

Executive Summary

Quarterly Tangible Property Disposition Report

For the Quarter Ended June 30, 2006

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 June 30, 2006, the District's FY 2006 proceeds from the E-Surplus auctions totaled \$70,454.62. Since the inception of the program in FY 2003, the proceeds from website auctions are \$400,656.56.

During this quarter, the capital assets staff completed the required PeopleSoft training sessions. To facilitate the startup of the new software, the ERP team, ERP consultants and the capital assets staff joined together to plan and implement a conversion of the asset data into the new PeopleSoft software database. This effort was successful. As of July, 2006, the tracking of all capital assets from the ordering stage through the invoicing and payment are being recorded in the new system. This new software is bringing changes to the workflow that will result in better tracking and information retrieval for all staff of PBCSD.