

Executive Summary

Quarterly Tangible Property Disposition Report

For the Quarter Ended September 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 conducted 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. As previously reported, 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. Assets previously added to the tangible property list with a value of less than \$1,000 will be retained as an asset and computers, regardless of acquisition cost, will continue to be tracked in the inventory system.

Capital Assets has successfully completed the training of at least one person from each school on how to access the school's property records. This access allows each school to view the records and produce reports of the assets assigned to the school. Each school also has the ability and the responsibility to update the building, room and accountable person fields as such changes occur. Keeping the asset records current provides better tracking and accountability of the Palm Beach County School District's assets.