

CHAPTER I

INTRODUCTION

1.1 Reason for Choosing the Title

Government needs tool and infrastructure, one of them is in the shape of goods serve the society. Goods is divided into to parts, moving and unmoving goods. There are many kinds of moving goods such as car, motorcycle, bus, and ambulance. Besides moving goods, the government also has many kinds of unmoving goods such as land, building, bridge, road, computer, cupboard, table, chair, etc. The rules of goods are as device / tool to bring about government activities, to accelerate realization of duties performed by the work units of government.

Considering the important of goods to support government's activities, it should be managed well. The ways to manage goods are by saving, distributing, making inventory, maintaining and eradicating them. Among five ways of managing goods, inventory is the most important. One Inventory is important because it is an activity to do data collecting, registering, and reporting result of goods collection.

Inventory in every government office is different. Secretariat Department of Ungaran City as one of government office also conducts such activity. There are many divisions in the Secretariat Department of Ungaran City. One of the division which conducts goods management is Division of Regional Property Management (*Administrasi Pengelolaan Barang Daerah / APBD*). The procedure of making goods inventory conducted at the divisions is done well. Based on the ideas, the writer

chooses the title "Procedure of Making Goods Inventory at Secretariat Department of Ungaran City".

1.2 Statement of the Problem

Based on the reason for choosing the title above, the problem of this paper is what the procedure of making goods inventory at Secretariat Department of Ungaran City.

1.3 Limitation of the Study

The writer prepares the limitations upon the discussion on procedure making goods inventory in Division of Region Property Management at Secretariat Department of Ungaran City when the writer had job training there. The limitation is also based on the insufficient time during doing an apprenticeship at Secretariat Department of Ungaran City.

1.4 Objectives of the Study

Based on the statement above, the objective of the study is to describe procedure of making goods Inventory at Secretariat Department of Ungaran City.

Date	Activity
	a. Having introduction with all staff of
	at Secretariat Department of Ungaran
	City.
4 February-9 February 2007	a. Typing official report of activities done

1.5 Significance of the Study

The result of this study expectedly to give significant contributions:

a. To the writer

To gain knowledge and more information about procedure of making goods inventory at Secretariat Department of Ungaran City.

b. To the university

To provide references to the students who will write organized job-training report about procedure of making goods Inventory.

1.6 Implementation of the Study

The study was held for one month (started on 1 February to 28 February 2007). The writer held the study at Secretariat Department of Ungaran City, which is located at Jl. Diponegoro 14 Ungaran City. During the job training the writer had several activities, while the activities are :

Date	Activity
1 February – 3 February	a. Having introduction with all staff of Division of Regional Property Management. b. Having introduction with all Division at Secretariat Department of Ungaran City.
4 February-9 February 2007	a. Typing official report of activities done

<p>The writer uses three methods:</p> <p>a. Interview</p> <p>According to Hadi (2002: 193)</p>	<p>by Regional Work Unit.</p> <p>b. Registering the sub district inventory to a fixed-asset list of Semarang Region.</p> <p>c. Typing the enclosure for the official report.</p>
<p>10 February -17 February 2007</p> <p>b. Observation</p> <p>According to Indriantoro (1999)</p>	<p>a. Making the invitation to the other official</p> <p>b. Typing warrant letter to extension of governor's motorcycle.</p> <p>c. Collecting the data of asset and mutation form of all division.</p>
<p>18 February – 28 February 2007</p> <p>c. Library research</p> <p>According to Zed (2004: 86)</p>	<p>a. Writing physical check of official motorcycle to all workers at Secretariat Department.</p> <p>b. Typing goods inventory of secretariat Department of Ungaran City.</p> <p>c. Registering incoming and out going letters into the agenda.</p> <p>d. Asking the reference to the staff of subdivision to write the report.</p>

1.7 Methods of Data Collection

The writer uses three methods of collecting the data.

a. Interview

According to Hadi (2002: 193) "*Wawancara adalah pengumpulan data dengan jalan tanya jawab sepihak yang dikerjakan dengan sistematis dan berdasarkan pada tujuan penyelidikan*". The writer conducts interview with the assistant of Division of Regional Property Management about procedure of making goods inventory.

b. Observation

According to Indriantoro (1999: 157) "*Observasi adalah metode pengumpulan data dan pencatatan kejadian secara sistematis tanpa adanya komunikasi dengan individu yang diteliti*". In this method, the writer observed procedure of making goods inventory in Division of Regional Property Management at Secretariat Department of Ungaran City.

c. Library research

According to Zed (2004 : 86) "*Studi pustaka adalah peneliti yang dilakukan di perpustakaan yang obyek penelitian digali lewat beragam informasi kepustakaan (buku ensiklopedia, Koran dan dokumen)*". The writer looks for the books as reference to complete the data. The books are related to the title of paper.

1.8 Paper Organization

This chapter consists of four chapters. The following is the explanation of each chapter.

Chapter I: Introduction. This chapter consists of reason for choosing the title, statement of the problem, limitation of the study, objective of the study, significance of the study, implementation of the study, method of data collection, paper organization.

Chapter II: Literature review. This chapter consists of definition of inventory, definition of procedure, procedure of making inventory, purpose of inventory.

Chapter III: Procedure of Making Goods Inventory of Secretariat Department of Ungaran City. This chapter consists of history at Secretariat Department, organizational structure at Secretariat Department Ungaran Region, job description at Secretariat Department of Ungaran City, and procedure of making inventory at Secretariat Department of Ungaran City.

Chapter IV: Conclusion and Suggestion. This chapter consists of conclusion and suggestion.