](mailto:osc.assets@ct.gov) for assistance.

**VI. QUESTIONS**

Questions regarding the completion of the CO-59, property control questionnaire or CO-648B should be directed to [osc.assets@ct.gov](mailto:osc.assets@ct.gov). All forms should be printed from the Comptroller's Forms page under the State Agency Resources tab on the Comptroller's website at <http://www.osc.ct.gov> or by selecting the form link on page one of this memorandum.



**KEVIN LEMBO  
STATE COMPTROLLER**

<http://www.osc.ct.gov>

**KL:ED**

**Attachment**

**Attachment**

**OFFICE OF THE STATE COMPTROLLER  
Property Control Questionnaire**

**Instructions**

Please complete items 1-8. Thank you.

1. **Date:** \_\_\_\_\_
2. **Business Unit Acronym:** \_\_\_\_\_
3. **Business Unit Name:** \_\_\_\_\_
4. **Person assigned the responsibilities of maintaining the data in the Core-CT Asset Management Module or approved applicable system for out of scope agencies.**  
\_\_\_\_\_
5. **Title:** \_\_\_\_\_
6. **Telephone Number:** \_\_\_\_\_
7. **Email Address:** \_\_\_\_\_
8. **Is assistance required with the Core-CT Asset Management Module or the Core-CT Inventory Module?**

**Yes**                      **No**

**Asset Module:**                      \_\_\_\_\_                      \_\_\_\_\_

**Inventory Module:**                      \_\_\_\_\_                      \_\_\_\_\_

Email to: [osc.assets@ct.gov](mailto:osc.assets@ct.gov)