

# Executive Summary

## Quarterly Tangible Property Disposition Report

### For the Quarter Ended March 31, 2005

Per School Board Policy 6.10 (Property Accountability and Responsibility), tangible personal property records are governed by Chapter 274.02 of the Florida Statutes. This includes items costing \$1,000 or more with an expected life of one year or more, assets previously added to the tangible property list and all computers.

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.

In FY 2003, the District began using a web-based auction site to dispose of obsolete computers, furniture and equipment. As of March 31, 2005, the District's FY 2005 proceeds from the E-Surplus auctions totaled \$83,292.39. Since the inception of the program in FY 2003, the proceeds from website auctions are \$247,299.15.

The FY 2005 inventories conducted by the schools were completed during the third quarter. The reports have been received and processed by the capital assets staff. The resulting dispositions for most of the schools are reported in the attached documents.

With the completion of the school inventories, the 80 administrative departments have commenced with their annual inventories. All departments received detailed instructions for conducting the FY05 inventory, with a requested completion date of April 15, 2005.