



OVERBERG

DISTRICT MUNICIPALITY

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UMASIPALA WESITHILI

INTERNAL MEMO

TO : MUNICIPAL MANAGER
DATE : 28 JUNE 2021
FROM : FINANCIAL SERVICES - ASSET MANAGEMENT
SUBJECT : ASSET ADJUSTMENTS FOR THE 2021 PERIOD

BACKGROUND

Financial Services' Asset Management department conducted the annual asset validation process. The project aimed at reviewing the entire asset register to identify problem areas and discrepancies.

Problem areas which might have been identified includes: Damaged/ irreparable, duplications, stolen, missing, broken down or vague information around an asset and/or any discrepancies.

PURPOSE

After the validation processes and counts in the district, for the financial year at hand, a list of assets to be removed from the Final Asset Register (FAR) were identified as attached on the annexure for your consideration for write-off.

WAY FORWARD

A disposal committee meeting was held on 28 June 2021 regarding the listed items where a recommendation was made to the Municipal Manager for approval. Please find annexure lists attached for sign-off.

Your sincerely

W Crafford

W Crafford
Financial Services - Asset Management

Approval/Recommendation

DP Beretti

Municipal Manager
DP Beretti

✓ Yes

✗ No



OVERBERG DISTRICT MUNICIPALITY

MINUTES OF DISPOSAL COMMITTEE MEETING HELD ON TEAMS ON
28 JUNE 2021, OVERBERG DISTRICT MUNICIPALITY, BREDASDORP.

NO.	SUBJECT	RESPONSIBLE OFFICIAL
1.	<u>OPENING & WELCOMING:</u>	N KRUGER
2.	<u>OFFICIALS PRESENT:</u> N Kruger (CFO) P Oliver W Crafford D Kapot-Witbooi P Britz R Geldenhuys F Kotze J Hopley (Secretariat)	N KRUGER
3.	<u>APOLOGIES:</u> L Potgieter	N KRUGER
4.	<u>Agenda discussions:</u> <u>Background</u> <u>Assets verification conducted</u> <u>Table disposal List for 2021 and discussion (Excel Annex)</u> The list of assets to be removed from the FAR, damaged, irreparable, rusted, broken down, missing and duplicated assets. The committee is satisfied that the assets and their little current values, hence the assets are below the threshold of R50 000 each at this period of time for which the Municipal Manager to approve according to ODM policy. <ul style="list-style-type: none">• <u>Recommendation to Municipal Manager</u> The committee recommends to the Municipal Manager that the assets write-off and disposal process be approved as explained and discussed at the disposal meeting.	W CRAFFORD
5.	<u>ADDITIONAL GENERAL MATTERS:</u> Any other comments (general)	W CRAFFORD

	<p>Feedback on selling of assets identified for disposal and e-waste was conducted and noted</p> <p>Mr Crafford discussed possible alterations to the Asset Management policy for future discussion.</p>	
6.	<p><u>CLOSURE:</u></p> <p>Mr Kruger thanked the members of the meeting for their inputs and attendance.</p>	N KRUGER



DISPOSAL OF ASSETS

Final Bar Code 2021	DESCRIPTION	EXTRA DESCRIPTION	Carrying value 30 June 2021
N/A 38	THERMOMETER		1 283.85
N/A 40	CHAIR	VISITORS NO ARMS	12.00
N/A 41	CHAIR	VISITORS	16.00
N/A 42	BOOKCASE		560.36
N/A 48	MICROWAVE	SMART	30.91
N/A 49	BOARD	NOTICE	22.28
N/A 53	CHAIR		74.45
N/A 57	BANNER		3.30
N/A 61	CHAIR	PLASTIC	28.92
N/A 62	CHAIR	PLASTIC	28.92
N/A 63	CHAIR	PLASTIC	28.92
N/A 65	BOARD	EDUCATION	16.83
N/A 66	SHREDDER	SHRED IT 3906	10.64
N/A 67	LAPTOP	ACER	158.99
N/A 68	GENERATOR/PUMP		224.23
N/A 69	GENERATOR/PUMP		224.23
N/A 75	RADIO	MOTOROLA	9.60
N/A 76	RADIO		9.60
N/A 77	RADIO		9.60
N/A 78	RADIO		9.60
N/A 79	RADIO		9.60
N/A 94	TABLE	STEEL LEGS	312.20
N/A 95	RADIO	TWO WAY	729.67
N/A 98	CHAIR	TYPIST WITH ARMS	478.74
N/A 100	SWITCH	D-LINK	4.09
N/A 102	TOOLBOX		61.04
N/A 103	Wifi Router Ubiquiti Unifi AC Lite		1 163.23
N/A 104	SWITCH	24 PORT GIGABIT SWITCH	3 233.70
N/A 105	MONITOR	LG L1942S	694.37
N/A 106	SWITCH	PLANET FNSW-2401	20.07
N/A 107	STAND	COMPUTER	36.15
N/A 110	PRINTER	EPSON LX300	37.13
N/A 111	SWITCH	24 PORT GIGABIT MECER	246.82
N/A 112	EXTERNAL HARD DRIVE		20.48
N/A 113	TORCH	LED LENSER L7	84.58
N/A 115	UPS	UPS 2000VA MEVER LINE INT	565.47
N/A 116	MONITOR	LG	1 104.23
N/A 135	MICROWAVE	SUNBEAM	58.55
N/A 136	PRINTER	HP OFFICEJET 7000 WIDE FORMAT	272.68
N/A 137	RADIO	TWO WAY	1.52
N/A 138	MONITOR	LG	11.77
N/A 139	SWITCH	D-LINK DP300U	9.77
N/A 141	RADIO	TWO WAY	4.77
N/A 144	CHAIR	VISITORS NO ARMS	16.03
N/A 145	TABLE	BEDSIDE	339.53
N/A 148	CHAIR	VISITORS	74.45
N/A 150	CHAIR	PLASTIC - BLACK	19.24
N/A 151	CHAIR	PLASTIC - BLACK	19.24
N/A 152	CHAIR	VISITOR NO ARMS	31.98
N/A 156	CHAIR	HIGH BACK CHAIR	861.56
N/A 158	CHAIR	Office Chair Petit Mesch	1 193.10
N/A 162	TABLE	CANE	124.62
N/A 163	PRINTER		667.47
N/A 166	RADIO	RADIO TRACER 969 C BAND & INSTALLATION	506.28
N/A 167	RADIOS	HANDHELD	140.51
N/A 168	BARSTOOL		21.61
N/A 169	CHAIR	PLASTIC	19.24
N/A 170	CHAIR	VISITORS NO ARMS	66.45
N/A 171	CHAIR	PLASTIC	0.39
N/A 172	CHAIR	PLASTIC	19.24
N/A 173	CHAIR	PLASTIC X 10	192.41
N/A 174	DESK	LINK	69.15
N/A 175	LIGHT LED 20W RECHARGEABLE		220.36

Final Bar Code 2021	DESCRIPTION	EXTRA DESCRIPTION	Carrying value 30 June 2021
N/A 176	SPOTLIGHT		6.44
N/A 177	SPOTLIGHT		6.44
N/A 178	CHAIR	VISITOR	31.98
N/A 180	BED	SINGLE	61.48
N/A 182	CHAIR	PLASTIC	19.24
N/A 183	BENCH	KITCHEN-WOOD	1 130.75
N/A 184	CHAIR	PLASTIC	19.24
N/A 185	BED	SINGLE	452.09
N/A 186	CHAIR	PLASTIC	19.24
N/A 187	CHAIR	PLASTIC	28.92
N/A 188	CHAIR	PLASTIC	19.24
N/A 189	CHAIR	PLASTIC	28.92
N/A 190	CHAIR	PLASTIC	28.92
N/A 193	BED	BUNKER	18.66
N/A 194	BARSTOOL		21.61
N/A 195	BED	BUNK	616.57
N/A 196	BED	SINGLE	61.48
N/A 197	CHAIR	PLASTIC	154.21
N/A 198	CHAIR	PLASTIC	28.92
N/A 200	CHAIR	PLASTIC	33.59
N/A 201	BED	SINGLE	61.48
N/A 202	CHAIR	PLASTIC	28.92
N/A 203	MICROWAVE	HISENSE 20L	174.15
N/A 204	BOARD	WHITE	0.83
N/A 207	BED	SINGLE	85.90
N/A 208	SANDER	SKIL OCTO	36.32
N/A 209	TABLE	PLASTIC TOP STEEL FOLDING LEGS	330.65
N/A 210	TABLE	PLASTIC TOP STEEL FOLDING LEGS	330.65
N/A 211	CHAIR	PLASTIC	28.73
N/A 212	CHAIR		74.45
N/A 213	CHAIR	BARSTOOL	82.67
N/A 214	CHAIR	PLASTIC	0.52
N/A 215	COUCH	CANE 1 SEATER	1.45
N/A 216	BED		452.74
N/A 217	CHAIR	PLASTIC	19.24
N/A 218	CHAIR	PLASTIC	19.24
N/A 219	CHAIR	TYPIST	53.49
N/A 220	CHAIR	PLASTIC	19.24
N/A 224	CHAIR	PLASTIC	74.45
N/A 225	CHAIR	PLASTIC	19.24
N/A 226	CHAIR	BAR WOOD	59.12
N/A 227	CHAIR	BAR WOOD	59.12
N/A 230	CHAIR	PLASTIC	9.16
N/A 231	CHAIR	PLASTIC	19.24
N/A 251	TABLE		271.04
N/A 252	TABLE		312.38
N/A 253	GENERATOR/PUMP	PARTS	224.23
N/A 254	GENERATOR/PUMP	PARTS	224.23
N/A 263	MONITOR	PROLINE 18.5"	231.79
N/A 264	SWITCH	DES1008 D-LINK 10/100 FAST	20.07
N/A 269	LAMINATOR		1 312.08
N/A 270	CHAIR	VISITORS NO ARMS	5.70
N/A 271	CHAIR	VISITORS NO ARMS	103.09
N/A 273	CHAIR	VISITOR	31.98
N/A 274	CHAIR		74.45
N/A 275	CHAIR	VISITORS NO ARMS	68.63
N/A 277	LAPTOP	MECER XPRESSION W251HU	2 287.00
N/A 278	CHAIR	HIGH BACK WITH ARMS AND WHEELS	914.67
N/A 280	MONITOR	MECER TJ899	1 560.40
N/A 281	CHAIR	VISITORS	12.00
N/A 283	STOVE	2 PLATE	12.14
N/A 285	CHAIR	TYPIST WITH ARMS AND WHEELS	0.49
N/A 286	SWITCH	MECER 8 PORT	27.49
N/A 288	CHAIR	VISITORS WITH ARMS	133.53
N/A 289	AIRCON	LG	720.06

Final Bar Code 2021	DESCRIPTION	EXTRA DESCRIPTION	Carrying value 30 June 2021
N/A 290	CHAIR	VISITORS WITH ARMS	74.45
N/A 291	BOARD	NOTICE	22.28
N/A 292	PUMP	220V 0,25KW	665.48
N/A 293	PUMP	220V 0,25KW	591.39
N/A 295	25mm Perculating Hose		1 179.07
N/A 300	RADIO	TWO WAY	6.36
N/A 304	PHONE RECORDER		287.50
N/A 307	HDMI Samsung Screen		1 087.14
N/A 308	Honda Pump	GX160 5,5HP	3 217.92
N/A 309	PUMP		224.23
N/A 310	PUMP	HONDA	12.13
N/A 311	RADIO	KIRICOM	9.60
N/A 312	CHAIR		74.45
N/A 313	RADIO	KIRICOM	9.60
N/A 314	RADIO	ICOM	9.60
N/A 315	RADIO	ICOM	9.60
N/A 316	RADIO		9.60