



## Director's Decree V2023-12

29 December 2023

### Inventory of tangible and intangible assets in use as of December 31, 2023

In accordance with the provisions of §29 and §30 of Act 563/91 Coll. as amended and the internal directive No. 2/2007, I announce the inventory of tangible and intangible property in use and precious metals in use. The aim of inventory, which will start on 2 January 2024, is to verify physical state of the property in use as of 31 December 2023 for the value registered in accounting books.

The appointment of inventory subcommittees (DIK) comprising of team leader, a deputy and a team member is binding. In case the team leader appoints another employee to act on his/her behalf, he/she will provide the information prior the start of the inventory process in written form through the Economic division to the institute director.

Members of inventory subcommittee (DIK) are responsible for informal approach to the inventory process, i.e. they will not only verify the physical existence of the assets and inventory numbers, but also whether property displays basic requisites of occupational safety and fire protection. The accuracy of the data of the actual status of all assets registered in user reports will be confirmed by DIK members by signatures.

All ascertained differences, i.e. shortfalls, surpluses and damages, must be resolved and accounted for in the period to which the inventory relates.

Mrs. Irena Eisenreichová and Mrs. Simona Šrůtková (building D, 1<sup>st</sup> floor, room No. 101, phone line 204) will provide the training together with handing the inventory documents. These include inventory lists of assets held by users, list containing the names of the team leader, his deputy and team members, a notebook for marking ascertained facts, shortfalls, surpluses, damages discovered and proposals for transfers of assets between users and decommissioning in cases where there is no electronic access to the assets on intranet and the "Inventory protocol". Disposal proposals for decommission and transfers between the users may be submitted electronically, in special circumstance manually. DHM and DDHM decommission proposals are available on IOCB Intraweb in section Documents/Forms, part Assets Registering and Write-Off.

I request that the originals of the user sets are not spoiled with any notes. These are intended to be archived and to become a proof of inventory in accordance with the law.

If you have any questions, please contact the main inventory committee appointed for inventory purposes for 2023:

- Chairman: Petr Šimek,
- Members: Božena Petschová, Simona Šrůtková.



Prof. RNDr. Jan Konvalinka, PhD.  
Institute Director