



Fixed Asset Inventory Management

RCI Tracks Fixed Asset Inventories through Final Disposition

Identifying, locating and tracking fixed assets are essential steps to comply with GASB Statement 34/35. RCI provides local government entities Fixed Asset Inventory services and software to help accurately track and report assets—from original purchase order to final disposition.

Depend on RCI for Your Inventory, Valuation & Management

Our experienced personnel coordinate and conduct an on-site inventory process, tagging and scanning each asset and using the client's existing cost and acquisition information to compile asset data. RCI also provides on-going system support, historical and replacement cost research, and annual re-inventory services.

State-of-the-Art Fixed Asset Management Program (FAMP 11.0)

Our *easy-to-use* fixed asset inventory program supports Generally Accepted Accounting Principles (GAAP), including GASB 34/35; insurance valuation reports; Government Accounting, Auditing and Financial Reporting (GAAFR); and asset stewardship. The RCI FAMP 11.0 software is included with the inventory results and allows our clients to:

- ☐ Maintain accurate baseline fixed asset inventory.
- ☐ Identify requested assets by descriptions, room and/or floor locations and manufacturers/model or serial numbers, as applicable.
- ☐ Utilize bar code technology to make stewardship responsibilities easier.



For more information
call us
1-877-363-4127
or visit www.rcitech.com

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About Us

Who we are:

RCI is the leading provider of turnkey services for Fixed Asset Inventory Management, Records Retention Management, Document Imaging Solutions & Document Destruction Services. We are located in San Antonio, Texas and have clients nationwide.

Our Experience:

*Keeping Clients compliant for over
A Quarter of A Century*

We perform hundreds of projects each year for local Government and commercial businesses alike. We believe the best indicator of our success is the testimonial from our clients, as we consider ourselves partners in their success stories. Our commitment to excellence remains at the foundation of all we do.

Who we Serve:

RCI offers products and services to a wide range of clients across the U.S. We serve Public School Districts, Private/Charter Schools, Colleges and Universities, Municipal & County Governments, Hospital and Healthcare, and Private and Commercial Businesses.

How we service our Customers

RCI provides the manpower and expertise to help its clients comply with state and local regulations for Fixed Asset Inventory Management, Record Retention Management, Document Imaging Solutions & Secure Document Destruction. Our Clients trust us with their projects and are able to focus on what is important to them - serving Students, citizens and customers.

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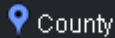


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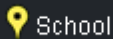
City

City of Navasota
City of Shenandoah
City of Somerville
City of Willis



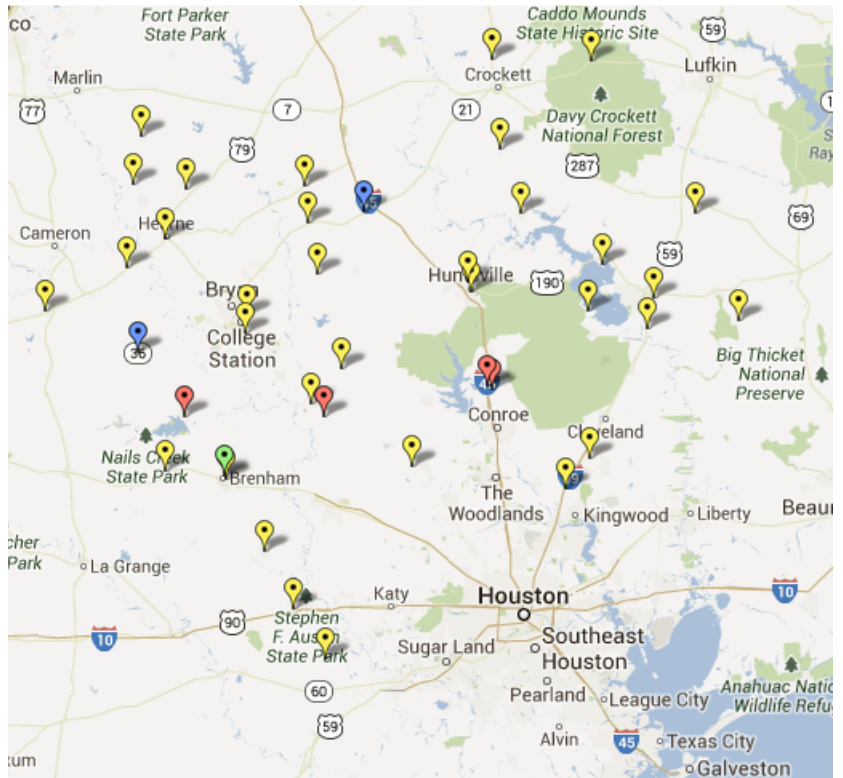
County

Burleson County
Madison County



School

Anderson-Shiro CISD
Bellville ISD
Big Sandy ISD
Brazos ISD
Bremond ISD
Brenham ISD
Burton ISD
Calvert ISD
Coldspring-Oakhurst CISD
College Station ISD
Franklin ISD
Gause ISD
Goodrich ISD
Hearne ISD
Huntsville ISD
Iola ISD
Kennard ISD
Latexo ISD
Leggett ISD
Leon ISD
Livingston ISD
Loveland ISD
Magnolia ISD
Navasota ISD
New Caney ISD



Other Entity

Brenham's First Baptist Church



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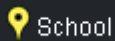
City

City of Bartlett
City of Clifton
City of Fairfield
City of Groesbeck
City of Hamilton
City of Hillsboro
City of Killeen
City of Lott
City of McGregor
City of Mexia
City of Morgan's Point Resort
Town of Cross Roads



County

County of Mills
Hamilton County Appraisal District
Hill County Appraisal District
Hill County SSA
Navarro County DAEP



School

Abbott ISD
Academy ISD
Aquila ISD
Axtell ISD
Bartlett ISD
Blooming Grove ISD
Blum ISD
Bosqueville ISD
Bruceville-Eddy ISD
Bynum ISD
China Spring ISD
Clifton ISD
Connally ISD
Covington ISD
Crawford ISD
Fairfield ISD
Frost ISD
Goldthwaite ISD



Groesbeck ISD
Hallsburg ISD
Hamilton ISD
Hico ISD
Hill College
Hillsboro ISD
Hubbard ISD
Iredell ISD
Itasca ISD
Kerens ISD
Killeen ISD
Kopperl ISD
Lampasas ISD
Lometa ISD
Lorena ISD
Marlin ISD
Mart ISD
Meridian ISD
Mexia ISD
Mildred ISD
Moody ISD
Mullin ISD
Navarro College

Rice ISD
Riesel ISD
Rio Brazos Education Cooperative
Rogers ISD
Rosebud-Lott ISD
Salado ISD
Star ISD
Teague ISD
Temple College
Troy ISD
Valley Mills ISD
Waco ISD
Walnut Springs ISD
West ISD
Westphalia ISD
Whitney ISD
Wortham ISD



Other Entity

Bell County Cooperative
Central Texas Shared Services

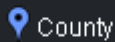


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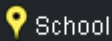
City

Brushy Creek Municipal Utility District
City of Burnet
City of Gonzales
City of Hutto
City of Leander
City of Llano
City of Lockhart
City of Luling
City of Marble Falls
City of Nixon
City of Schulenburg
City of Smithville
City of Thorndale



County

Caldwell County
Fayette County
Williamson County



School

Austin Community College
Austin ISD
Bastrop ISD
Blanco ISD
Burnet CISD
Comfort ISD
Del Valle ISD
Dripping Springs ISD
Eanes ISD
Elgin ISD
Fayetteville ISD
Florence ISD
Fredericksburg ISD
Giddings ISD
Gonzales ISD
Granger ISD
Hallettsville ISD
Harper ISD

Hays CISD
Hutto ISD
La Grange ISD
Lago Vista ISD
Lake Travis ISD
Leander ISD
Lexington ISD
Liberty Hill ISD
Llano ISD
Lockhart ISD
Luling ISD
Manor ISD
Marble Falls ISD
Marion ISD
New Braunfels ISD
Pflugerville ISD
Prairie Lea ISD

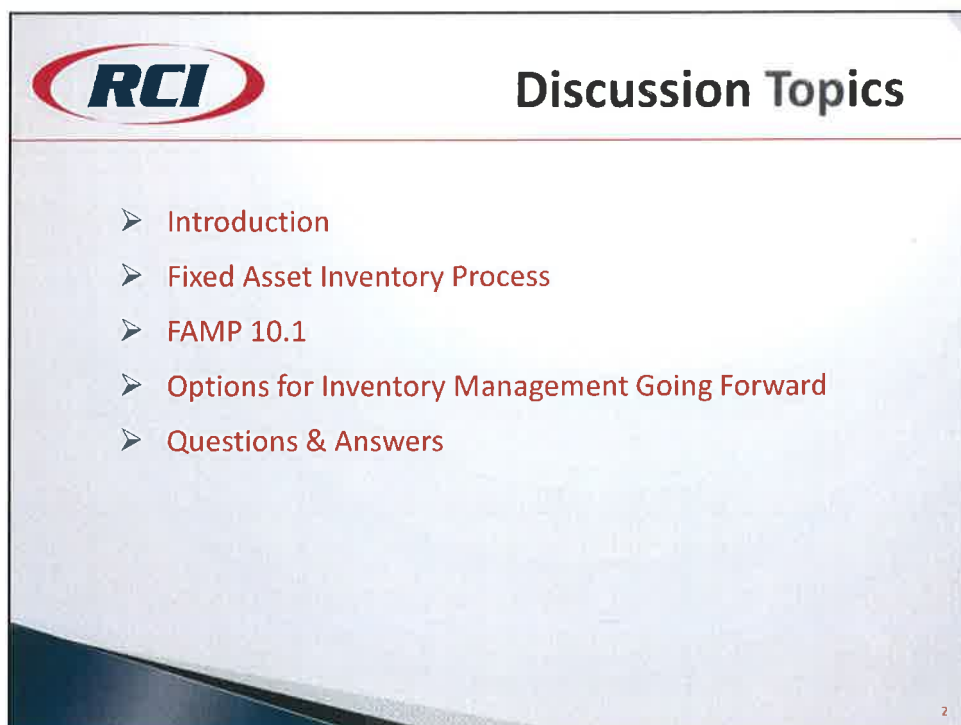
Smithville ISD
St. Gabriel's Catholic School
Taylor ISD
Texas State University
Thorndale ISD
Thrall ISD
Waelder ISD
Wimberley ISD



Other Entity

Barnard Donegan Insurance
Bulverde/ Spring Branch Library
Insurance Network of Texas
Texas Board of Nursing
Upper Brushy Creek Water Control
and Improvement District







Introduction

*RECORDS CONSULTANTS, INC. (RCI) was founded with a goal to provide unparalleled **turnkey**, service to our customers. Complete, accurate and professional field work, prompt delivery of clear, detailed reports in a variety of formats, along with the tools necessary to manage assets on an ongoing basis, set RCI apart from the competition.*

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Introduction

Our Experience is one of our strong suits

We have almost twenty-five years experience providing services for Counties, School Districts, Colleges and Universities, Cities, and other public and private sector clients.

- Fixed Asset Inventory Services for over 1,200 clients in 33 states
- Annually, we complete 250-300 Fixed Asset Inventories

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Introduction

Our People make a huge difference

- Our staff is very experienced. We use only RCI employees.
- Many are former or retired military personnel; a good fit because of their organizational skills, discipline and willingness to travel.
- Criminal background checks and random drug tests are conducted on an ongoing basis for all RCI employees.
- Our managers have significant field experience which enables them to train, develop and advise our field operations personnel from first-hand experience.

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Fixed Asset Inventory Process

Basic Process

- Communicate and coordinate the inventory exercise with all effected entities
- Visit 100% of all facilities potentially containing targeted assets in an efficient manner with the least amount of impact on the operation
- Capture location data for all locations within those facilities
- Tag and capture all available physical data on 100% of the targeted assets at each location within each facility

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Fixed Asset Inventory Process

Key Aspects of a Successful Inventory Project

- Establishing scope of assets to be inventoried up front
- Provision of facility maps and existing asset data prior to inventory
- Developing and managing an effective/efficient schedule
- Upfront communication with all effected departments
- Efficient access to all facilities housing targeted assets
- Constant communication throughout the inventory exercise
- Timely provision of any and all acquisition data for assets

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Fixed Asset Inventory Process

Proposed Timeline

- | | |
|---|-----------|
| ➤ Pre-Planning Activities | 5 weeks |
| ➤ In-Briefing, and On-Site Project (7 person team) | 2 weeks |
| ➤ Data Entry, Inventory Classification, Valuation Calculations, and Database Creation | 3-4 weeks |
| ➤ Quality Review and Reports Preparation | 2-3 weeks |
| ➤ Delivery of FAMP Software, Inventory Database and Reports | 2 days |
| ➤ Optional On-site FAMP 10.1 Training | 2 days |

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FAMP 10.1

At the end of the project, RCI will provide an effective and user friendly asset management system to manage and track fixed (and capital) assets

- A complete "turnkey" inventory management system
- On-going system support
- Historical cost research
- Annual re-inventory services (optional)

Our system is specifically designed to assist State and Local Governments with compliance with EDGAR and the capital/fixed asset reporting and depreciation requirements of GASB Statement 34/35

- Requires the depreciation of capital assets
- Includes determining their historical cost

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FAMP 10.1

Our technology is focused and simple

- FAMP 10.1 Mobile and Motorola MC9590 Scanners
- FAMP 10.1 Desktop was designed specifically with Local Government Entities (LGE's) in mind.
- Rich Asset Information
 - Physical Data
 - Location Data
 - Funding Data
 - Client Defined Data
- Efficient Physical Inventory Functionality
- Flexible and Powerful Reporting Environment


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FAMP 10.1

FAMP 10.1 Demonstration

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Options Going Forward

RCI Performs Annual Inventory Update

- You do nothing
- You purchase asset tags from RCI and tag new assets, but do not maintain inventory
- You purchase asset tags from RCI, tag new assets and maintain inventory using RCI Desktop FAMP software

Williamson County Maintains Own Inventory

- You tag new assets and maintain inventory using RCI Desktop FAMP 10.1 software
- You purchase scanner(s) and asset tags from RCI, utilize the RCI Mobile FAMP Software to capture new assets and perform periodic inventory exercises

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