

FAQ's

Annual Report of Fixed Assets

- **Is there a starting and ending balance for Fixed Assets?** Yes, you need the ending balance from your Fixed Assets Report for Fiscal Year 2023 and the beginning balance from your Fixed Assets Report for Fiscal Year 2024.
- **What items should be reported annually for Fixed Assets?** Land, land improvements, buildings, building improvements, infrastructure, construction in progress, and capital equipment. This does not include materials, supplies, and non-capital equipment.
- **Am I required to submit an Itemized Inventory Listing with the Fixed Assets report?** Yes, an Itemized Inventory Listing is required.
- **What details must the Itemized Inventory Listing include?** Item Description, Acquisition Cost, Acquisition Date, Serial Number (if applicable), Total Dollar Value

Annual Report of Materials & Supplies

- **Is there a starting and ending balance for Materials & Supplies?** No, that is only for the Fixed Assets Report.
- **Am I required to submit an Itemized Inventory Listing with the Materials & Supplies report?** Yes, an Itemized Inventory Listing is required.
- **What items are included in the inventory count for Materials & Supplies?** Food, Office supplies, repair parts, items purchased for resale, and storeroom supplies (any item that is consumed, expended or changed in form by use).
- **What details must the Itemized Inventory Listing include?** Item Description, Dollar Value of Item, and Total Dollar Value of all items.
- **My agency has no central supply room, do I still need to complete a Materials & Supplies report?** Yes, you should count all materials and supplies that **have not** been disbursed to employees, even if they are not located in a central storeroom

- **My agency has no materials or supplies on hand that have not been disbursed to employees. Do I still need to complete a report of Materials & Supplies?** The answer is yes. Even if you have no supplies, complete the report and enter **\$.00**.

Annual Report of Missing or Stolen

- **Am I required to submit an Itemized Inventory Listing with the Missing or Stolen report?** No, an Itemized Inventory Listing is not required for this report.
- **Where do I find the DGS Control Number to add to my report for my missing & Stolen property?** The DGS Control Number will be provided on form DGS-950-8. The DGS control Number will be issued once your report of missing or stolen property has been approved by DGS.
- **My agency has not reported any Missing or Stolen items to DGS for the current fiscal year. Do I still need to complete an Annual Report of Missing or Stolen Personal State Property?** The answer is yes. If you do not have a DGS Control number for missing or stolen items for the current fiscal year, you must still complete the form and add the value of **.00** to the totals.

General Questions

- **What is the due date for all three (3) Annual Reports?** The final due date that all 3 reports must be submitted is **September 15th**.
- **When will the POCs and Backup receive the Survey?** The POCs and their Backup will receive the Survey July 8, 2024. If you have not received the survey send an email to dgs.annualreports@maryland.gov to request that a survey be sent.
- **Will the PowerPoint presentation from the Webinar be provided?** The PowerPoint presentation will be sent to all POCs and their Backup on July 8, 2024. In addition, it will also be available to view on the ISSSD website at [Inventory Standards And Support Services](#)

- **Do I need to coordinate and submit all three (3) reports on behalf of my agency?** Yes, each designated POC should be coordinating within their agency to have access to all 3 Annual Reports so that they can be submitted at the same time.
- **Can you start on the report/survey, save and go back to finish?** No, you cannot start and go back. Be sure to have access to all 3 annual reports prior to starting the survey.
- **I am responsible for two (2) facilities. Will I get a survey for each of the facilities?** No, you will get one survey and you can use the same link to submit for multiple facilities or units.
- **Will the survey allow for multiple files to be uploaded?** Yes, the survey does allow for multiple document submissions under one category.
- **Will my data file be too large to upload?** It should be okay but if you run into a problem send an email to dgs.annualreports@maryland.gov
- **Who should be submitting the Annual Inventory Reports?** The designated POC or Backup for that agency should be submitting all 3 annual reports for their agency.
- **I registered for the webinar, does it make me the POC or Backup for my agency's annual reports?** No, each agency head should have received notification and replied with their agency's POC & Backup. If POC or Backup changes are required, you will need to submit the change request to dgs.annualreports@maryland.gov
- **I was told that my agency reports our information to another department. For the purposes of this survey, who should report our information to DGS?** If your agency reports its inventory to another agency, then the agency that has received the information will submit the required annual report on behalf of your agency.
- **We have a new property officer. How do I make DGS aware so that they can be registered to receive Annual Inventory Report information?** Send an email to dgs.annualreports@maryland.gov