

# Executive Summary

## Quarterly Tangible Property Disposition Report

### For the Quarter Ended June 30, 2004

Four times a year a Disposition Report for tangible personal property is presented to the School Board requesting approval to reinstate or remove personal property from active status. This is pursuant to Administrative Directive D-6.06(4) that requires a quarterly property disposition report denoting stolen, missing, discarded and reinstated property. The attached Disposition Report is submitted for Board approval.

The report includes the Asset Description along with its Disposition Code, Acquisition Cost, and Depreciated Value.

- The Disposition Code is assigned by Property Redistribution Warehouse or Capital Assets staff to categorize the disposition method.
- The Acquisition Cost is the actual or estimated purchase price of the item.
- The Depreciated Value is determined using a straight-line depreciation method with a zero-percent salvage value. Assets with a disposition of “Beyond Repair” (D2), “Destroyed” (D3), or “Obsolete” (D5) generally have no commercial value and, therefore, are assigned a value of zero. The estimated useful life varies by asset type using a schedule established during GASB 34 implementation.

Reinstated Property is composed of assets previously reported as stolen or not located during an inventory process, which are subsequently relocated. It may also include assets that have been rebuilt or restored and placed back in service. Most often, they are assets listed as missing by school personnel and subsequently relocated when field technicians perform a more comprehensive inventory. It is important to note that many of the schools selected for a Capital Assets staff inventory are those that have indicated an abnormal amount of assets as missing. In addition, during the first quarter of FY05 the Capital Assets staff will be conducting inventories at middle and high schools that have had Principal changes.

Per School Board Policy 6.10 (Property Accountability and Responsibility), tangible personal property records are governed by Chapter 274.02 of the Florida Statutes. A change in the statute was approved this year, and effective July 1, 2004 the control threshold for tangible personal property was increased from \$750 to \$1,000 for items with a normal expected life of one year or more. Computers, regardless of acquisition cost, will continue to be tracked in the inventory system.

Last quarter it was reported that Capital Assets had initiated training on the computerized asset inventory system (FASGov) for school personnel tasked with the responsibility of tracking tangible personal property. This effort will be renewed starting in September 2004. The focus of the initial training sessions will be those schools or departments who were not able to attend training last fiscal year and those who have been newly assigned to inventory tracking duties. Upon completion of the training, the attendees will have the ability to access to their school's inventory and update the building, room number and accountable person fields.