



# Youth Assessment Center - Limited Longevity Support

## Notice of Project Completion

Project Name: \_\_\_\_\_

Subrecipient: \_\_\_\_\_ Project Number: \_\_\_\_\_

Award Amount: \$ \_\_\_\_\_ Project Period: \_\_\_\_\_

Funds Spent: \$ \_\_\_\_\_

Were all project activities completed?  Yes  No If "no", explain why:

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Are all records backed up?  Yes  No

Are all expenditures and records available in event of a state audit?  Yes  No

Location of Records:

*According to State Records Retention Schedule for State Government Agencies, all records will be retained for three years, either after the end of the project period or after final audit is resolved, and equipment records will be retained three years after non-expendable equipment is properly disposed.*

Was equipment acquired under this project?  Yes  No

*Notice: If equipment was purchased, in whole or in part, greater than \$300 with federal funds, please complete Page 2 for each item purchased.*

Are the project disbursements balanced between expenditure ledgers and documents?  Yes  No

Are all expenditures listed in their respective categories?  Yes  No

Were the final financial and progress reports submitted to IDJC?  Yes  No

Did you adhere to all project conditions?  Yes  No

If any equipment was purchased with federal funds are they recorded on the *Property Inventory Reports* and submitted to IDJC?  Yes  No

Project Director's signature

Date

Financial Officer's signature

Date



# Youth Assessment Center - Limited Longevity Support

## Notice of Project Completion

(Property Inventory Report, page 2)

*Complete this page if you purchased equipment, in whole or in part, greater than \$300.00 with state funds.  
Complete a separate Page 2 for each item of equipment purchased.*

Project Name: \_\_\_\_\_

Subrecipient: \_\_\_\_\_ Project Number: \_\_\_\_\_

Award Amount: \$ \_\_\_\_\_ Project Period: \_\_\_\_\_

Funds Spent: \$ \_\_\_\_\_

Description of property \_\_\_\_\_

Serial number or other ID number: \_\_\_\_\_

Equipment purchased from: \_\_\_\_\_ Purchase Date: \_\_\_\_\_

Owner of Property: \_\_\_\_\_ Purchase Price: \$ \_\_\_\_\_

Percentage of federal funds used to purchase equipment:

Location of equipment:

Equipment purchased as:  New  Used

Current condition of equipment: \_\_\_\_\_

If applicable, Disposal date: \_\_\_\_\_ Sale price \$ \_\_\_\_\_

### Property Management Notes:

Other recipient and subrecipient procedures for maintaining equipment (including replacement), whether acquired in whole or in part with project funds, will, at a minimum, meet the following requirements.

Property records must be maintained which include:

1. Description of the property
2. Serial number or other identification number
3. Source of the property
4. Identification of title holder
5. Acquisition date
6. Cost of the property
7. Percentage of Federal participation in the cost of the property
8. Location of the property
9. Use and condition of the property
10. Disposition data, including the date of disposal and sale price

A physical inventory of the property must be taken and the results reconciled with the property records at least once every 2 years. A control system must exist to ensure adequate safeguards to prevent loss, damage, and theft of property. Any loss, damage, or theft shall be promptly and properly investigated by the recipient and subrecipient, as appropriate. Adequate maintenance procedures must exist to keep the property in good condition. If the recipient or subrecipient is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.