

INTERNAL AUDIT REPORT

Property and Inventory Audits of Selected Locations 2020- 2021



To be presented to the:

**Audit Committee on
November 19, 2020**

and

**The School Board of Broward County, Florida
on December 15, 2020**

By

The Office of the Chief Auditor



The School Board of Broward County, Florida

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Laurie Rich Levinson, Vice Chair

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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The School Board of Broward County, Florida

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Superintendent of Schools

November 19, 2020

Members of the School Board of Broward County, Florida
Members of the Audit Committee of the School Board of Broward County, Florida
Robert W. Runcie, Superintendent of Schools

Ladies and Gentlemen:

We have performed a Review of the Property and Inventory of selected locations, pursuant to The Rules of the Florida Administrative Code, Section 69I-73, and School Board Policy 1002.1.

Audits of Property and Inventory require that we account for all the Property and Inventory charged to the locations. In order to complete this task, we have reviewed all property and inventory records disclosed from District accounts and made a determination as to the status of each item. This disposition may include:

items which are at the location and are accounted for,
items which were not available for review prior to the issuance of this report,
items which may have been stolen and are supported by the proper District forms,
items that have been transferred from one location to another and are supported by the proper District forms,
items which have been declared surplus or obsolete and are supported by the proper District forms and,
items which have been purchased and are verified to be in compliance with appropriate purchasing guidelines.

We conducted our audits in accordance with generally accepted Government Accounting Standards issued by the Comptroller of the United States.

This report contains seven (7) property and inventory audits. Our property audits indicated that three (3) locations in the report complied with prescribed policies and procedures. There were four (4) locations that contained some audit exceptions consisting of unaccounted for property and the failure to follow some prescribed rules.

We wish to express our appreciation to the administration and staff of the various schools and departments for their cooperation and courtesies extended during our audits.

Sincerely,

Joris M. Jabouin, CPA
Chief Auditor

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AUTHORIZATION

The Rules of the Florida Administrative Code, Section 69I-73, require that each custodian shall ensure that a complete physical inventory of all property is taken at least once each fiscal year. Each custodian shall ensure that a complete physical inventory of all property under the control of the custodian or custodian's delegate is taken whenever there is a change of custodian or custodian's delegate. In accordance with School Board Policy 1002.1 and the Audit Plan for The Office of the Chief Auditor, the inventories of the locations in the District that have been audited are presented in Section I of this report. School Board Policy 3204 – Property Accountability and Responsibility states, "The Board designates that Principals shall be the custodians of property at schools. Directors shall be the custodians of property for the County Support Services Departments." Rule 1 states **"All physical inventories shall be conducted by the Office of the Chief Auditor's Property Audits Division."**

SCOPE, OBJECTIVES AND METHODOLOGY

An audit includes examining evidence supporting the amounts and disclosures represented on property records. We have reviewed all property and inventory records disclosed from District accounts and made a determination as to the status of each of the items. This disposition may include:

- items which are at the location and are accounted for,
- items which were not available for review prior to the issuance of this report,
- items which may have been stolen and are supported by the proper documentation and District forms,
- items that have been transferred from one location to another and are supported by the proper District forms,
- items which have been declared surplus or obsolete and are supported by the proper District forms.
- items which have been purchased and are verified to be in compliance with appropriate purchasing guidelines.

Compliance

We tested compliance with policies and procedures prescribed by School Board Policies and Business Practice Bulletin O-100: Procedure for Property & Inventory Control. The results of our tests of compliance indicated some locations did not comply with some policies and procedures established in the sources identified above.

Property Control Structure

In planning and performing our examinations, we obtain an understanding of the:

- internal property control procedure established by the administration.
- Assessed level of controlled risk to determine the nature, timing, and extent of substantive tests for compliance with applicable laws, administrative rules and district policies; including the safeguarding of assets.

A material weakness is a reportable condition in which the design or operation of one or more internal property control structure elements does not reduce the risk of material errors or irregularities from occurring. As a result, it would be extremely difficult for employees to recognize errors in the normal course of performing their assigned functions.

Our evaluation of the internal control structure does not necessarily disclose all matters that might be reportable conditions. Thus, all material weaknesses may not be identified.

Property Audit Exceptions

In order to establish reporting parameters and afford the locations some latitude in monitoring their assets, we set thresholds of approximately one (1) percent of the total property inventory historical cost. The Office of the Chief Auditor (OCA) has used the following table, provided by the Director of Accounting & Financial Reporting Department-Capital Assets (AFRD-CA), to determine the total accumulated depreciation of assets which have not been accounted for.

• Computers, Printers	5 Years
• Band Instruments	7 Years
• Office Equipment	5 – 20 Years
• Audio/Visual Equipment	6 – 8 Years
• Vocational Equipment	7 – 20 Years
• Other	From 5 to 20 Years

The Office of the Chief Auditor reports no property exceptions for locations with an aggregate historical value, of items unaccounted for, falling below the designated 1% threshold unless significant process control weaknesses have been identified. As of July 1, 2004, Florida State Statute 274.02, changed the value of capital assets to be recorded and monitored from \$750 to \$1,000. On June 22, 2017, the Office of the Chief Financial Officer released a revision to Business Practice Bulletin O-100 Procedures for Property & Inventory Control. The revision included tracking tangible personal property valued at \$1,000 or more and trackable SMART tangible personal property that has an acquisition value less than \$1,000, is considered high risk and prone to theft and has at least one-year useful life and is not consumable in nature. In addition, any tangible personal property identified during the audit that has not yet been added to the District's Master File database is categorized as a New/Found item. If the New/Found item has an acquisition cost of \$1,000 or more, the location must process all necessary paperwork and forward it to AFRD-CA to have the item(s) added to the District's Master File database. If the equipment is certified by the OCA to have an acquisition cost less than \$1,000, the location(s) does not have to submit the supporting paperwork to AFRD-CA; however, the item(s) will be included in all future audits until it is deemed obsolete and surplus and/or transferred to a different location. The District administration requires follow-up verification of all items not accounted for during the physical audit. Subsequently, location administrators must provide a memo identifying the items found by providing the room/FISH number and/or demonstrate the appropriate District approved form(s).

Unaccounted / Found Items

While conducting the audit, there are instances in which items are determined to be unaccounted for. Unaccounted for means property held by a custodian, subject to the accountability provisions of Section 274.03, F.S., which cannot be physically located by the custodian or custodian delegate, which property has not been otherwise lawfully disposed of. When the Office of the Chief Auditor determines that the item(s) is not accounted for, the asset is moved to an Unaccounted for Tangible Personal Property List. This item will remain designated on the Unaccounted for until the item is located and reactivated by Accounting & Financial Reporting Department-Capital Assets (AFRD-CA). If the item is not reactivated after two years, the item(s) is removed from the location's active list of property records.

In addition to having items which are not accounted for, the Office of the Chief Auditor issues a final audit report to the property custodian, identifying the final discrepancy list as well as outlining any material weaknesses associated with the location's inventory control. A copy of the final discrepancy report will be forwarded to AFRD-CA in order to amend the property records as deemed appropriate. For any new/found tangible personal property listed on the final audit discrepancy report with a historical cost/estimated value of \$1,000 or more, the location must forward a **03290** Equipment Acquisition form signed by the property custodian with invoices or supported estimated values authorizing AFRD-CA to add these property items to the Master File of Capital Assets database.

Summary of Property and Inventory Review for Fiscal Year 2020-2021

The following report discloses the audit results for 7 locations. These audits were finalized between March 6, 2020 through November 13, 2020. A summary of this report notes that:

- For the 7 locations, items were listed in the property records at a historical cost of \$4,634,654.
- For the 7 locations included in this report, 28 items were considered unaccounted for and had a historical cost of \$60,640.

SECTION I: Summary
Property and Inventory Audits Performed

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
The Office of the Chief Auditor
Property Audits

The following table presents a summary of the property and inventory audits that were finalized during the period March 6, 2020 through November 13, 2020. For any location that received an exception, we have included a detailed listing of the items that were unaccounted for and the administration's response.

Area	Name	Total Items	Historical Cost	Items Unaccounted For (INAF)	Historical Cost (INAF)		No Exception/Exception	Page No.
					Not Physically Accounted for	Out of Compliance		
School	Deerfield Beach Middle	1,072	\$1,060,987	3	\$3,166	\$2,515	No Exception	
School	Eagle Ridge Elementary	1,007	\$901,521	7	0	\$22,752	Exception	Pgs. 9-11
School	Everglades Elementary	1,137	\$769,095	2	\$1,188	0	No Exception	
School	Floranada Elementary	950	\$743,466	5	\$3,030	\$9,780	Exception	Pgs. 12-15
School	Heron Heights Elementary	1,480	\$954,425	3	\$2,904	0	No Exception	
Department	Building Department	240	\$148,896	7	\$8,421	\$5,789	Exception	Pgs. 16-19
Department	Office of Communications	34	\$56,264	1	\$1,095	0	Exception	Pgs. 20-21
Grand Total		5,920	\$4,634,654	28	\$19,804	\$40,836	3 No Exceptions 4 Exceptions	

Audits Performed by:

Ashley Acevedo
Merlin Butler
Karlyn Campbell
Ashley Collins
Bryan Erhard
Arsenio Mobley
Richard Senatus
Jonathan Tolentino

Audits Managed by:

Ali Arcese

SECTION II:
Property and Inventory Audit - Summary Detail

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Office of the Chief Auditor
Property Division
2020-2021
Eagle Ridge Elementary School (3441)
Tangible Personal Property Unaccounted For

Finding 1: Surplus

Area out of compliance

BPB O-100: Procedure for Property and Inventory Control

The location should complete a 3290A Surplus/Transfer Declaration Form to identify the tangible personal property to be salvaged. The 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial number, model number, and equipment description for each property item being surplus. The 3290A Surplus/Transfer Declaration Form must then be signed and dated by the property custodian and adequate explanation/documentation.

BPI NUMBER	ITEM DESCRIPTION	HISTORICAL COST	ALLOWABLE DEPRECIATION ^[1]	VALUE	MANAGEMENT RESPONSE
1 13-01363	APPLE IMAC INTEL W/21.5" LED WDSCN	\$ 1,307.85	\$ 1,307.85	\$ -	Surplused
2 05-50252	APPLE,DESKTOP,EMAC G4 W/17" FLAT CRT/CD-RW/	\$ 1,100.00	\$ 1,100.00	\$ -	Surplused
3 R04-85667	CISCO 4400 WIRELESS CONTROLLER	\$ 9,948.00	\$ 9,948.00	\$ -	Surplused
4 04-15271	CISCO CE-510 CACHING SERVER (3441)	\$ 6,540.42	\$ 6,540.42	\$ -	Surplused
5 04-09699	PROJECTOR, CLASSROOM ON A CART, EPSON	\$ 1,154.23	\$ 1,154.23	\$ -	Surplused
6 03-08640	COMPUTER, MAC IMAC G4	\$ 1,443.18	\$ 1,443.18	\$ -	Surplused
7 03-05384	PRINTER, LEXMARK T520N	\$ 1,258.00	\$ 1,258.00	\$ -	Surplused

Total Historical Cost of Property unaccounted for as of July 8, 2019 \$ 22,751.68

^[1]Total Accumulated Depreciation as of July 8, 2019 \$ 22,751.68

Net Value of Property considered unaccounted for as of July 8, 2019 \$ -

[1] Based upon class life used by the Accounting and Financial Reporting Department

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Office of the Chief Auditor
Property Division
2020-2021
Floranada Elementary School (0851)
Tangible Personal Property Unaccounted For

Finding 1: Missing Tangible Personal Property

Area out of compliance

BPB O-100: Procedures for Property and Inventory Control

General: Property custodian must take appropriate precautions to safeguard and track all tangible personal property.

BPI NUMBER	ITEM DESCRIPTION	HISTORICAL COST	ALLOWABLE DEPRECIATION ^[1]	VALUE	MANAGEMENT RESPONSE
1 S18-00389	DJEMBE LARGE	\$ 146.86	\$ 29.37	\$ 117.49	Not Located
2 05-47280	HHP IMAGE TEAM 3875 SCANNER KIT	\$ 1,365.00	\$ 1,365.00	\$ -	Not Located
3 04-02380	SYSTEM SOUND CONVERTER KIT, MIE	\$ 1,517.95	\$ 1,517.95	\$ -	Not Located
Subtotal Finding 1		\$ 3,029.81	\$ 2,912.32	\$ 117.49	

Finding 2 Surpluse of Tangible Personal Property

Area out of compliance

BPB O-100: Procedure for Property and Inventory Control

The location should complete a 3290A Surplus/Transfer Declaration Form to identify the tangible personal property to be salvaged. The 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial number, model number, and equipment description for each property item being surplusled. The 3290A Surplus/Transfer Declaration Form must then be signed and dated by the property custodian and adequate explanation/documentation.

BPI NUMBER	ITEM DESCRIPTION	HISTORICAL COST	ALLOWABLE DEPRECIATION ^[1]	VALUE	MANAGEMENT RESPONSE
4 14-05087	HP 24-PORT MODULE	\$ 3,239.10	\$ 3,239.10	\$ -	Suplussed
5 04-18158	CISCO CE-510 CACHING SERVER	\$ 6,540.42	\$ 6,540.42	\$ -	Suplussed
Subtotal Finding 2		\$ 9,779.52	\$ 9,779.52	\$ -	

Total Historical Cost of Property unaccounted for as of September 12, 2019 \$ 12,809.33

^[1]Total Accumulated Depreciation as of September 12, 2019 \$ 12,691.84

Net Value of Property considered unaccounted for as of September 12, 2019 \$ 117.49

[1] Based upon class life used by the Accounting and Financial Reporting Department

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Office of the Chief Auditor
Property Division
2020-2021
Building Department (9605)
Tangible Personal Property Unaccounted For

Finding 1: Missing Tangible Personal Property

Area out of compliance

BPB O-100: Procedures for Property and Inventory Control

General: Property custodian must take appropriate precautions to safeguard and track all tangible personal property.

BPI NUMBER	ITEM DESCRIPTION	HISTORICAL COST	ALLOWABLE DEPRECIATION ^[1]	VALUE	MANAGEMENT RESPONSE
1 09-80948	COMPUTER, DELL D630 w/DVD	\$ 1,491.00	\$ 1,491.00	\$ -	Not Located
2 94-31464	RADIO, RECIVER TWWY	\$ 2,310.00	\$ 2,310.00	\$ -	Surplused
3 94-31465	RADIO, RECIVER TWWY	\$ 2,310.00	\$ 2,310.00	\$ -	Surplused
4 94-31466	RADIO, RECIVER TWWY	\$ 2,310.00	\$ 2,310.00	\$ -	Surplused
Subtotal Finding 1		\$ 8,421.00	\$ 8,421.00	\$ -	

Finding 2: Surplus - Useful Life

Area out of compliance

Locations are required to provide supporting documentation when they dispose of an asset that has not been fully depreciated and contained useful life.

BPI NUMBER	ITEM DESCRIPTION	HISTORICAL COST	ALLOWABLE DEPRECIATION ^[1]	VALUE	MANAGEMENT RESPONSE
5 R15-80333	PRINTER, LEXMARK MX611DE	\$ 1,499.00	\$ 1,199.20	\$ 299.80	Surplused
Subtotal Finding 2		\$ 1,499.00	\$ 1,199.20	\$ 299.80	

Finding 3: Surplus

Area out of compliance

BPB O-100: Procedure for Property and Inventory Control

The location should complete a 3290A Surplus/Transfer Declaration Form to identify the tangible personal property to be salvaged. The 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial number, model number, and equipment description for each property item being surplused. The 3290A Surplus/Transfer Declaration Form must then be signed and dated by the property custodian and adequate explanation/documentation.

BPI NUMBER	ITEM DESCRIPTION	HISTORICAL COST	ALLOWABLE DEPRECIATION ^[1]	VALUE	MANAGEMENT RESPONSE
6 A06-10064	RADIO, MOTOROLA XTS2500 PORTABLE	\$ 1,963.50	\$ 1,963.50	\$ -	Surplused
7 A97-71499	RADIO, MOTOROLA MTS2000	\$ 2,326.30	\$ 2,326.30	\$ -	Surplused
Subtotal Finding 3		\$ 4,289.80	\$ 23,530.20	\$ 599.60	

Total Historical Cost of Property unaccounted for as of November 7, 2019 \$ 14,209.80

^[1]Total Accumulated Depreciation as of November 7, 2019 \$ 13,910.00

Net Value of Property considered unaccounted for as of November 7, 2019 \$ 299.80

[1] Based upon class life used by the Accounting and Financial Reporting Department

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Office of the Chief Auditor
Property Division
2020-2021
Office of Communications (9903)
Tangible Personal Property Unaccounted For

Finding 1: Missing Tangible Personal Property

Area out of compliance

BPB O-100: Procedures for Property and Inventory Control

General: Property custodian must take appropriate precautions to safeguard and track all tangible personal property.

BPI NUMBER	ITEM DESCRIPTION	HISTORICAL COST	ALLOWABLE DEPRECIATION ^[1]	VALUE	MANAGEMENT RESPONSE
1 17-04568	TABLET, Thinkpad X1	\$ 1,095.00	\$ 657.00	\$ 438.00	Not returned

Total Historical Cost of Property unaccounted for as of January 31, 2020 \$ 1,095.00

^[1]Total Accumulated Depreciation as of January 31, 2020 \$ 657.00

Net Value of Property considered unaccounted for as of January 31, 2020 \$ 438.00

[1] Based upon class life used by the Accounting and Financial Reporting Department

SECTION III:
Locations with Exceptions

School Name: Eagle Ridge Elementary (3441)

Principal: Thomas Redshaw

Address: 11500 Westview Drive
Coral Springs, FL 33067

Total Number of Items on Inventory	Historical Value of All Items on Inventory	Items Unaccounted for (IUAF)	Historical Cost (IUAF)		Total Net Value IUAF	Percentage of Dollars Cost IUAF
			Not Physically Accounted for	Out of Compliance		
1007	\$901,521	7	\$0	\$22,752	\$0	2.5%

As a result of the property and inventory audit conducted at Eagle Ridge Elementary, it was determined that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures.

Finding 1

During the property and inventory audit, it was noted that three computers, a projector, two servers and a printer were disposed of in October 2016; however, procedures for completing the documentation were not followed. The assets were not deactivated in the Master File Database of Capital Assets due to the lack of information on the form, and the error was not identified during the school's semi-annual inventory.

Recommendations

The Office of the Chief Auditor (OCA) recommends that the principal verify that semiannual inventories are being conducted accurately using current information. By performing the reconciliation of assets routinely, the school can identify and correct, on a timely basis, any errors and discrepancies found. The school should verify, once the surplus forms have been processed by Accounting and Financial Reporting – Capital Assets (AFRD-CA), that the appropriate property records have been deactivated. This can be confirmed by running the PNI811 report in SAP. If the records remain active, the school should immediately notify AFRD-CA to correct the discrepancy promptly.

Additional Recommendations

The OCA recommends the Principal register designated Property and Inventory team member(s) for the Inventory Process & Tips training offered by the Information & Technology Department. In addition, the Principal should review Business Practice Bulletin O-100 Procedure for Property and Inventory Control with the school's Property and Inventory team and ensure compliance with all policies and procedures.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF SCHOOL PERFORMANCE & ACCOUNTABILITY

Valerie S. Wanza, Ph.D.
Chief Officer

Phone: 754-321-3838

Facsimile: 754-321-3886

March 5, 2020

TO: Joris Jabouin, Chief Auditor
Office of the Chief Auditor

FROM: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Officer

SUBJECT: PROPERTY AND INVENTORY AUDIT RESPONSE – FISCAL YEAR 2019-2020 EAGLE RIDGE ELEMENTARY SCHOOL

This correspondence acknowledges receipt and review of the findings from the **FY 2019-2020 Property and Inventory Audit for Eagle Ridge Elementary School** addressing the finding that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures. The following corrective measures will be put into place:

- The Principal will monitor the Micro-Tech and School Inventory Team to ensure that the PNI811 Asset Report is pulled and reviewed routinely so that reconciliation of assets is taken care of on a timely basis. Once surplus forms have been processed by Accounting and Financial Reporting-Capital Assets, it will be verified, by running the PNI811 in SAP, that appropriate property records have been deactivated. Most recent request to Capital Assets to deactivate 7 items took place on 2/26/2020.
Implementation date: Most recent pull, 12/2019- will continue bi-monthly.
- School Inventory Team members will be registered for the Inventory Process & Tips training offered by the Information & Technology Department.
Implementation date: Currently not offered in LAB-will register at the beginning of the 2020-2021 school year.
- The Principal will review Business Practice Bulletin O-100, Procedure for Property and Inventory Control with the School Inventory Team, ensuring compliance with all policies and procedures.
Implementation date: During pre-planning for the 2020-2021 school year and ongoing at monthly P&I meetings.

The Office of School Performance & Accountability recognizes the seriousness of this matter. Additionally, the Principal understands that appropriate disciplinary measures will be applied and documented for repeat audit exceptions. We will work to ensure that this school develops, implements and monitors sound business practices that should prevent further occurrences of this nature. If I may be of additional assistance, please contact me at 754-321-3838.

VSW/KJK:tlw

cc: Kenneth J. King, Director, Office of School Performance & Accountability
Thomas Redshaw, Principal, Eagle Ridge Elementary School





THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Eagle Ridge Elementary
Thomas Redshaw, Principal
11500 Westview Drive
Coral Springs, Florida 33076
754-322-6300
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Nora Rupert

Robert W. Runcie
Superintendent of Schools

DATE: February 27, 2020
TO: Valerie S. Wanza, Ph.D.
Chief School Performance and Accountability Officer
FROM: Thomas Redshaw, Principal
Eagle Ridge Elementary School

SUBJECT: PROPERTY AND INVENTORY AUDIT RESPONSE – FY 2019-2020

This correspondence acknowledges receipt and review of the findings from the FY 2019-2020 Property and Inventory Audit for Eagle Ridge Elementary School addressing the finding that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures. The following corrective measures will be put into place:

- The Principal will monitor the Micro-Tech and School Inventory Team to ensure that the PNI 811 Asset Report is pulled and reviewed routinely so that reconciliation of assets is taken care of on a timely basis. Once surplus forms have been processed by Accounting and Financial Reporting – Capital Assets, it will be verified, by running the PN811 in SAP, that appropriate property records have been deactivated. Most recent request to Capital Assets to deactivate 7 items took place on 2/26/2020.
Implementation date: Most recent pull, 12/2019 – will continue bi-monthly
- School Inventory Team members will be registered for the Inventory Process & Tips training offered by the Information & Technology Department.
Implementation date: Currently not offered in LAB – will register at the beginning of the 2020-2021 school year
- The Principal will review Business Practice Bulletin O-100 Procedure for Property and Inventory Control with the School Inventory Team, ensuring compliance with all policies and procedures.
Implementation date: During pre-planning for the 2020-2021 school year and ongoing at monthly P&I meetings.

Name: Floranada Elementary (0851)

Principal: John Vetter

Address: 5251 NE 14th Way
Fort Lauderdale, FL 33334

Total Number of Items on Inventory	Historical Value of All Items on Inventory	Items Unaccounted for (IUAF)	Historical Cost (IUAF)		Total Net Value IUAF	Percentage of Dollars Cost IUAF
			Not Physically Accounted for	Out of Compliance		
950	\$743,466	5	\$3,030	\$9,780	\$117	1.7%

As a result of the property and inventory audit conducted at Floranada Elementary, it was determined that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures.

Finding 1

During the property and inventory audit at Floranada Elementary, several pieces of equipment were not physically accounted for. The historical cost of the missing items is \$3,030.

Recommendations

All locations must take appropriate measures to ensure the safekeeping of all tangible personal property. The Office of the Chief Auditor (OCA) suggests a reconciliation of all assets be completed as often as needed to account for site-designated assets by staff physically. The principal should conduct a reconciliation of assets semi-annually to comply with policies and procedures. By performing the reconciliation routinely, the school can identify and correct, on a timely basis, any errors and discrepancies found. The principal can improve accountability and safeguard District's assets by strengthening the school's internal controls. Some examples of actions that can help strengthen internal controls are creating a Property and Inventory Team and providing staff with procedures implemented by the principal. Every effort should be made in continuing to locate the missing items.

Finding 2

The procedures for property and inventory controls require that all locations conduct semi-annual inventories during the school year to ensure the District's property records are accurately maintained and updated. The appropriate staff should physically verify each property item listed on the inventory report. Any corrections identified during the semi-annual inventory should be promptly reported to Accounting & Financial Reporting - Capital Assets (AFRD-CA) via email. During the property and inventory audit, a server disposed of in June 2016 and a network switch disposed of in November 2018 were still listed on the school's inventory list. The surplus documents prepared by the school when the items were surplus were missing required information. The errors were not identified during the school's semi-annual inventory.

At a minimum, the school is notified by the AFRD-CA department when surplus forms are received. The school should have verified that the property records were deactivated.

Recommendations

The OCA recommends that the procedures for surplussing tangible personal property be reviewed with staff members involved to ensure that everyone is aware of the requirements set forth by the policies and procedures.

(Floranada Elementary continued)

The OCA also recommends that the school's tracking database be updated as often as needed to ensure that all records within the school's database reflect the same information as the Master File Database of Capital Assets.

Additional Recommendations

The OCA recommends the principal register designated Property and Inventory team member(s) for the Inventory Process & Tips training offered by the Information & Technology Department. The principal should also review the Business Practice Bulletin O-100 Procedure for Property and Inventory Control with the school's Property and Inventory team and ensure compliance.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF SCHOOL PERFORMANCE & ACCOUNTABILITY

Valerie S. Wanza, Ph.D.
Chief Officer

Phone: 754-321-3838

Facsimile: 754-321-3886

February 27, 2020

TO: Joris Jabouin, Chief Auditor
Office of the Chief Auditor

FROM: Valerie S. Wanza, Ph.D.
Chief School Performance and Accountability Officer

SUBJECT: **PROPERTY AND INVENTORY AUDIT RESPONSE – FISCAL YEAR
2019-2020 FLORANADA ELEMENTARY SCHOOL**

This correspondence acknowledges receipt and review of the findings from the FY 2019-2020 property and inventory audit for Floranada Elementary School. In addition to the corrective measures that the principal will be implementing, the Office of School Performance & Accountability will provide the following support and oversight in assisting the school in this area:

- The principal will conduct school-wide quarterly property and inventory reviews that will include the PNI 811 Asset Reports and high-risk property items that are not included in the Master File databases during the months of October, December, March and May. The cadre director will meet with the principal after each quarterly property and inventory review. The meetings will take place on or before the following dates: **November 1st, January 10th, March 18th, May 29th**
- The cadre director will include a review of the asset management protocols, paying particular attention to surplus protocols, in his regularly scheduled site visits with the principal.
- The cadre director will review the school's progress in this area during his regularly scheduled school visits.
- The cadre director will work with the principal to establish, execute, and monitor property and inventory controls that are consistent with District policies and business practice bulletins in this area. Particular attention will be given to the semi-annual inspection protocols and findings.
- The principal will review the Property and Inventory report monthly to ensure items are removed. All discrepancies will be reported to Capital Assets on a monthly basis until the discrepancy is corrected.

The Office of School Performance & Accountability recognizes the seriousness of this matter. We will work to ensure that this school develops, implements, and monitors sound business practices that should prevent further occurrences of this nature. If I may be of additional assistance, please contact me at 754-321-3838.

VSW/MSS:ldd

cc: Mark S. Strauss, School Performance & Accountability Director
John R. Vetter, Principal, Floranada Elementary
Ali Arcese, Manager, Property & Inventory Audits, Office of the Chief Auditor



Floranada Elementary School

John Vetter, Principal ■ Lisa Balint, Assistant Principal



February 24, 2020

To: Dr. Valerie Wanza – Chief OSPA Officer

From: John R. Vetter, Principal

Re: Audit Response

This response is in reference to the audit conducted over one year ago ending on January 22, 2019. Three items were reported as missing from inventory. Two items were accounted for but errors on paperwork were noted by the auditor.

Each of the three missing items were thought to be in the school. It seems that two were missing from the music department and one from the media center. When conducting the semi-annual audit, the pieces were counted but serial numbers not verified. Two of the items were mistakenly counted because the serials were not verified. The Djembe drum was thought to be part of a larger collection of drums. It was never accounted for properly when accepted over the summer with the SMART music order and hence was counted as present when in fact it was missing.

Two pieces of equipment were removed from the data rack in a technology closet. These items were accounted for on surplus forms. It seems that the forms were not complete as stated by the Chief auditor and therefore not removed from the inventory list. This has since been corrected. When the error was noted by the auditor department they did not notify the school and we failed to notice that the items were not removed from the school inventory.

Paperwork discrepancies like these have been a contention of the principal group in the past. Months after being sent in for removal from inventory, the audit department will remove from inventory. Our teams are expected to reconcile the surplus but don't see the items removed for several months after sending the paperwork in. An example is this response that is being requested over one year after the audit was conducted. We even request updates to no avail. This error has also since been corrected and reconciled at the school level to date.

Our team has taken the training offered by the auditor: "Inventory Process and Tips". We will continue to update our skills in this area as well.

I have reviewed the BPB O-100 with the inventory team at the school and will do so again on March 9 at 8:30 am with our team.

Department Name: Building Department (9605)

Chief Building Official: Robert Hamberger

Address: 2301 NW 26th Street
Oakland Park, FL 33311

Total Number of Items on Inventory	Historical Value of All Items on Inventory	Items Unaccounted for (IUAF)	Historical Cost (IUAF)		Total Net Value IUAF	Percentage of Dollars Cost IUAF
			Not Physically Accounted for	Out of Compliance		
240	\$148,896	7	\$8,421	\$5,789	\$300	9.5%

As a result of the property and inventory audit conducted at the Building Department, it was determined that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures.

Finding 1

The procedures for property and inventory controls minimally requires that all locations conduct semi-annual inventories during the school year. It includes ensuring that all District's property records are accurately maintained and updated. During the property and inventory audit, the Chief Building Official stated three radio receivers were disposed of, and a computer could not be located. According to the Chief Building Official, the department's surplus documents were not completed when the radio receivers were disposed of. These items are deemed missing. The Chief Building Official also states that semi-annual inventories were not being conducted.

Recommendations

All locations must take appropriate measures to ensure the safekeeping of all tangible personal property. The Office of the Chief Auditor (OCA) recommends that the Chief Building Official ensure that semi-annual inventories are being conducted. By performing the reconciliation of assets routinely, the department can identify and correct, on a timely basis, any errors and discrepancies found. The Chief Building Official can improve accountability and safeguard the District's assets by strengthening the department's internal controls. Some examples of actions that can help strengthen internal controls are creating a Property and Inventory Team and providing staff with procedures implemented by the Chief Building Official. Every effort should be made in continuing to locate the missing items.

Finding 2

A Lexmark printer was disposed of; however, it still contained useful life at the time of disposition. As a practice, Accounting and Financial Reporting – Capital Assets (AFRD-CA) requires that locations provide the reason for the disposal of a fixed asset that has not been fully depreciated and contained useful life. The asset was disposed of on October 23, 2017, and the asset record remained active on the District Master File of Capital Assets. The netbook value of the printer at the time of disposition was approximately \$799.

Recommendations

Locations should provide the required proof of damage along with a rationale to AFRD-CA any time the location disposes of an asset that has not been fully depreciated and has not met the useful life expectancy.

Building Department (continued)

Finding 3

In addition to the two radios that could not be located, two other radios containing an estimated historical cost of \$4,290 were disposed of in October 2017; however, the department did not follow the procedures for completing the surplus documents. The assets records are currently active on the Master File Database of Capital Assets and had not been deactivated due to the form's lack of information. Because the department was not conducting semi-annual inventories, these errors were not identified.

Recommendations

The department should also verify that once AFRD-CA has processed the surplus forms, the appropriate property records have been deactivated.

The OCA recommends that staff appointed to conduct the semi-annual inventories requests the appropriate access to the SAP Enterprise Asset Management (EAM) system to ensure that he/she has access to the most current inventory information.

Additional Recommendations

The OCA recommends the Chief Building Official register designated Property and Inventory team member(s) for the Inventory Process & Tips training offered by the Information & Technology Department. The Chief Building Official should also review the Business Practice Bulletin O-100 Procedure for Property and Inventory Control with the Property and Inventory team and ensure compliance with all policies and procedures.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2301 NW 26th Street • Building 9 • Fort Lauderdale, Florida 33311 • Office: 754-321-4800 • Fax: 754-321-3389

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April 23, 2020

TO: Mr. Joris Jabouin, Chief Auditor
Office of the Chief Auditor

FROM: Mr. Robert Hamberger, Chief Building Official *RFH*
Building Department – 9605

VIA: Mr. Jeffrey S. Moquin, Chief of Staff

SUBJECT: Response to Audit Report on Property and Inventory
Fiscal Year 2019-2020

Finding 1:

It was established that property and inventory controls were not conducted properly and that surplus documents were not completed when radios and a computer were disposed of. Additionally, semi-annual inventories were not conducted. The Director should make every effort to locate the missing equipment.

Proposed solution:

As per the recommendation of the Office of the Chief Auditor (OCA), as the Chief Building Official (CBO), I will ensure that semi-annual inventories are being conducted. I will also appoint a team and establish procedures to provide accountability to the protection of the District's assets. I will add a section to the department Policy and Procedure manual detailing aspects the necessary steps required to conduct the 6 month audit. The department has expended every effort to locate the equipment without success.

Finding 2:

A Lexmark printer was disposed of before it was fully depreciated. A semi-annual audit had not been implemented and no reason was provided for the early disposition of the printer. The netbook value was established when disposed of on October 23, 2017 as \$799.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

The School Board of
Broward County, Florida

Proposed solution:

Knowing the solution is part of knowing the problem. Prior to this I had not experienced a piece of equipment that could not be fixed prior to it being fully depreciated. In fact, we were using a number of Lexmark printers that were 13 years old, which indicates achieving true value for the property entrusted to us. However, in the case of the MX611de printer, it was continuously breaking down, which created delays to issuing permits with every ensuing breakdown. Finally, with the warranty expired, I decided to surplus it and was given another printer by IT based upon a cartridge exchange program. I will admit my ignorance to the policy of providing bills for parts and/or labor to correct the printer or even notating that there existed a problem as to the basis of surplusing the printer. In the future our office will track all expenses spent on any piece of equipment that could be categorized as a lemon by citing such when surplusing it. I will ensure that the appointed inventory team will be aware of this process, so that should I retire, the inventory team will know how to handle a situation such as this.

Finding 3:

States that 2 more radios were disposed of without the documents being filled out and no semi-annual audit was conducted.

Proposed solution:

In addition to the recommendation and the Building Department's solution for Finding 1, when surplused items are disposed of, the department should verify once the forms have been processed by Accounting and Financial Reporting--Capital Assets (AFRD-CA) that the property records have been deactivated. Further the staff that will be appointed to the inventory team, will have appropriate access to the SAP Enterprise Asset Management (EAM) to ensure that they have access to current inventory information.

The property and inventory team members will be registered for the Inventory Process and Tips training offered by IT and the CBO will review the Business Practice Bulletin O-100 (Procedure for Property and Inventory Control) with the team members to ensure compliance with policies and procedures.

Estimated Implementation of Plan:

I have two employees that will be the members of the Property and Inventory Team. One is the Accounting Specialist and the other is the Department Confidential Secretary, who acts also as the Office Manager. These employees will be trained if they have not been already in the EAM system and I will register the team for the Inventory Process and Tips and share the contents of Practice Bulletin O-100. Some of the above training aspects can currently be implemented, but I believe that the final training would be best implemented at the Building Department once the distance working period is behind us.

Department Name: Office of Communications (9903)

Former Chief Public Information Officer: Tracy Clark

Current Chief Communications Officer: Katherine Koch

Address: 600 SE 3rd Avenue
Fort Lauderdale, FL 33301

Total Number of Items on Inventory	Historical Value of All Items on Inventory	Items Unaccounted for (IUAF)	Historical Cost (IUAF)		Total Net Value IUAF	Percentage of Dollars Cost IUAF
			Not Physically Accounted for	Out of Compliance		
34	\$56,264	1	\$1,095	\$0	\$438	2.0%

As a result of the property and inventory audit conducted for the Office of the Chief Public Information Officer, it was determined that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures.

Finding 1

During the property and inventory audit, a Lenovo ThinkPad XI Tablet could not be located. The Chief Communications Officer stated that the tablet was missing, and the department was unable to find it after a thorough inspection of its storage location.

Recommendations

All locations must take appropriate measures to ensure the safekeeping of all tangible personal property. The Office of the Chief Auditor (OCA) recommends that the Chief Communications Officer ensure that semi-annual inventories are being conducted. By performing the reconciliation of assets routinely, the department can identify and correct, on a timely basis, any errors and discrepancies found. The Chief Communications Officer can improve accountability and safeguard District's assets by strengthening its internal controls. Some examples of actions that can help strengthen internal controls are creating a Property and Inventory Team and providing staff with procedures implemented. Every effort should be made in continuing to locate the missing item.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE CHIEF COMMUNICATIONS OFFICER
KATHERINE KOCH

August 26, 2020

TO: Joris Jabouin
Chief Auditor

FROM: Katherine Koch 
Chief Communications Officer

SUBJECT: Corrective Action Plan to Identify Missing Inventory

SITUATION

The Office of Communications has been unable to locate a Thinkpad X1 tablet that had been ordered by the former Public Information Officer.

CORRECTIVE ACTION

The Office of Communications has strengthened its internal controls. On August 26, 2020, a two-person Property and Inventory team was created and will conduct semi-annual inventory audits in order to identify and correct, on a timely basis, any errors or discrepancies found.

KK:kpc

SECTION IV:
Supplemental Information

The 2020 Florida Statutes

[Title XVIII](#)
PUBLIC LANDS AND
PROPERTY

[Chapter 274](#)
TANGIBLE PERSONAL PROPERTY OWNED BY
LOCAL GOVERNMENTS

[View Entire
Chapter](#)

CHAPTER 274

TANGIBLE PERSONAL PROPERTY OWNED BY LOCAL GOVERNMENTS

- 274.01 Definitions.
- 274.02 Record and inventory of certain property.
- 274.03 Property supervision and control.
- 274.04 Property acquisition.
- 274.05 Surplus property.
- 274.06 Alternative procedure.
- 274.07 Authorizing and recording the disposal of property.
- 274.08 Penalty.
- 274.09 Construction.
- 274.10 Initiation of act.
- 274.11 County health department property.
- 274.12 Special districts subject to chapter.

274.01 Definitions.—The following words as used in this act have the meanings set forth in the below subsections, unless a different meaning is required by the context:

- (1) “Governmental unit” means the governing board, commission or authority of a county or taxing district of the state or the sheriff of the county.
- (2) “Custodian” means the person to whom the custody of county or district property has been delegated by the governmental unit.
- (3) “Property” means all tangible personal property, owned by a governmental unit, of a nonconsumable nature.
- (4) “Fiscal year” means the governmental unit’s fiscal year established pursuant to law; otherwise, it means the calendar year.

History.—s. 1, ch. 59-163; s. 1, ch. 61-102.

274.02 Record and inventory of certain property.—

- (1) The word “property” as used in this section means fixtures and other tangible personal property of a nonconsumable nature.
- (2) The Chief Financial Officer shall establish by rule the requirements for the recording of property and for the periodic review of property for inventory purposes.

History.—s. 2, ch. 59-163; s. 8, ch. 69-82; s. 1, ch. 73-87; s. 5, ch. 82-104; s. 1, ch. 88-53; s. 5, ch. 96-209; s. 2, ch. 2004-296; s. 41, ch. 2006-122.

274.03 Property supervision and control.—A governmental unit shall be primarily responsible for the supervision and control of its property but may delegate to a custodian its use and immediate control and may require custody receipts. A governmental unit may assign to or withdraw from a custodian the custody of any of its property at any time; provided, that if the custodian is an officer elected by the people or appointed by the Governor, the property may not be withdrawn from the officer's custody without his or her consent. Each custodian shall be responsible to the governmental unit for the safekeeping and proper use of the property entrusted to his or her care. If the custodian is not a bonded officer, the governmental unit may require from the custodian a bond conditioned upon such safekeeping and proper use. In each county the sheriff shall be the custodian of the property of the office of sheriff.

History.—s. 3, ch. 59-163; s. 2, ch. 61-102; s. 186, ch. 95-148.

274.04 Property acquisition.—Whenever acquiring property, the governmental unit may pay the purchase price in full or may exchange property with the seller as a trade-in and apply the exchange allowance to the cost of the property acquired. If, whenever acquiring property, the governmental unit may best serve the interests of the county or district by outright sale of the property to be replaced, rather than by exchange as a trade-in, it may make the sale in a manner otherwise prescribed in this act for the disposal of property. The receipts from the sale may be treated as a current refund if the property to be acquired shall be contracted for within the same fiscal year of the governmental unit in which the property sold is disposed of.

History.—s. 4, ch. 59-163.

274.05 Surplus property.—A governmental unit shall have discretion to classify as surplus any of its property, which property is not otherwise lawfully disposed of, that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function. Within the reasonable exercise of its discretion and having consideration for the best interests of the county or district, the value and condition of property classified as surplus, and the probability of such property's being desired by the prospective bidder or donee to whom offered, the governmental unit may offer surplus property to other governmental units in the county or district for sale or donation or may offer the property to private nonprofit agencies as defined in s. 273.01(3) by sale or donation. If the surplus property is offered for sale and no acceptable bid is received within a reasonable time, the governmental unit shall offer such property to such other governmental units or private nonprofit agencies as determined by the governmental units on the basis of the foregoing criteria. Such offer shall disclose the value and condition of the property. The best bid shall be accepted by the governmental unit offering such surplus property. The cost of

transferring the property shall be paid by the governmental unit or the private nonprofit agency purchasing or receiving the donation of the surplus property.

History.—s. 5, ch. 59-163; s. 21, ch. 94-226; s. 6, ch. 96-209; s. 1, ch. 96-236.

274.06 Alternative procedure.—Having consideration for the best interests of the county or district, a governmental unit's property that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function, which property is not otherwise lawfully disposed of, may be disposed of for value to any person, or may be disposed of for value without bids to the state, to any governmental unit, or to any political subdivision as defined in s. 1.01, or if the property is without commercial value it may be donated, destroyed, or abandoned. The determination of property to be disposed of by a governmental unit pursuant to this section instead of pursuant to other provisions of law shall be at the election of such governmental unit in the reasonable exercise of its discretion. Property, the value of which the governmental unit estimates to be under \$5,000, may be disposed of in the most efficient and cost-effective means as determined by the governmental unit. Any sale of property the value of which the governmental unit estimates to be \$5,000 or more shall be sold only to the highest responsible bidder, or by public auction, after publication of notice not less than 1 week nor more than 2 weeks prior to sale in a newspaper having a general circulation in the county or district in which is located the official office of the governmental unit, and in additional newspapers if in the judgment of the governmental unit the best interests of the county or district will better be served by the additional notices; provided that nothing herein contained shall be construed to require the sheriff of a county to advertise the sale of miscellaneous contraband of an estimated value of less than \$5,000.

History.—s. 6, ch. 59-163; s. 22, ch. 94-226; s. 7, ch. 96-209.

274.07 Authorizing and recording the disposal of property.—Authority for the disposal of property shall be recorded in the minutes of the governmental unit. The disposal of property within the purview of s. 274.02 shall be recorded in the records required by that section.

History.—s. 7, ch. 59-163.

274.08 Penalty.—Any person who violates any provision of this act or any rule prescribed pursuant to its authority shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

History.—s. 8, ch. 59-163; s. 158, ch. 71-136.

274.09 Construction.—The provisions of this act shall be liberally interpreted to be cumulative and supplementary to any general, special or local law, heretofore or hereafter enacted.

History.—s. 10, ch. 59-163.

274.10 Initiation of act.—This act shall govern the administration of the property of each governmental unit from the beginning of such governmental unit’s fiscal year next succeeding May 28, 1959.

History.—s. 11, ch. 59-163.

274.11 County health department property.—Title to property purchased by county health departments established pursuant to the provisions of chapter 154, whether purchased with federal, state or county funds, or any combination thereof, shall be vested in the board of county commissioners of the county where said county health department is located and shall be accounted for in accordance with the provisions of this chapter.

History.—s. 1, ch. 61-46.

274.12 Special districts subject to chapter.—Every special district governed by the provisions of this act shall comply with the provisions of this chapter.

History.—s. 12, ch. 79-183; s. 3, ch. 2004-296.

CHAPTER 69I-73
TANGIBLE PERSONAL PROPERTY OWNED BY LOCAL GOVERNMENTS

69I-73.001	Definitions
69I-73.002	Threshold for Recording Property
69I-73.003	Recording of Property
69I-73.004	Marking of Property Records
69I-73.005	Disposition of Property
69I-73.006	Inventory of Property

69I-73.001 Definitions.

The following terms, as used in Rule Chapter 69I-73, F.A.C., are defined as set forth below:

(1) “Attractive Items” means tangible personal property used in operations that has a cost less than an established capitalization threshold and that requires special attention to ensure legal compliance, protect public safety, and avoid potential liability, or to compensate for a heightened risk of theft.

(2) “Control Accounts” means summary accounts designed to control accountability for individual property records. Unlike individual property records that establish accountability for particular items of property, control accounts accumulate the total cost or value of the custodian’s property and, through entries to the control accounts documenting acquisitions, transfers and dispositions, provide evidence of the change in that total cost or value over periods of time as well as the total cost or value at any time.

(3) “Cost” means the amount paid to acquire or procure property (i.e., invoice price plus freight and installation charges less discounts). In determining cost, the value of property exchanged by the custodian in satisfaction of a portion of the purchase price of new property shall not be deducted from the full purchase price regardless of any property “traded in” on the new property.

(4) “Custodian” has the meaning set forth in section 274.01(2), F.S.

(5) “Custodian’s Delegate” means a person acting under the supervision of the custodian to whom the custody of property has been delegated by the custodian and, from whom the custodian receives custody receipts.

(6) “Financial System” means the fund accounting process used by the local government for recording cash and other financial resources, expenditures and other financial uses, together with all related liabilities and residual equities or balances.

(7) “Governmental Unit” has the meaning set forth in section 274.01(1), F.S.

(8) “Identification Number” means a unique number assigned and affixed to each item of property to identify it as property held by the custodian and to differentiate one item of property from another.

(9) “Property” has the meaning set forth in section 274.02(1), F.S. Data processing software, as defined in section 119.011(6), F.S., is not considered to be property within the meaning of this rule chapter.

(10) “Unaccounted for Property” means property held by a custodian, subject to the accountability provisions of section 274.03, F.S., that cannot be physically located by the custodian or custodian’s delegate, and has not been otherwise lawfully disposed of.

(11) “Value” means the worth or acquisition value at the date of acquisition for donated property.

Rulemaking Authority 274.02 FS. Law Implemented 274.02 FS. History—New 3-25-08, Amended 10-1-20.

69I-73.002 Threshold for Recording Property.

All property with a value or cost of \$5,000 or more and a projected useful life of 1 year or more shall be recorded in the local government’s financial system as property for inventory purposes. For the purpose of this rule chapter, “cost” is used if the property is purchased and represents the purchase price of the property item; “value” is used if the property is donated and represents the worth or acquisition value of the property item at the date of donation. Attractive items with a value or cost less than \$5,000 shall be recorded in the local government’s financial system as property for inventory purposes.

Rulemaking Authority 274.02 FS. Law Implemented 274.02 FS. History—New 3-25-08, Amended 10-1-20.

69I-73.003 Recording of Property.

(1) Maintenance of Property Records – Governmental units shall maintain records of property in their custody that shall contain at a minimum, the information required by this rule.

(2) Individual Records Required for Each Property Item – Each item of property shall be accounted for in a separate property record. Related individual items which constitute a single functional system may be designated as a property group. A property group may be accounted for in one record if the component items are separately identified within the record. Examples of property items that may be accounted for as a property group item include modular furniture, computer components, book sets, and similar association of items. All property group items, the total value or cost of which is equal to or greater than \$5,000 shall be inventoried under this rule.

(3) Content of Individual Property Records – Each property record shall include the following information unless the information listed below does not exist for the property in the record:

- (a) Identification number.
- (b) Description of item or items.
- (c) Physical location (the city, county, address or building name, and room number therein).
- (d) Name of custodian with assigned responsibility for the item.
- (e) In the case of a property group, the number and description of the component items comprising the group.
- (f) Name, make, or manufacturer.
- (g) Year and model(s).
- (h) Manufacturer's serial number(s).
- (i) If an automobile, the vehicle identification number (VIN) and title certificate number.
- (j) Date acquired.

(k) Cost or value at the date of acquisition for the item or the identified component parts thereof. When the historical cost of the purchased property is not practicably determinable, the estimated historical cost of the item shall be determined and recorded. Estimated historical costs shall be identified in the record and the basis of determination established in the governmental unit's public records. The basis of valuation for property items constructed by personnel of the governmental unit shall be the costs of material, direct labor, and overhead identifiable to the project. Donated items, including federal surplus tangible personal property, shall be valued at acquisition value at the date of acquisition. Regardless of acquisition method, the cost or value of a property item shall include ancillary charges. Ancillary charges are costs that are directly attributable to placing the asset into its intended location and condition for use, such as freight and transportation charges, installation costs and professional fees.

- (l) Method of acquisition and, for purchased items, the voucher and check or warrant number.
- (m) Date the item was last physically inventoried and the condition of the item at that date.
- (n) If disposed of, the information prescribed in rule 69I-73.005, F.A.C.

(4) Control Accounts – A governmental unit-wide control account showing the total cost or value of the custodian's property shall be maintained. A governmental unit may keep additional control accounts for property for different funds or sub-funds. Control accounts shall not be established by periodically summarizing the costs or values recorded on the individual property records. Entries to control accounts shall be derived from documents evidencing transactions affecting the acquisition, transfer or disposition of property items and shall be posted contemporaneously with entries to the individual property records.

(5) Depreciation shall be recorded to meet local governments' financial reporting requirements relating to depreciation accounting. However, depreciation shall not be recorded on the individual property records or in control accounts in such a manner as to reduce the recorded acquisition cost or value (i.e., depreciation shall be recorded as an item separate from the acquisition cost).

Rulemaking Authority 274.02 FS. Law Implemented 274.02 FS. History--New 3-25-08, Amended 10-1-20.

69I-73.004 Marking of Property Records.

(1) Marking of Property – Each property item shall be permanently marked with the identification number assigned to that item to establish its identity and ownership by the governmental unit holding title to the item. The marking shall visually display the property identification number of the item and may include an electronic scanning code ("barcode") to facilitate electronic inventory procedures.

(2) Exemptions for Marking Property – Any item of property whose value or utility would be significantly impaired by the attachment or inscription of the property identification number, is exempt from the requirement for physical marking. However, the custodian's property records shall contain sufficient descriptive data to permit positive identification of such items.

(3) Location of Marking – Items of a similar nature shall be marked in a similar manner to facilitate identification. In determining a marking location, careful consideration shall be given to the intended use of the items; the probability that the marking

could be obliterated by wear, vandalism or routine maintenance functions; and, the appropriateness of the marking method chosen. Additionally, the location of the marking and the marking method chosen shall not mar the appearance of the item. When utilizing an electronic scanning format system, electronic codes shall be placed on property in the same manner as other markings specified in this section.

Rulemaking Authority 274.02 FS. Law Implemented 274.02 FS. History--New 3-25-08.

69I-73.005 Disposition of Property.

(1) Methods of Disposition – Property within the meaning of these rules may be lawfully disposed of, as provided in sections 274.05, 274.06 and 274.07, F.S. Property of the governmental unit which is not accounted for during regular or special inventories shall be subject to the rules regarding unaccounted for property (See rule 69I-73.006, F.A.C.).

(2) Required Information – The following information shall be recorded on the individual property record for each item lawfully disposed of, pursuant to sections 274.05, 274.06 or 274.07, F.S.:

- (a) Date of disposition.
- (b) Authority for disposition (resolution of the governing body properly recorded in the minutes as required by section 274.07, F.S.).
- (c) Manner of disposition (sold, donated, transferred, cannibalized, scrapped, destroyed, traded).
- (d) Identity of the employee(s) witnessing the disposition, if cannibalized, scrapped or destroyed.
- (e) For items disposed of, a notation identifying any related transactions (such as receipt for sale of the item, insurance recovery, trade-in).
- (f) For property certified as surplus, reference to documentation evidencing that such property was disposed of in the manner prescribed by section 274.05 or 274.06, F.S.

(3) Transfer of Property Records – The individual property record for each item lawfully disposed of as described in this rule shall be, upon disposition of the item, transferred to a disposed property file. Destruction of such records shall be governed by the provisions of chapter 119, F.S.

(4) Control Account – The cost or value of items lawfully disposed of shall be removed from the control account at the time of disposition.

Rulemaking Authority 274.02 FS. Law Implemented 274.02 FS. History--New 3-25-08.

69I-73.006 Inventory of Property.

(1) Physical Inventory Required – Each governmental unit shall ensure a complete physical inventory of all property is taken annually and whenever there is a change of custodian or change of custodian's delegate.

(2) Inventory Forms – The form used to record the physical inventory pursuant to section 274.02(2), F.S., shall be at the discretion of the governmental unit. However, the form shall display at a minimum for each property item, the following information:

- (a) Date of inventory.
 - (b) Identification number.
 - (c) Existence of property item (or not).
 - (d) Physical location (the city, county, address or building name and room number therein).
 - (e) Present physical condition.
 - (f) Name and signature of the employee or other individual attesting to the existence of the item.
 - (g) In the case of a property group, the number and description of the component items comprising the group.
- (3) Electronic scanning format used for the identification number is acceptable only if the recorded data is downloadable to a computer and can then be used to generate reports that will include all information required on the hardcopy inventory form.
- (4) Unrecorded Property – Any property item found during the conduct of an inventory which meets the requirements for accounting and control as defined in rule 69I-71.003, F.A.C., and which item is not included on the inventory forms described above, shall have an inventory form created for the item when located. After appropriate investigation to establish the ownership of the item, it shall be added to the governmental unit's property records or, if ownership cannot be reasonably established, the item may be disposed of in the manner provided by law as applicable to surplus property, pursuant to section 274.05 and 274.06, F.S.

(5) Custodian Delegate Shall Not Inventory Certain Items – The custodian delegate shall not personally inventory items for which they are responsible.

(6) Reconciliation of Inventory to Property Records – Upon completion of a physical inventory:

(a) The data listed on the inventory forms shall be compared with the individual property records. Noted differences such as location, condition and custodian shall be investigated and corrected as appropriate or alternatively, the item shall be relocated to its assigned location and custodian in the individual property record.

(b) Items not located during the inventory process shall be promptly reported to the governmental unit which shall cause a thorough investigation to be made. If the investigation determines that the item was stolen, the individual property record shall be so noted, and a report filed with the appropriate law enforcement agency describing the missing item and the circumstances surrounding its disappearance.

(7) Unaccounted for Property – For items identified as unaccounted for and reported to the State’s Chief Financial Officer, recording of the items as dispositions, or otherwise removing of the items from the property records, shall be subjected to approval of the State’s Chief Financial Officer, as provided in section 17.041, F.S., and rule 69I-71.003, F.A.C.

Rulemaking Authority 274.02 FS. Law Implemented 274.02 FS. History–New 3-25-08.

**SUBJECT: PROCEDURE FOR PROPERTY &
INVENTORY CONTROL**

GENERAL:

Florida Statutes (Ch. 274), Florida Administrative Rule, and Board policy 3204 outline the District's responsibility to account for and monitor tangible personal property. The purpose of this bulletin is to outline the procedures associated with Property & Inventory Control. Board policy **3204: PROPERTY ACCOUNTABILITY AND RESPONSIBILITY** designates that principals shall be the custodians of tangible personal property at the schools and that directors shall be the custodians of tangible personal property for the county support services departments.

These procedures address the major aspects of inventory control including purchasing, transfer/salvage, the requirement to conduct self-inventories and the reporting of tangible personal property loss through theft or vandalism. It shall be the responsibility of the Accounting & Financial Reporting Department - Capital Assets to maintain the District's Master File of Capital Assets database for tangible personal property valued at \$1,000 or more and **trackable SMART tangible personal property** that has an acquisition value less than \$1,000, is considered high risk and prone to theft and has at least one year useful life and is not consumable in nature (includes but is not limited to musical instruments, iPads, tablets, desktops, printers, interactive white boards and interactive flat panel displays; see **A. Purchasing Tangible Personal Property - SMART Purchases** for detailed procedures regarding SMART purchases), and amend property records based on the submittal of appropriate documentation in accordance with this Business Practice Bulletin, while it shall be the responsibility of the Office of the Chief Auditor to conduct periodic inventory audits.

Although tangible personal property purchases with a unit value less than \$1,000 are not maintained on the District's Master File of Capital Assets database, property custodians must take appropriate precautions to safeguard and track all tangible personal property (**purchased outside of the SMART program**), especially high risk items such as iPads, tablets, laptops, desktops, printers, interactive white boards and interactive flat panel displays, cameras, audio/video equipment, custodial equipment and musical instruments. Locations must maintain records of these high risk items within a secondary, site-based tracking database. The property custodian will determine the format for maintaining the information contained in the location's secondary, site-based tracking database (Excel, FileMaker Pro, etc.) unless otherwise mandated by the respective SLT administrator.

A. PURCHASING TANGIBLE PERSONAL PROPERTY – SMART PURCHASES

1. All non-consumable SMART tangible personal property **regardless of cost** must be ordered through the District's Purchasing system utilizing appropriate coding.
(*Exhibit 1 - Detailed procedures for SMART purchasing and receiving*)

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2. When ordering SMART tangible personal property, locations are prohibited from purchasing items in “lots”, “bundles”, or “attached lists”. The acquisition of tangible personal property using P-Cards is also prohibited. In order to accurately account for each property item electronically, tangible personal property must be ordered on unique lines of a requisition and the cost center must be the same as the delivery address. SMART purchases must only be ordered via SMART Standard Requisitions/PO’s (PO’s beginning with #42). The Supply Management & Logistics Department will reject all requisitions for tangible personal property not complying with appropriate guidelines.
3. SMART tangible personal property purchases must be assigned one of the following SMART GL accounts.

SMART Purchases - \$1,000 or More

- a. 56210100: AV-Materials-Over \$1,000-SMART
- b. 56410100: Furn/Fix/Equip-Over \$1,000-SMART
- c. 56430100: Computer Equip-Over \$1,000-SMART
- d. 56910100: Software-Over \$1,000-SMART

SMART Purchases – Under \$1,000.00

- a. 56110100: Library Books-SMART
- b. 56220100: AV-Materials-Under \$1,000-SMART
- c. 56420100: Furn/Fix/Equip-Under \$1,000 Non Trackable-SMART
- d. 56421100: Furn/Fix/Equip-Under \$1,000 Trackable-SMART
- e. 56440100: Comp Equip-Under \$1,000 Non Trackable-SMART
- f. 56441100: Comp Equip-Under \$1,000 Trackable-SMART
- g. 56920100: Software: Software-Under \$1,000-SMART

NOTE:

56420100: Furn/Fix/Equip-Under \$1,000 Non Trackable-SMART is to be used when purchasing furniture, fixtures and equipment (excluding musical instruments).

56421100: Furn/Fix/Equip-Under \$1,000 Trackable-SMART is to be used when purchasing musical instruments. These items will be included on the District’s Master File of Capital Assets database.

56440100: Comp Equip-Under \$1,000 Non Trackable-SMART is to be used when purchasing keyboards, mice, wiring for computers and other similar technology/accessories.

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56441100: Comp Equip-Under \$1,000 Trackable-SMART is to be used when purchasing iPads, tablets, laptops, desktops, printers, interactive white boards and interactive flat panel displays. These items will be included on the District's Master File of Capital Assets database.

4. The cost center assigned to the SMART tangible personal property purchase must agree to the delivery/ship to address.
5. When SMART tangible personal property is received on-line, the individual must process the goods receipt for each item separately and record the unique serial number for each property item within the system regardless of cost. In the event an item does not physically possess a manufacturer's serial number, the new purchase documentation should be maintained in the site's property binder for future reconciliation and subsequent application of a District assigned serial number for tracking. The word "none" should be utilized when receiving those items online that do not have a manufacturer assigned serial number.
6. Once the District's Master File of Capital Assets has been updated, a report will be generated to notify property custodians of all new property record creation within the District's Master File of Capital Assets and will be available for all locations on OptiSpool. An email will be sent by Information & Technology – Production Control to all principals and their secretaries, district directors and secretaries, and budget keepers each time the Master File of Capital Assets is updated with new purchases of tangible personal property. The property custodian should use this opportunity to verify the accuracy of the information associated with the property records. Any corrections required to the asset record should be promptly reported to Accounting & Financial Reporting - Capital Assets via email to the "Capital Assets Conference." This includes necessary changes to the item description, serial number, or quantities received. Additionally, if the tangible personal property has not been received at the location, and the asset record was mistakenly created for this location, the property custodian should immediately notify Accounting & Financial Reporting - Capital Assets to correct the discrepancy in a timely manner. *(Property custodians will receive the email notification from Information & Technology – Production Control even when new property items have not been created or modifications have been processed to existing property records for their respective location. In such instances, there will be no report contained within their respective location file within OptiSpool.)*
7. All equipment should be stored in a secure location until it is ready for use.

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A.1 PURCHASING TANGIBLE PERSONAL PROPERTY

1. All non-consumable tangible personal property with a unit value of \$1,000 or greater must be ordered through the District's Purchasing system utilizing appropriate coding. (*Exhibit 1A - Detailed procedures for purchasing and receiving*)
2. When ordering tangible personal property, locations are prohibited from purchasing items in "lots", "bundles", or "attached lists". The acquisition of tangible personal property using P-Cards is also prohibited. In order to accurately account for each property item electronically, tangible personal property must be ordered on unique lines of a requisition and the appropriate delivery address should be noted. The Supply Management & Logistics Department will reject all requisitions for tangible personal property not complying with appropriate guidelines.
3. When tangible personal property is received on-line, the individual must process the goods receipt for each item separately and record the unique serial number for each property item within the system. In the event an item does not physically possess a manufacturer's serial number, the new purchase documentation should be maintained in the site's property binder for future reconciliation and subsequent application of a District assigned serial number for tracking. The word "none" should be utilized when receiving those items online that do not have a manufacturer assigned serial number.
4. See STANDARD PRACTICE BULLETIN NO:
I-311 Proper recording of donated assets or items purchased utilizing internal funds.
5. Once the District's Master File of Capital Assets has been updated, a report will be generated to notify property custodians of all new property record creation within the District's Master File of Capital Assets and will be available for all locations on OptiSpool. An email will be sent by Information & Technology – Production Control to all principals and their secretaries, district directors and secretaries, and budgetkeepers each time the Master File of Capital Assets is updated with new purchases of tangible personal property. The property custodian should use this opportunity to verify the accuracy of the information associated with the property records. Any corrections required to the asset record should be promptly reported to Accounting & Financial Reporting - Capital Assets via email to the "Capital Assets Conference." This includes necessary changes to the item description, serial number, or quantities received. Additionally, if the tangible personal property has not been received at the location, and the asset record was mistakenly created for this location, the property custodian should immediately notify Accounting & Financial Reporting - Capital Assets to correct the discrepancy in a timely manner. (*Property custodians will receive the email notification from Information & Technology – Production Control even when new property items have not been created or*

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modifications have been processed to existing property records for their respective location. In such instances there will be no report contained within their respective location file within OptiSpool.)

6. All equipment should be stored in a secure location until it is ready for use.

B. TRANSFERRING TANGIBLE PERSONAL PROPERTY

1. When a location is permanently transferring tangible personal property to another location, the property custodian is required to execute a 3290A Surplus/Transfer Declaration Form (See **Exhibit 2**).
2. The 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial number, model number, and equipment description for each property item being transferred.
3. The 3290A Surplus/Transfer Declaration Form must then be signed by both property custodians (issuing and receiving).
4. In the event the tangible personal property is able to be relocated without the assistance of Material Logistics, the receiving property custodian should then forward the original 3290A Surplus/Transfer Declaration Form to Accounting & Financial Reporting - Capital Assets.
 - a. Accounting & Financial Reporting - Capital Assets will send an email confirmation to the property custodians upon receipt of the form and documentation.
 - b. Accounting & Financial Reporting - Capital Assets will modify the property records to reflect the transfer of the applicable tangible personal property.
 - c. Within five business days of receiving notification, the transfer request will be processed by Accounting & Financial Reporting - Capital Assets and locations will be contacted for any additional information. The property custodian should verify the applicable property records have been removed from their property inventory by actively monitoring the OptiSpool PNI 954 A, B, & C report(s), or by requesting a PNI 811 report from Information & Technology – Production Control.
 - d. The locations should maintain copies of all pertinent documentation for their files to facilitate any necessary reconciliation during subsequent inventory audits. Transfer documentation that is greater than 90 days old will not be accepted during the property audit of tangible personal property.

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5. In the event assistance is required to relocate the tangible personal property, the receiving property custodian should forward the original 3290A Surplus/Transfer Declaration Form to the Manager, Material Logistics at the Warehouse.
 - a. Material Logistics will then arrange for the physical transfer of the tangible personal property. The issuing and receiving locations should ensure the actual tangible personal property corresponds to the information identified on the 3290A Surplus/Transfer Declaration Form at the time of pick-up and delivery.
 - b. Material Logistics will forward the original 3290A Surplus/Transfer Declaration Form along with the B-stock pick-up acknowledgment form (**See Exhibit 3**) to Accounting & Financial Reporting - Capital Assets.
 - c. Accounting & Financial Reporting Department - Capital Assets will send an email confirmation to the property custodians upon receipt of the form and documentation.
 - d. Within five business days of receiving notification, the transfer request will be processed by Accounting & Financial Reporting Department - Capital Assets and locations will be contacted for any additional information. The property custodian should verify the applicable property records have been removed from their property inventory by actively monitoring the OptiSpool PNI 954 A, B, & C report(s), or by requesting a PNI 811 report from Information & Technology – Production Control.
 - e. The locations should maintain copies of all pertinent documentation for their files to facilitate any necessary reconciliation during subsequent inventory audits. Transfer documentation that is greater than 90 days old will not be accepted during the property audit of tangible personal property.

C. ASSIGNMENT OF TANGIBLE PERSONAL PROPERTY TO STAFF

1. It is recognized that tangible personal property will be assigned to staff for temporary removal of the property from the primary operational site location. In such instances, a Property Pass (**See Exhibit 4**) must be executed to document the assignment and removal of capital equipment from the location.
2. A unique Property Pass must be completed for each piece of tangible personal property removed from the location.

Property Passes must be updated annually or as needed to ensure the physical accounting and proper return of the District's capital equipment.

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D. CONDUCTING SEMI-ANNUAL INVENTORIES

1. All locations are minimally required to conduct semi-annual inventories to ensure the District's property records are accurately maintained and updated. This includes the high-risk property items maintained within the secondary database established by the location.
2. The location will request an electronic copy of its PNI 811 report from Information & Technology – Production Control.
3. Appropriate staff will physically verify each property item listed on the PNI 811 report is accounted for on premises or there is a current Property Pass executed for tangible personal property assigned to individuals.
4. Locations shall surplus tangible personal property twice per year in accordance with conducting their self-inventories (See **F. SURPLUS OF TANGIBLE PERSONAL PROPERTY**).
5. After completing the self-inventory, the property custodian shall complete the Semi-Annual Inventory Form (See **Exhibit 5**) and forward a copy of it to their respective SLT administrator.

E. REPORTING THEFT OR VANDALISM OF TANGIBLE PERSONAL PROPERTY

1. All locations must take appropriate measures to ensure the safekeeping of all tangible personal property. This includes securing all high-theft equipment during hours of non-operation.
2. To the extent possible, tangible personal property should be designated to individual staff that is requested to oversee the equipment and report any loss or theft to appropriate administration in "real-time". Additionally, tangible personal property that is not utilized on a day-to-day basis should be stored in a secured location, and the appropriate staff should physically verify this property as needed to provide the most effective means of securing tangible personal property.
3. In the event of theft or vandalism, the property custodian will report the loss to the Broward District Schools Police Department (BDSPD) and the local authorities at the time of the incident. As a component of the police report and the BDSPD's Immediate Notification Form (See **Exhibit 6**), the location must provide all applicable property and serial numbers of the stolen tangible personal property along with a narrative of the event. This should be completed within 2 business days from when the incident is known or should have been known.

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4. The location must then complete a **03290** Tangible Property Loss/ Equipment Acquisition Form (**See Exhibit 7**) listing all of the tangible personal property items which were stolen. The form must contain all of the appropriate identifiable information and be signed by the property custodian.
5. The original **03290** Tangible Property Loss/ Equipment Acquisition Form, with a copy of the Immediate Notification Form and the police report attached, should then be forwarded to Accounting & Financial Reporting Department - Capital Assets for record amendment. After allowing an appropriate period of time for the loss to be processed, the location should verify the applicable property records have been amended to reflect the loss by requesting an electronic **DOWNLOAD** of the location's PNI 811 report from Information & Technology – Production Control. In the event property records have not been appropriately amended, the location should follow-up with Accounting & Financial Reporting Department - Capital Assets to ascertain the processing status of the submitted documentation.
6. The location must maintain copies of all pertinent documentation for their files in order to efficiently facilitate any necessary reconciliation during subsequent property and inventory audits.
7. A record of all reported losses will be maintained by the District for the purpose of analyzing loss trends. In the event there is a trend of loss at the same location or any individual loss event is significant in magnitude, a review of the circumstances involved with the loss will be conducted in an effort to prevent similar losses in the future. This review will be conducted by representatives from the following departments: Broward District Schools Police, Risk Management, and Information & Technology. Following the review, recommendations will be made to enhance the security measures at the location in an effort to prevent similar losses in the future. These recommendations may include, but are not limited to:
 - a. Modification to the receipt and storage of asset equipment at the location
 - b. Modification of existing surveillance systems within the location
 - c. Installation of additional security devices/equipment at the location
 - d. Increased frequency of self – inventories of asset equipment
 - e. Installation of passive or active security devices within high-risk equipment items

These recommendations are not a component of the property and inventory audit performed by the Office of the Chief Auditor.

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F. SURPLUS OF TANGIBLE PERSONAL PROPERTY

1. Periodically, the location should surplus any obsolete or damaged tangible personal property in order to remove these records from their property inventory. Locations shall surplus tangible personal property twice per year in accordance with their self-inventories conducted semi-annually (See **D. CONDUCTING SEMI-ANNUAL INVENTORIES**).
2. The location should complete a 3290A Surplus/Transfer Declaration Form to identify the tangible personal property to be salvaged.
3. The 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial number, model number, and equipment description for each property item being surplussed. The 3290A Surplus/Transfer Declaration Form must then be signed and dated by the property custodian and adequate explanation/documentation provided for surplussing the tangible personal property (See section **F.11** for instructions on surplussing Buses, Vehicles, and Trailers).
4. The location should make a copy of the 3290A Surplus/Transfer Declaration Form(s) for their record and forward the original to the Manager, Material Logistics at the Warehouse.
5. The Warehouse will arrange to pick-up the tangible personal property designated for surplus from the applicable location. A work order document will be provided to the property custodian at each location to certify removal activity.
6. After confirming the pick-up of the property items, the Manager, Material Logistics will forward the 3290A Surplus/Transfer Declaration Form along with the B-stock pick-up acknowledgment form to Accounting & Financial Reporting Department - Capital Assets for processing.
7. Accounting & Financial Reporting Department - Capital Assets will send an email confirmation to the property custodian upon receipt of the form and documentation.
8. Accounting & Financial Reporting Department - Capital Assets will process the 3290A Surplus/Transfer Declaration Form and remove the property records from the location's property inventory.
9. Within five business days of receiving notification, the 3290A Surplus/Transfer Declaration Form will be processed by Accounting & Financial Reporting Department - Capital Assets and locations will be contacted for any additional information. The property custodian should verify that the property records have

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been removed from the property inventory by requesting a PNI 811 from Information & Technology – Production Control.

10. The location should maintain copies of all pertinent documentation for their files to facilitate any necessary reconciliation during subsequent property and inventory audits.
11. To enhance the accountability associated with Property and Inventory, the procedures for the surplus of buses, vehicles, and trailers require the following steps:
 - a. The location must complete a 3290A Surplus/Transfer Declaration Form to identify buses, vehicles, and trailers to be salvaged.
 - b. The 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial or VIN number, model number, and equipment description for each property item being surplussed. The 3290A Surplus/Transfer Declaration Form must then be signed and dated by the property custodian and adequate explanation/documentation provided for surplussing the tangible personal property.
 - c. The location should make a copy of the 3290A Surplus/Transfer Declaration Form(s) for their record and forward the original to Accounting & Financial Reporting Department – Capital Assets for processing.
 - d. Accounting & Financial Reporting Department – Capital Assets will send an email confirmation to the property custodian upon receipt of form and documentation, and will mark the asset with a status of “P” for “Pending Disposal.” The asset will remain in the location’s inventory until final proof of disposition is submitted to Accounting & Financial Reporting Department – Capital Assets.
 - e. The location must submit proof of the asset’s final disposition to Accounting & Financial Reporting – Capital Assets to remove the property records from the location’s property inventory. The proof of final disposition can be submitted in either of the following methods:
 - i. A bill of Sale or a copy of receipt from the contracted auctioneer or,
 - ii. Other proof of disposal, such as a pick-up ticket, trade-in receipt, a copy of receipt from a licensed scrap dealer, an invoice from a metal crushing company, a donation letter to a registered charity or community organization, documented evidence of dumping assets of no or little value, or other auditable supporting documentation.

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- f. Upon receipt of the asset's final disposition, Accounting & Financial Reporting – Capital Assets will remove the "Pending Disposal" status from the asset, which will subsequently remove the asset's property records from the location's property inventory.

**G. EXECUTION OF TANGIBLE PERSONAL PROPERTY DOCUMENTATION
BY DESIGNEES**

1. Board policy **3204: PROPERTY ACCOUNTABILITY AND RESPONSIBILITY** designates that principals shall be the custodians of tangible personal property at the schools and that directors shall be the custodians of tangible personal property for the county support services departments.
2. Principals and Directors are to execute all documentation associated with tangible personal property.
3. Principal and Director Designees may execute documentation associated with tangible personal property in the absence of a property custodian in order to avoid disruption of daily operations. In such instances, the property custodian must also sign such documentation upon their return to the location, or as soon as practical.

H. PROPERTY AUDITS OF TANGIBLE PERSONAL PROPERTY

1. Periodically, the Office of the Chief Auditor (OCA) will conduct a property and inventory audit for locations. The purpose of this audit will be to verify the physical presence of tangible personal property designated on a location's property inventory and to ensure appropriate controls are in place to safeguard the location's tangible personal property. This will include a cursory review of the safeguards associated with high-risk items maintained within the location's secondary database (as previously defined by this Business Practice Bulletin). Accounting & Financial Reporting Department - Capital Assets will be notified by OCA when a location is being audited and upon completion of the audit so that the property records for the location are not altered during the duration of an audit.
2. OCA staff will then issue a preliminary report identifying the property items which could not be physically located or did not have appropriate documentation to support their absence.
3. The location will be provided a reconciliation period to locate the unaccounted tangible personal property or provide supplemental documentation to substantiate their physical location.

BUSINESS PRACTICE BULLETIN

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4. The OCA will then issue a final audit report to the property custodian, identifying the final discrepancy list and outlining any material weaknesses associated with the location's inventory control. A copy of the final discrepancy report will also be forwarded to Accounting & Financial Reporting Department - Capital Assets in order to amend the property records as deemed appropriate. For any new/found tangible personal property listed on the final audit discrepancy report with a historical cost/estimated value of \$1,000 or more, the location must forward a **03290** Tangible Property Loss/ Equipment Acquisition Form signed by the property custodian with invoices or estimated values authorizing Accounting & Financial Reporting Department - Capital Assets to add these property items to the Master File of Capital Assets database.
5. The property custodian must provide a response to the final report findings via the respective SLT administrator, outlining a corrective action plan designed to address the property audit exceptions and improve operational standards at the location.
6. The respective SLT administrator must then provide written correspondence to the OCA confirming their support of the action plan. This correspondence will be included in the final audit report.
7. The complete property audit will then be presented to the District's Audit Committee at their next regularly scheduled meeting.
8. The property audit report will subsequently be transmitted to the School Board at a regularly scheduled School Board meeting.

APPROVED BY: CABINET

DATE: 8/1/17

CABINET MEMBER SIGNATURE: 

REQUISITION PROCEDURES FOR SMART AND GENERAL OBLIGATION BOND (GOB) FUNDS ONLY

Follow the instructions and guidelines in this document to place orders for SMART and/or GOB purchases. Please note that there are different document types to use when creating requisitions for SMART/GOB orders. These document types must be used when creating SMART/GOB orders. The number sequence for requisitions and Purchase Orders for SMART/GOB orders will be different than Non SMART/GOB orders. Capital Budget will budget funds by location and instruct those locations in which fund to apply to the SMART/GOB requisition. Refer to Business Practice Bulletin O-100 – Procedure for Property & Inventory Control for updates on the SMART/GOB procedures.

1. SMART/GOB Purchase Requirements:

- A. Purchases must be assigned the appropriate GL account as listed herein
- B. Items cannot be ordered in lots, bundles or attached lists
- C. Ship to address must be the same as requested Storage location (SLoc).
- D. Ship to address must include location within the building (room/fishe number)
- E. P – Cards are not to be used with Smart/Bond Funds

2. SMART/GOB Document Type:

- A. DO NOT mix Smart/GOB and non-Smart/GOB items on the same requisition
- B. Use document type SMT Standard for standard SMART/GOB requisition orders (see illustration)
- C. Use document type SMT Framework for framework SMART/GOB requisition orders (see illustration)

3. SMART Numbering Sequence:

- A. SMT requisitions will begin with 30xxxxxx
- B. SMT standard PO's will begin with 42
- C. SMT framework PO's will begin with 85

4. Capital Projects Fund (Major Fund)/WBS Element:

- A. Separate Capital Projects funds will be utilized for each GOB. Fund 3541 will be used for GOB1, 3542 for GOB2. Please contact Capital Budget for the correct fund to use
- B. WBS Element or Functional Area (for Technology) will be utilized per SMART/GOB project
 - I. Capital Budget to provide WBS Element and Functional Area data to use when ordering/tracking SMART/GOB expenditures

5. SMART/GOB Capitalized General Ledger (GL) accounts:

- A. Technology Equip.: Computer Equipment \$1,000 or more, use 56430100
- B. Other Equip.:
 - I. Audio Visual Material \$1,000 or more, use 56210100

- II. Furniture, Fixtures & Equipment \$1,000 or more, use 56410100
- C. Software \$1,000 or more use 56910100
- D. Building, Fixed Equipment, Land and Remodeling/Renovations:
 - I. Buildings & Fixed Equipment, use 56310100
 - II. Land, use 56610100
 - III. Capitalized Improvement other than Bldg. (Short Term), use 56710100
 - IV. Capitalized Improvement other than Bldg. (Long Term), use 56730100
 - V. Capitalized Permanent Land Improvements, use 56740100
 - VI. Capitalized Remodeling/Renovations, use 56810100
 - VII. Buses and motor vehicles, use 56510100 (buses) and 56520100 (motor vehicles)
 - VIII. WBS Element or Functional Area data will be used per Project and will be provided by Capital Budget

6. SMART/GOB Non-Capitalized (\$999.99 or less) General Ledger (GL) accounts:

- A. Computer Equipment Non-Trackable \$999.99 or less, use 56440100
(Includes but is not limited to keyboards, mice, wiring and other similar technology/accessories not tracked per PROP)
- B. Computer Equipment Trackable \$999.99 or less, use 56441100
(Includes but is not limited to iPads, tablets, laptops, desktops, printers, interactive white boards and interactive flat panel displays. Expenditures recorded using this GL account code will be tracked per PROP.)
- C. Other Equip.:
 - I. Library Books, use 56110100
 - II. Audio Visual Material \$999.99 or less, use 56220100
 - III. Furniture, Fixtures & Equipment \$999.99 or less Non Trackable, use 56420100
 - IV. Furniture, Fixtures & Equipment \$999.99 or less Trackable, use 56421100 (musical instruments)
 - V. Software \$999.99 or less, use 56920100
- D. Buildings, Fixed Equipment, Land and Remodeling/Renovations:
 - I. Non-Capitalized Improvement other than Bldg. (SMART Off site), use 56720100
 - II. Non-Capitalized Remodeling/Renovations, use 56820100

7. Tangible Personal Property (TPP) and non-TPP SMART/GOB purchases over/under \$1,000

- A. TPP is defined as items with account coding 5611, 562X, 564X and 569X
- B. Receiving for TPP trackable over/under \$1,000
 - I. Serial numbers are required to be recorded for all TPP received, regardless of cost
 - II. Receiving personnel must review WBS or Functional area coding to determine funding source (SMART or GOB)
- C. SMART/GOB TPP in PROP over/under \$1,000
 - I. SMART or GOB purchases will have a separate sequential BPI number to identify type of purchase
 - II. The “Location” field will use an identifier of GOBx or SMTx to identify the type of purchase
 - III. The “Project” field will be used to track the actual physical location of the asset purchase
 - IV. These items shall follow the same Surplus and Transfer forms process and procedures as indicated in Business Practice Bulletin O-100 regardless of cost

8. Charter Schools and SMART/GOB:

- A. Fixed assets will be purchased directly by BCPS for Charter Schools following the same process and procedures as indicated in this document
- B. Charter Schools must follow the same budget mechanism as used for other Charter School purchases
- C. Business Support Center (BSC) personnel will create purchase requisitions following guidelines specified for Charter Schools
- D. Purchases will be tracked by Cost Center. All technology/electronic equipment (i.e. monitors, docking stations, etc.) will be tracked
- E. OptiSpool and PROP reports will be utilized to track Charter Schools
- F. Office of Chief Auditor shall be notified of all items shipped to Charter Schools