

## ANNUAL REPORT OF FIXED ASSETS

The following amounts should be recorded for the various fixed assets of this agency for the fiscal year ending June 30, 2018.

Agency Code: \_\_\_\_\_ Agency Name: \_\_\_\_\_

\_\_\_\_\_  
Name (please print) Authorized Signature Submission Date

\_\_\_\_\_  
Address Telephone Number Email Address

ANNUAL SUMMARY INFORMATION		Land and Improvements	Buildings and Improvements	Equipment	Construction in Progress	Art & Historical Treasures	Infrastructures	TOTALS
Balances, July 1, 2017								
<b>NOTE: Use (-) Minus Sign/Negative Number When Subtracting - ex: -5.00</b>								
Additions (a)	+							
Transfers from Construction in Progress (a)	+							
Transfers from other State Agencies (a), (b)	+							
Transfers to other State Agencies (a), (b)	-							
Disposals (a)	-							
Balances, June 30, 2018								

(a) The amounts shown in the columns of this section must represent actual cost as recorded on the agency's records.

(b) List the amounts for each agency reflected in these amounts and attach to this form.

Equipment has been inventoried in accordance with instructions in the Inventory Control Manual issued by the Department of General Services? Yes  No

Date of last physical inventory for sensitive items: \_\_\_\_\_

Date of last physical inventory for non-sensitive items: \_\_\_\_\_

**Forward ELECTRONICALLY with BACK-UP DOCUMENTATION FOR EACH APPLICABLE CATEGORY to DGS.ANNUALREPORTS@MARYLAND.GOV on or before September 15, 2018.**