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165 Capitol Ave.
Hartford, CT 06106

MEMORANDUM NO. 2024-13

June 24, 2024

TO THE HEADS OF ALL STATE AGENCIES

Attention: Agency Heads, Chief Administrative and Fiscal Officers, Business Managers, and Property Control Managers

Subject: **Revised Property Control Manual – Effective July 2024**

I. PURPOSE

The purpose of this memorandum is to inform agencies of significant changes made to the state's [Property Control Manual](#) which will take effect July 1, 2024.

II. AUTHORITY

CT General Statutes Sec. 3-112 - Powers and Duties. “The Comptroller shall: [...] (4) prescribe the mode of keeping and rendering all public accounts of departments or agencies of the state and of institutions supported by the state or receiving state aid by appropriation from the General Assembly; (5) prepare and issue effective accounting and payroll manuals for use by the various agencies of the state;”

III. PROPERTY CONTROL MANUAL

The effective date of this [Property Control Manual](#) is July 1, 2024. Due to recent issuances of GASB statements which affect asset reporting, and the determination of new best practices, there were significant changes made to this manual. Additionally, the processing of the annual CO-59 has been migrated to the Office of the State Comptroller, Budget and Financial Analysis Division. Agencies should pay close attention to the changes made in the following chapters:

- a) Chapter 5 – Software Library – There are two new components to this policy. First, each agency shall designate a Software Librarian. This designation should be made prior to Jan 1, 2025, and must be performed prior to June 30, 2025. Secondly, agencies are required to create an Agency Software Asset Policy and submit it to Office of the State Comptroller, Central Accounts Payable Division, osc.assets@ct.gov, for review. The Agency Software Asset Policies should be submitted for review as soon as available but must be received by the

Office of the State Comptroller, Central Accounts Payable Division prior to June 1, 2025, and be effective by June 30, 2025, at the latest.

b) Chapter 6 – Adjustments and Insurance Recoveries to Real and Personal Property – The Department of Administrative Services, [Insurance and Risk Management Board](#) has submitted an updated version of instructions related to insurance reporting.

c) Chapter 7 – Adjustment to Real and Personal Property – Prompt reporting upon the discovery of the occurrence of losses to state assets. The Auditors of Public Accounts has created a new email address, CO-853@ctauditors.gov, for reporting of items related to CGS 4-33a. Additional changes have been made regarding how to report adjustments to property related to vehicle related incidents. All state losses or reductions in asset values not associated with normal wear are to be reported using the CO-853/4-33a process. Any questions on this process or whether it applies to any specific incident at an agency can be directed to OSC CAP at osc.assets@ct.gov.

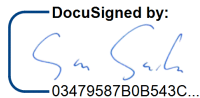
d) Chapter 8 – Disposition of Surplus Property – The Department of Administrative Services, State Property Surplus Administration unit has submitted new instructions for handling of state surplus. Agencies are reminded that they are responsible for developing policies for tracking and clearing assets of any federal interest prior to processing them as state assets through the surplus process. Chapter 8 instructions are to be used for state owned property only.

e) Chapter 9 – Asset Management/Inventory Reporting – Reporting dates remain the same. However, CO-59 reports and any questions regarding the CO-59 will be submitted to the Office of the State Comptroller, Budget and Financial Analysis Division, osc.co-59@ct.gov. The CO-648B will continue to be submitted to Office of the State Comptroller, Central Accounts Payable Division, osc.assets@ct.gov.

IV. **QUESTIONS**

Please direct any questions concerning this memorandum to the Office of the State Comptroller, Central Accounts Payable Division, osc.assets@ct.gov.

Any questions regarding the new CO-59 Annual Reporting process should be directed to the Office of the State Comptroller, Budget and Financial Analysis Division, osc.co-59@ct.gov.

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