



Director's Order

17 / 2013

Inventory of the Tangible and Intangible Property in Use as of December 31, 2013

Pursuant to the provisions of Sections 29 and 30 of Act 563/91 Coll. as amended and Internal Directive No. 2/2007, I announce the inventory of the tangible and intangible property in use and of precious metals in use.

The aim of the inventory, which will commence on January 9, 2014 and will be completed on January 23, 2014, is to verify the physical state of the property in use as of December 31, 2013 for the value registered in the accounting.

The appointment of inventory subcommittees (ISs), comprising the group leaders, deputies and the users, is binding. If a group leader authorizes another employee to act on his/her behalf, this change must be announced in writing through the Economic Unit to the director of the Institute before the inventory commences.

Members of the ISs will be responsible for an informal approach to the inventory, i.e. they will verify not only the physical existence of the property but also **whether the property exhibits the basic requisites of work safety and fire protection**. The factual accuracy of the information on the actual state of all the property registered in the user reports shall be confirmed by the members of the ISs by their signatures.

All the differences found, i.e. shortfalls, surpluses and damages, must be resolved and entered in the accounting records for the period that the inventory covers.

Training in this matter shall be provided by Irena Eisenreichová (5th Floor, Building D, ext. 278) when handing the inventory materials. These include inventory lists of property listed by user, a list containing the name of the supervisor, his/her deputy and group members, a notebook for marking the inaccuracies, shortfalls, excesses and damages discovered, replacement tags for renewing the inventory numbers, forms for transfers between users and the "Protocol on the Inventory Implemented". The forms for the proposals for the liquidation of tangible fixed assets (DHM) and low-value tangible fixed assets (DDHM) are available on the intranet in the section Forms/Property.

I request that the originals of the user reports not be spoiled with notes. They are intended to be archived and to prove the inventory in accordance with the law.

Please direct any questions to the main inventory committee, appointed for the purposes of the inventory for 2013:

Chair: Petr Šimek

Members: Božena Petschová, Irena Eisenreichová

Prague, December 31, 2013

RNDr. PhDr. Zdeněk Hostomský, CSc.
Director

Attachments:

- list of employees marked as ISs
- /organizational structure/
- notebook for marking inaccuracies
- inventory lists