



**PINELLAS COUNTY DISTRICT SCHOOL
BOARD**

Annual Property Records Inventory Report

For the Fiscal Year 2018-19

Director, Auditing and Property Records
Dawn T. Meyers, CPA

PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY RECORDS INVENTORY REPORT
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The inventory was conducted by property records staff and was supervised by Franca Courchene, Property Records Analyst. Please address inquiries regarding this report to Dawn T. Meyers, CPA, Director, Auditing and Property Records, by e-mail at meyersda@pcsb.org or by telephone at (727) 588-6228.

This report and other reports prepared by the Auditing and Property Records Department can be obtained on our Web site at <http://pcsb.org/Domain/184>; by telephone at (727) 588-6228; or by mail at Pinellas County District School Board, Post Office Box 2942, Largo, Florida 33779-2942.

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY RECORDS INVENTORY REPORT
FOR FISCAL YEAR 2018-19**

I. BACKGROUND

Pursuant to Chapter 69I-73, Florida Administrative Code (FAC), governmental units shall maintain adequate records of property in their custody. 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. Each governmental unit shall ensure a complete physical inventory of all property valued at \$1,000 or more is taken annually. Unaccounted for items are to be promptly reported to the school/department who shall conduct a thorough investigation.

The Superintendent is responsible for the supervision and control of District property pursuant to Chapter 274, Florida Statutes, which allows the use and immediate control of the property to be delegated to a custodian and requires property inventories to be conducted.

Board Policy 7300 - Property Custodianship and Insurance names the principal, director, department head, or other employee designated by the Superintendent as the property custodian.

Board Policy 7320 – Acquisition and Removal of Tangible Property states that property may be lent to employees for District purposes or exchanged between schools or departments only with prior written approval of the principal or department head.

Board Policy 7450 – Inventories and Property Records requires tangible personal property valued at \$1,000 or more, whether purchased or received through donation, to be tagged and accounted for as an asset of the Board. In addition, it requires a complete physical inventory of all tagged items within a school or other Board facility to be conducted annually. Certain classifications of equipment and furniture, as designated by the Superintendent to be of special interest and possessing a value of less than \$1,000 may be tagged and controlled as Board assets. Principals, directors, or department heads are required to take annual inventories of property valued from \$300 to \$999.99.

Tangible personal property consists of furniture, computers, motor vehicles, and other items of a non-consumable, non-expendable nature that costs \$1,000 or more and have a normal life expectancy of one or more years. The District also accounts for items valued at \$300 to \$999.99 such as tables, desks, chairs and shelves. These items, however, are not tagged for inventory, and are not recorded in the TERMS Fixed Asset system. Other attractive technology items valued from \$300 to \$999.99 such as desktop computers, laptop computers, and tablets are deemed items of special interest and are separately tagged and entered into the TERMS Fixed Asset system.

Board Policy 7530 – Lending of District-Owned Equipment states equipment may be removed from District property by staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. A *Property Removal Contract* (PCS Form 3-1943) must be completed and approved by the principal or appropriate department head before District equipment is removed from District property.

Chapter 16 – Cost Centers' Uncapitalized Tangible Property Inventory Procedures in the *Manual of Property Equipment Accounting and Control* (Manual) requires each school/department to maintain a record keeping system to enter and track all uncapitalized technology (UT) tangible equipment. The accountability guidelines are the

same as the guidelines for the District capitalized tangible equipment except that the annual inventory count must be taken by the school/department personnel and the results of the count are to be reported on the *Cost Centers' Uncapitalized Tangible Property Inventory Report* (PCS Form 3-2918) and submitted to the Auditing and Property Records Department by October 31st each year.

Appendix B – Procedures Guidelines for Tagged Tangible Property in the Manual requires that each employee sign and date that he/she has received the equipment assigned to him/her using the *Equipment Assignment List* (PCS Form 3-3160).

As of June 30, 2019, the District's tangible personal property included 59,939 items with an acquisition value of approximately \$213 million. This category does not include land or improvements, buildings or improvements, relocatables, or construction in progress. In addition, the District's uncapitalized tagged technology equipment as of June 30, 2019, included 121,491 items with an acquisition value of approximately \$74 million.

The Auditing and Property Records Department maintains property data records, issues property tags, and conducts annual inventories throughout the fiscal year of all tagged equipment and software with an acquisition value of \$1,000 or more to comply with FAC, Florida Statutes, Board Policy and the Manual.

Each inventory focused on selected processes and administrative activities in addition to verifying the fixed assets. In addition to conducting fixed asset inventories the Auditing and Property Records Department conducted physical inventories throughout the fiscal year of all uncapitalized technology items valued between \$300 and \$999.99 for all departments, post-secondary schools and centers (with the exception of Pinellas Technical College – Clearwater and St. Petersburg), high schools, middle schools, elementary schools, exceptional schools and multi-grade level schools to comply with Chapter 16 of the Manual. A follow-up on findings noted in the prior inventory report Nos. 2016-003, 2017-020, and 2018-003 was also made.

II. INVENTORY OBJECTIVES AND SCOPE

The inventory focused on evaluating whether the cost centers properly accounted for and safeguarded capitalized and uncapitalized tangible personal property. Specific objectives were to determine whether:

1. Cost center tangible personal property is controlled and accounted for as required by FAC, Florida Statutes, Board Policy and the Manual;
2. Tangible personal property items are properly tagged and marked;
3. Proper procedures are followed for tangible personal property items that are transferred, lost or stolen, in use by appropriate staff or retired;
4. District property forms have been accurately completed, all property assigned was recorded and administrative approval was evident;
5. Management had taken corrective actions for findings included in their previous inventory reports.

The scope included conducting an inventory of all fixed tangible personal property items at every cost center for the 2018-19 fiscal year. It also included a review of internal control procedures related to tagging, transferring, acquisition and removal, and reporting of lost and damaged tangible personal property items for compliance with FAC, Florida Statutes, Board Policy, and the Manual. In addition, a complete UT inventory was conducted at all departments, post-secondary schools and centers (with the exception of Pinellas Technical College – Clearwater

and St. Petersburg), high schools, middle schools, elementary schools, exceptional schools and multi-grade level schools with the same objectives listed above as well as testing the accuracy of the cost centers inventory and inventory reporting in compliance with Board Policy and the Manual.

III. PRIOR FINDINGS FOLLOW-UP

The schools and departments had taken corrective actions for applicable findings included in inventory report Nos. 2016-003, 2017-020, and 2018-003, except as noted in the Summary Schedule of Fixed Asset Inventory Deficiencies starting on page 5 and the Summary Schedule of Uncapitalized Technology Inventory Deficiencies starting on page 12.

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY RECORDS INVENTORY REPORT
SUMMARY SCHEDULE OF FIXED ASSET AND UT INVENTORY DEFICIENCIES
FOR FISCAL YEAR 2018-19**

SUMMARY OF RESULTS

The Auditing and Property Records Department has conducted the inventories of all fixed tangible personal property and UT inventory at district cost centers for the 2018-19 fiscal year as described in the objectives and scope above.

In addition to missing equipment, deficiencies in the following inventory procedures are included in the final inventory report: the tagging/retagging of equipment, returning verification of tagging forms and serial numbers, requests for tagging of equipment purchased with internal purchase orders, requests for tagging of donated equipment, completion of asset transfers when tagged equipment changes location, completion of correct form for theft and/or damage to equipment, proper documenting of temporary equipment removals, proper documenting of assigned equipment, requests made for trade-in or vendor exchange of equipment, submission of uncapitalized inventory spreadsheet and annual summary report of their uncapitalized inventory, maintenance of Software Tracking Notebook, and other miscellaneous deficiencies such as a high percent of a specific type of equipment as missing (example: laptops or band instruments). Supplementary deficiencies included in the report related to proper documenting of temporary equipment removals and assigned equipment include: ensuring the current version of the forms are being used, the forms are signed by the borrower/assignee with an original signature, the forms are signed by the administrator with an original signature, all equipment removed and assigned to district employees are recorded on the forms, and all pertinent information requested on the forms are disclosed, as well as, evidence of proper segregation of duties in conducting physical inventory and maintaining inventory records of uncapitalized inventory.

Items not located during the cost center's inventory process are reported to the principal/department head by the property control clerk on an *Initial Unlocated List*. This complies with the Florida Administrative Code to report unlocated items promptly to the school/department. Cost centers are given an opportunity to locate the missing items prior to finalizing the inventory. Any tagged items included on the *Initial Unlocated List* that are not found by the cost center are counted as missing on the final inventory report as follows:

- M1 - This code indicates that the item is missing for the first time this year. It will remain active on the inventory of the cost center with this code until the next inventory when it will either be verified or identified as missing for the second consecutive year.
- M2 - This indicates that the item is missing for the second consecutive year. At the conclusion of all inventories each fiscal year, a list of all M2 equipment and software is submitted to the school board to request retirement as missing equipment.

The results of the cost center inventories are summarized below for cost centers where missing tagged items were identified or procedural deficiencies were noted.

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY RECORDS INVENTORY REPORT
SUMMARY SCHEDULE OF FIXED ASSET INVENTORY DEFICIENCIES
FOR FISCAL YEAR 2018-19**

	2016-17	2017-18	2018-19
Total Items Inventoried	70,673	65,195	59,700
M1's (Missing 1st year)	384	396	344
M2's (Missing 2nd year)	105	140	146
Percentage of Missing Items	0.69%	0.82%	0.82%
Total Procedural Deficiencies	206	320	305
Total Repeat Deficiencies	83	89	190
Total Perfect Inventory Reports	125	95	79

The legend below should be used in conjunction with the **SUMMARY SCHEDULE OF FIXED ASSET INVENTORY DEFICIENCIES** table that follows.

PROCEDURAL DEFICIENCIES LEGEND

A	Property has been tagged by personnel and verification sent to Property Records
B	Bookkeeper has notified Property Records of internally purchased property (applies only to school sites)
C	Notified Property Records of donated property
D	Asset transfers are completed and updated timely
E	Damage and/or Loss of Property Reports have been completed and submitted as needed
F	Temporary Property Removal Contracts have been documented and updated annually
G	Equipment Assignment Lists have been completed and updated for all staff members
H	Prior approval requested for property trade-ins and Exchanged Property Memo submitted when needed
I	Inventory and report for uncapitalized tangible property has been updated, completed and submitted timely
J	Cost Center Uncapitalized Tangible Inventory Report: Internal controls were operating effectively
K	Software Tracking Forms Notebook has been maintained and updated
L	Surplus Property: Internal controls were operating effectively

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY RECORDS INVENTORY REPORT
SUMMARY SCHEDULE OF FIXED ASSET INVENTORY DEFICIENCIES (CONTINUED)
FOR FISCAL YEAR 2018-19**

Fixed Assets Property Inventory Procedural Deficiencies for 2018-19 Fiscal Year																				
School/Cost Center	Total Inventory Items	Total Value of Inventory	No. of M1's	Historical Cost M1's	No. of M2's	Historical Cost M2's	Total # Deficiencies	Repeats	Procedural Deficiencies** (see legend page 5)											
									A	B	C	D	E	F	G	H	I	J	K	L
Career Technical & Adult Education																				
Clearview Adult Education Center	18	\$ 39,940.37	0		0		2	0							1	1				
Dixie Hollins Adult Education Center	76	\$ 182,069.57	1	\$ 1,483.11	0		2	2							2	2				
Lakewood Community	38	\$ 90,602.85	0		0		2	2							2	2				
Northeast Community	22	\$ 66,455.71	1	\$ 1,066.68	0		0													
Pinellas Technical College - Clearwater	1485	\$ 6,248,387.79	14	\$ 27,093.86	8	\$ 9,729.89	3	3			4			2	2					
Pinellas Technical College - St. Petersburg	1571	\$ 5,423,285.55	18	\$ 35,087.89	1	\$ 2,125.00	4	2			4					1		1		
Richard O. Jacobson Technical High School at Seminole	241	\$ 853,061.37	5	\$ 8,776.72	0		2	2						2	2					
Tomlinson Adult Learning Center	112	\$ 230,871.76	0		0		1	0							1					
High School																				
Boca Ciega High	1100	\$ 2,260,206.98	2	\$ 2,890.00	3	\$ 5,228.80	1	1							2					
Clearwater High	1099	\$ 2,061,334.33	3	\$ 3,706.25	0		0													
Countryside High	1049	\$ 2,022,306.26	1	\$ 1,547.50	0		1	1							2					
Dixie M. Hollins High	1100	\$ 2,153,681.60	4	\$ 5,579.88	12	\$ 17,204.90	5	3	1		12			4	4	1				
Dunedin High	820	\$ 1,430,365.41	12	\$ 25,621.42	1	\$ 1,501.52	4	2	1		1			2	2					
East Lake High	1175	\$ 2,065,210.81	4	\$ 5,414.58	8	\$ 10,350.81	2	2						3	3					
Gibbs High	1506	\$ 2,787,830.48	15	\$ 32,306.62	4	\$ 9,414.02	4	3	2		1			2	2					
Lakewood High	1465	\$ 2,266,241.56	22	\$ 33,644.26	12	\$ 17,114.45	3	3	4					2	2					
Largo High	783	\$ 1,653,719.25	2	\$ 2,416.54	0		2	2						2	2					
Northeast High	846	\$ 1,806,839.30	8	\$ 13,030.43	3	\$ 5,498.38	2	2						2	2					
Osceola Fundamental High	901	\$ 1,735,988.32	4	\$ 5,815.41	2	\$ 2,156.60	0													
Palm Harbor University High	1138	\$ 1,886,240.60	2	\$ 4,978.00	0		2	2						2	2					
Pinellas Park High	1165	\$ 2,289,654.03	15	\$ 25,749.99	3	\$ 3,768.56	3	3						3	3		2			
Seminole High	1044	\$ 1,892,920.88	5	\$ 9,594.90	3	\$ 8,123.00	1	0		1										
St. Petersburg High	648	\$ 1,201,794.16	6	\$ 11,810.19	5	\$ 6,971.81	3	3			6			3	2					
Tarpon Springs High	1066	\$ 2,613,034.94	12	\$ 30,528.73	3	\$ 4,067.96	2	2						6	4	4				
Educational Alternative School																				
Bayside High	342	\$ 581,860.14	0		0		1	1							2					
Clearwater Intermediate	103	\$ 190,723.96	0		0		1	1							2					
Disston Academy	163	\$ 292,293.40	0		2	\$ 2,322.84	5	4			4			2	2		4	1		
Lealman Innovation Academy	262	\$ 624,978.27	0		0		1	1							2					
Pinellas Gulf Coast Academy	34	\$ 72,266.49	0		0		1	0							1					
Pinellas Secondary	275	\$ 454,804.72	5	\$ 5,891.23	0		1	1							2					
Middle Schools																				
Azalea Middle	505	\$ 917,913.88	0		0		3	2	1						2	2				
Bay Point Middle	500	\$ 811,458.86	0		0		2	2							2	2				
Clearwater Fundamental Middle	291	\$ 544,193.50	0		0		2	2						3	3					
Dunedin Highland Middle	625	\$ 1,064,312.54	7	\$ 8,277.75	2	\$ 2,735.21	3	3			3			2	3					
Fitzgerald Middle	425	\$ 681,266.00	10	\$ 13,740.72	3	\$ 3,532.26	4	3			1			2	2		3			
John Hopkins Middle	598	\$ 1,101,379.82	6	\$ 23,523.71	9	\$ 15,987.23	6	3	1		1	11		2	4			1		
Joseph L. Carwise Middle	279	\$ 497,001.30	2	\$ 2,881.00	0		2	2						2	2					
Largo Middle	342	\$ 638,050.75	1	\$ 1,554.21	0		3	2			1			3	3					
Meadowlawn Middle	691	\$ 1,223,471.85	12	\$ 16,278.34	3	\$ 5,237.67	4	3			3			3	3		1			

** Numbers = Consecutive Years Similar Deficiencies Repeated in Reports

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY RECORDS INVENTORY REPORT
SUMMARY SCHEDULE OF FIXED ASSET INVENTORY DEFICIENCIES (CONTINUED)
FOR FISCAL YEAR 2018-19**

School/Cost Center	Total Inventory Items	Total Value of Inventory	No. of M1's	Historical Cost M1's	No. of M2's	Historical Cost M2's	Total # Deficiencies	Repeats	Procedural Deficiencies** (see legend page 5)													
									A	B	C	D	E	F	G	H	I	J	K	L		
									Oak Grove Middle	437	\$ 926,233.64	1	\$ 1,144.11	0		2	2					
Osceola Middle	294	\$ 519,776.25	2	\$ 2,202.93	0		3	0			1				1	1						
Palm Harbor Middle	407	\$ 658,288.05	3	\$ 4,183.51	0		2	2							2	2						
Pinellas Park Middle	448	\$ 756,599.31	3	\$ 4,020.82	2	\$ 2,287.24	0															
Safety Harbor Middle	460	\$ 2,352,008.48	6	\$ 12,360.77	1	\$ 1,025.00	2	1							1	4						
Seminole Middle	450	\$ 785,334.66	2	\$ 3,844.16	2	\$ 2,448.02	2	0							2	2						
Tarpon Springs Middle	306	\$ 486,887.99	0		1	\$ 1,195.00	0															
Thurgood Marshall Fundamental	574	\$ 1,040,373.28	2	\$ 4,088.00	0		3	3			3				2	2						
Tyrone Middle	395	\$ 778,899.91	0		0		1	1								5						
Elementary-Middle K-8 School																						
James B. Sanderlin PK - 8	645	\$ 904,570.29	0		2	\$ 3,984.00	1	1								2						
Madeira Beach Fundamental K-8	485	\$ 763,863.23	0		0		1	1								2						
Midtown Academy	56	\$ 98,708.46	2	\$ 2,455.39	0		2	2							2	2						
Elementary School																						
Anona Elementary	168	\$ 248,697.16	0		2	\$ 2,608.67	2	2							2	2						
Azalea Elementary	153	\$ 247,388.64	0		0		3	0							1	1			1			
Bardmoor Elementary	172	\$ 279,991.37	3	\$ 4,370.55	1	\$ 1,524.67	4	2			1		1	3	3							
Bauder Elementary	235	\$ 366,428.54	0		0		1	0											1			
Bay Point Elementary	281	\$ 436,301.96	0		0		2	2							2	2						
Bay Vista Fundamental Elementary	199	\$ 291,895.08	0		0		2	2							2	2						
Bear Creek Elementary	107	\$ 175,205.44	0		0		2	2							2	2						
Belcher Elementary	163	\$ 266,723.27	0		0		3	2	1						2	2						
Belleair Elementary	298	\$ 456,292.35	0		0		2	0							1	1						
Blanton Elementary	263	\$ 385,975.42	0		0		2	2							2	2						
Campbell Park Elementary	157	\$ 295,013.73	10	\$ 12,871.80	5	\$ 7,696.56	2	2							3	3						
Cross Bayou Elementary	315	\$ 494,831.64	2	\$ 2,531.36	0		4	0							1	1			1	1		
Curlew Creek Elementary	293	\$ 425,376.92	1	\$ 1,079.00	1	\$ 1,076.25	0															
Curtis Fundamental Elementary	307	\$ 613,987.70	0		0		2	0							1	1						
Cypress Woods Elementary	280	\$ 441,598.66	1	\$ 3,366.00	0		0															
Douglas L. Jamerson Jr. Elementary	156	\$ 290,806.43	1	\$ 1,548.00	1	\$ 1,310.00	2	2							3					3		
Dunedin Elementary	440	\$ 728,703.63	0		0		1	0	1													
Eisenhower Elementary	180	\$ 330,710.37	1	\$ 1,997.00	0		2	2							3	3						
Fairmont Park Elementary	280	\$ 456,678.93	2	\$ 2,741.52	1	\$ 1,484.80	3	3			3				3	2						
Forest Lakes Elementary	192	\$ 319,830.89	0		0		1	1								2						
Frontier Elementary	97	\$ 164,489.60	0		0		2	0							1	1						
Fugitt Elementary	185	\$ 316,782.11	0		0		2	2							2	2						
Garrison-Jones Elementary	251	\$ 371,301.01	1	\$ 1,162.59	0		3	1			3				1	1						
Gulf Beaches Elementary Magnet	138	\$ 255,353.29	0		0		2	2							2	2						
Gulfport Elementary	243	\$ 399,766.93	1	\$ 1,524.67	0		2	1							1	3						
High Point Elementary	284	\$ 581,902.76	1	\$ 1,084.00	0		2	2							2	2						
Highland Lakes Elementary	156	\$ 249,763.21	0		0		2	2							2	2						
John M. Sexton Elementary	277	\$ 438,967.49	10	\$ 13,837.87	1	\$ 2,676.65	2	2							2	2						
Kings Highway Elementary Magnet	153	\$ 288,948.25	2	\$ 2,264.54	1	\$ 1,225.06	2	0							1	1						
Lakeview Fundamental	87	\$ 152,591.48	0		0		2	2							2	2						
Lakewood Elementary	129	\$ 259,468.51	0		3	\$ 4,450.39	2	2							2	2						
Lealman Avenue Elementary	162	\$ 259,017.61	0		0		2	2							2	2						
Leila Davis Elementary	197	\$ 297,329.45	0		0		2	2							2	2						
Lynch Elementary	379	\$ 616,505.37	11	\$ 13,763.61	0		3	2							2	2	1					

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY RECORDS INVENTORY REPORT
SUMMARY SCHEDULE OF FIXED ASSET INVENTORY DEFICIENCIES (CONTINUED)
FOR FISCAL YEAR 2018-19**

Fixed Assets Property Inventory Procedural Deficiencies for 2018-19 Fiscal Year																				
School/Cost Center	Total Inventory Items	Total Value of Inventory	No. of M1's	Historical Cost M1's	No. of M2's	Historical Cost M2's	Total # Deficiencies	Repeats	Procedural Deficiencies** (see legend page 5)											
									A	B	C	D	E	F	G	H	I	J	K	L
Marjorie Kinnan Rawlings Elementary	176	\$ 260,645.09	0		1	\$ 1,455.55	3	0				1		1	1					
Maximo Elementary	234	\$ 399,044.82	2	\$ 2,694.59	0		3	2						3	3		1			
Melrose Elementary	150	\$ 488,863.08	0		1	\$ 1,243.67	4	3				6		5	5			1		
Mildred Helms Elementary	147	\$ 243,957.26	1	\$ 1,116.31	0		2	2						2	2					
Mount Vernon Elementary	194	\$ 271,922.47	1	\$ 1,248.00	1	\$ 1,087.22	2	2						2	2					
New Heights Elementary	563	\$ 895,234.66	0		0		2	1							3			1		
North Shore Elementary	112	\$ 186,393.43	1	\$ 1,487.22	0		2	2						2	2					
Northwest Elementary	279	\$ 414,070.06	0		1	\$ 1,224.01	2	2						3	3					
Oakhurst Elementary	194	\$ 288,813.46	0		0		3	1	1			1			2					
Oldsmar Elementary	219	\$ 335,473.92	0		0		2	0						1	1					
Orange Grove Elementary	114	\$ 192,974.07	0		0		2	2						2	2					
Ozona Elementary	262	\$ 387,001.66	0		1	\$ 1,162.59	0													
Perkins Elementary	1045	\$ 1,392,968.32	0		1	\$ 1,729.00	2	2						2	2					
Pinellas Central Elementary	150	\$ 242,669.40	1	\$ 1,243.67	0		2	0						1	1					
Pinellas Park Elementary	116	\$ 198,972.65	0		0		2	2						2	2					
Plumb Elementary	256	\$ 412,941.22	0		0		2	2						2	2					
Ponce De Leon Elementary	251	\$ 373,860.43	0		0		2	1						1	2					
Ridgecrest Elementary	187	\$ 295,593.90	0		0		2	2						2	2					
Safety Harbor Elementary	236	\$ 348,256.34	0		0		1	0							1					
Sawgrass Lake Elementary	204	\$ 329,707.72	1	\$ 1,501.52	0		3	1							2	1	1			
Seminole Elementary	264	\$ 413,480.86	1	\$ 1,258.09	0		3	2			1			3	2					
Seventy-Fourth Street Elementary	137	\$ 210,552.94	0		0		1	1							2					
Shore Acres Elementary	330	\$ 529,656.03	0		0		1	0										1		
Skycrest Elementary	254	\$ 462,917.82	1	\$ 1,257.89	0		3	0			1			1	1					
Skyview Elementary	163	\$ 288,588.11	0		0		2	2						2	2					
Southern Oak Elementary	166	\$ 310,893.03	0		0		3	2						2	2		1			
Starkey Elementary	118	\$ 219,227.54	4	\$ 5,740.81	0		2	2						2	2					
Tarpon Springs Elementary	481	\$ 835,731.60	0		1	\$ 1,309.45	3	2						5	3		1			
Walsingham Elementary	168	\$ 249,733.89	0		2	\$ 3,026.19	2	2						2	3					
Westgate Elementary	245	\$ 334,894.78	0		0		3	2						2	2		1			
Woodlawn Elementary	171	\$ 252,148.21	0		1	\$ 1,009.00	4	2			1			2	2			1		
Exceptional Education Centers																				
Calvin A. Hunsinger School	156	\$ 299,782.90	1	\$ 1,201.39	0		0													
Nina Harris ESE Center	384	\$ 701,492.98	0		0		2	2						2	2					
Paul B. Stephens School	290	\$ 676,483.48	3	\$ 3,333.00	0		1	1							2					
Richard L. Sanders School	168	\$ 339,094.90	0		6	\$ 8,751.20	1	1							2					
Departments																				
6-8 Science	1	\$ 1,044.72	0		0		1	0							1					
9-12 Science	3	\$ 3,164.74	0		0		3	0						1	1		1			
Academic Computing	25	\$ 171,050.22	0		0		1	0							1					
Assessment, Accountability & Research	43	\$ 90,349.43	0		0		1	0							1					
Athletics, Pre K-12 PE, Health Ed, School Wellness	13	\$ 23,237.59	0		0		3	1						1	2		1			
Attorney for Board	1	\$ 1,554.21	0		0		3	0						1	1		1			
Budget & Resource Allocation	3	\$ 3,545.46	1	\$ 1,124.95	0		0													
Career Technical & Adult Education Post-Secondary	45	\$ 107,323.21	0		0		1	0							1					
Communication Disorders	330	\$ 773,154.81	3	\$ 6,665.25	2	\$ 2,728.29	3	2						2	2		1			

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY RECORDS INVENTORY REPORT
SUMMARY SCHEDULE OF FIXED ASSET INVENTORY DEFICIENCIES (CONTINUED)
FOR FISCAL YEAR 2018-19**

Fixed Assets Property Inventory Procedural Deficiencies for 2018-19 Fiscal Year																				
School/Cost Center	Total Inventory Items	Total Value of Inventory	No. of M1's	Historical Cost M1's	No. of M2's	Historical Cost M2's	Total # Deficiencies	Repeats	Procedural Deficiencies** (see legend page 5)											
									A	B	C	D	E	F	G	H	I	J	K	L
Elementary Education	4	\$ 5,070.73	0		0		1	0								1				
Elementary Language Arts & Reading	16	\$ 24,847.24	0		0		2	0							1			1		
Elementary Mathematics	2	\$ 2,294.35	0		0		1	0								1				
Elementary Science	5	\$ 6,792.34	0		0		1	0						1						
ESOL	14	\$ 16,552.64	0		0		1	0								1				
Facilities and Operations	32	\$ 707,876.78	0		0		1	0						1						
FDLRS Gulfcoast Association Center	122	\$ 173,343.33	1	\$ 1,495.00	2	\$ 2,273.10	0													
Food and Nutrition	4436	\$ 20,385,101.02	4	\$ 6,213.18	1	\$ 3,054.00	0													
High School Language Arts and Reading	7	\$ 274,630.14	1	\$ 1,029.31	0		0													
Hospital Homebound	160	\$ 219,654.02	14	\$ 17,253.69	1	\$ 1,201.39	1	0								1				
Human Resources	28	\$ 173,291.69	0		0		3	3						2	2			3		
K-12 Guidance	2	\$ 3,211.35	0		0		2	0						1	1					
Low Prevalence	19	\$ 24,852.71	1	\$ 1,472.00	1	\$ 1,099.00	0													
Maintenance	1205	\$ 9,535,995.14	15	\$ 29,139.40	9	\$ 13,386.45	2	2						2	2					
Middle School Education	3	\$ 3,357.12	1	\$ 1,260.00	0		0													
Middle School Language Arts & Reading	0	\$ -	0		0		1	0										1		
Pinellas Virtual K-12	36	\$ 51,648.18	0		0		2	0						1	1					
Pre K-12 Library Media	39	\$ 295,564.61	0		0		1	0							1					
Pre K-12 Performing Arts	84	\$ 123,577.48	0		0		2	0			1				1					
Pre K-12 Visual Arts	21	\$ 67,317.01	0		0		1	1							2					
Prevention Office	21	\$ 35,058.48	0		0		1	0							1					
Professional Development	41	\$ 296,025.33	2	\$ 2,151.92	0		1	0							1					
Risk Management and Insurance	22	\$ 30,373.66	2	\$ 2,088.86	0		0													
School Leadership	2	\$ 2,530.40	0		0		1	1						2						
School Safety & Security	26	\$ 145,615.94	1	\$ 1,195.00	0		0													
Special Projects	3	\$ 4,028.65	0		0		2	0						1	1					
Staff Attorney	3	\$ 4,154.48	0		0		1	0										1		
Student Assignment	12	\$ 19,119.90	0		0		2	0						1	1					
Surplus Property	1201	\$ 2,318,392.48	7	\$ 14,289.86	0		1	1												2
Technology Information Systems	2153	\$ 16,916,948.39	7	\$ 14,688.82	3	\$ 7,457.26	2	1			2						1			
Title I Center	63	\$ 194,307.72	0		0		1	1												
Transportation	2315	\$ 62,316,859.93	0		0		1	0							1					
TV Operations	318	\$ 1,688,042.90	0		0		1	0									1			
Total Deficiencies	59,700	\$ 208,559,091.67	344	\$ 580,881.85	146	\$ 221,260.59	305	190	9	1	3	23	1	101	131	6	21	8	0	1

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY INVENTORY REPORT
SCHEDULE OF COST CENTERS WITH PERFECT FIXED ASSET INVENTORY REPORTS
FOR FISCAL YEAR 2018-19**

We have inventoried 241 schools and departments/other cost centers. The following 13 schools and 66 departments/other cost centers (33% of the 241 sites inventoried) received perfect inventory reports. All inventory assigned was verified and no procedural comments were reported, indicating exceptional proficiency in internal controls, operational management, and compliance with statutes, regulations, and policies governing tangible personal property. We commend these cost centers for their efforts. It takes a dedicated team working together with daily diligence to accomplish this level of proficiency.

SCHOOLS:

Brooker Creek Elementary School	Pasadena Fundamental Elementary School
Chi Chi Rodriguez Academy	San Jose Elementary School
Clearwater Adult Education Center	Sandy Lane Elementary School
East Lake Middle School Academy of Engineering	Sunset Hills Elementary School
Lake St. George Elementary School	Sutherland Elementary School
McMullen Booth Elementary School	Tarpon Springs Fundamental Elementary School
Palm Harbor Community School	

DEPARTMENTS/OTHER COST CENTERS:

6-8 Math	Instructional Materials
9-12 Math	K-12 Stem
Accounting	Mailroom
Administration Building	Meadowlawn School Service Center
Advanced Studies / Academic Excellence	Media, Text, and Digital Learning
Area 1 Office	Office of Strategic Communication
Area 2 Office	Office of Professional Standards
Area 3 Office	Oldsmar Service Center
Area 4 Office	OT/PT Medicaid
Auditing & Property Records	Ozona School Service Center
Bernice Johnson Student Service Center	Payroll
Business Technology & CTAE	Pinellas Teleschool
Cash Management	Pre K-12 Social Studies
Career Technical & Adult Education	Pre K-12 World Languages
Central Printing	Pre-Kindergarten Handicapped
Charter School & Home Education	Private School ESE
Chief Financial Office	Psychological Services
Coachman Service Center	Purchasing Department

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY INVENTORY REPORT
SCHEDULE OF COST CENTERS WITH PERFECT FIXED ASSET INVENTORY REPORTS
(CONTINUED)
FOR FISCAL YEAR 2018-19**

Diagnostic Services	Real Estate Department
Early Childhood Education	Records Management
Education Foundation	Robinson School Service Center
Educational Alternative Services	School Board
ESE Countywide	School Health Services
ESE Staffing	School Social Work Services
Exceptional Student Education	Schools Police
Family & Community Relations	Student & Community Support Services
Family & Consumer Sciences	Student Services
Facilities Design & Construction	Superintendent's Office
Florida State Personnel Development	Teaching & Learning Services
Gifted & Able Learners	Utility Management
Gus A. Stavros Institute	Vehicle Maintenance
High School Education	Warehousing
Industrial Tech & Agri Bus Ed	WPSC

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY INVENTORY REPORT
SUMMARY SCHEDULE OF UNCAPITALIZED TECHNOLOGY INVENTORY
DEFICIENCIES
FOR FISCAL YEAR 2018-19**

	2016-17	2017-18	2018-19
Total Items Inventoried	21,911	86,123	103,345
M1's (Missing 1st year)	563	1405	657
M2's (Missing 2nd year)	0	399	755
Percentage of Missing Items	2.57%	2.09%	1.37%
Total Procedural Deficiencies	67	133	179
Total Repeat Deficiencies	7	11	56
Total Perfect Inventory Reports	2	14	83

The legend below should be used in conjunction with the **SUMMARY SCHEDULE OF UNCAPITALIZED TECHNOLOGY INVENTORY DEFICIENCIES** table that follows.

PROCEDURAL DEFICIENCIES LEGEND

A	Temporary Property Removal Contracts have been completed and updated annually
B	Equipment Assignment Lists have been completed and updated for all staff members
C	Property has been tagged by personnel and verification sent to Property Records
D	Asset transfers are completed and updated timely
E	Damage and/or Loss of Property Reports have been completed and submitted as needed
F	Surplus Property: Internal controls were operating effectively
G	Notified Property Records of donated property

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY INVENTORY REPORT
SUMMARY SCHEDULE OF UNCAPITALIZED TECHNOLOGY INVENTORY DEFICIENCIES (CONTINUED)
FOR FISCAL YEAR 2018-19**

Uncapitalized Technology Property Inventory Procedural Deficiencies for 2018-19 Fiscal Year															
School/Cost Center	Total Inventory Items	Total Value of Inventory	No. of M1's	Historical Cost M1's	No. of M2's	Historical Cost M2's	Total # Deficiencies	Repeats	Procedural Deficiencies** (see legend page 12)						
									A	B	C	D	E	F	G
Career Technical & Adult Education															
Clearview Adult Education Center	52	\$ 36,540.47	2	\$ 916.00	0		0								
Clearwater Adult Education Center	260	\$ 169,864.76	1	\$ 538.00	0		0								
Dixie Hollins Adult Education Center	270	\$ 180,929.57	1	\$ 875.70	0		0								
Lakewood Community	134	\$ 91,778.09	0		0		1	0		1					
Northeast Community	21	\$ 15,874.02	1	\$ 635.77	0		0								
Palm Harbor Community School	160	\$ 116,143.63	1	\$ 399.00	0		0								
Richard O. Jacobson Technical High School at Seminole	369	\$ 228,352.98	0		0		1	0		1					
Tomlinson Adult Learning Center	358	\$ 245,592.34	0		0		1	0		1					
High School															
Boca Ciega High	1639	\$ 1,043,304.63	4	\$ 2,438.04	10	\$ 5,793.29	2	0	1	1					
Clearwater High	1435	\$ 918,876.40	5	\$ 2,340.88	19	\$ 10,900.57	0								
Countryside High	1691	\$ 1,088,665.05	3	\$ 1,865.22	27	\$ 16,963.55	2	0	1				1		
Dixie M. Hollins High	1835	\$ 1,178,641.86	18	\$ 11,174.38	9	\$ 5,427.91	4	1	1	2	1	1			
Dunedin High	1308	\$ 840,427.91	8	\$ 5,731.28	14	\$ 8,694.09	3	3	2	2		2			
East Lake High	1513	\$ 1,014,152.75	2	\$ 1,539.62	14	\$ 8,845.76	2	2	3	3					
Gibbs High	2164	\$ 1,434,642.97	7	\$ 4,570.82	47	\$ 31,713.18	3	2	2	2		1			
Lakewood High	1232	\$ 810,888.85	18	\$ 11,337.60	39	\$ 23,562.85	3	2	2	2		1			
Largo High	1409	\$ 975,372.49	10	\$ 7,215.50	46	\$ 31,469.28	3	3	2	2		2			
Northeast High	1368	\$ 907,548.41	0		2	\$ 1,224.48	0								
Osceola Fundamental High	1142	\$ 835,247.15	10	\$ 6,313.43	2	\$ 981.00	1	0				1			
Palm Harbor University High	1563	\$ 1,012,103.53	0		4	\$ 2,478.05	2	2	2	2					
Pinellas Park High	1927	\$ 1,290,794.22	29	\$ 16,691.90	16	\$ 9,280.63	1	0				1			
Seminole High	1626	\$ 1,094,336.64	2	\$ 1,050.24	7	\$ 4,870.02	0								
St. Petersburg High	1631	\$ 1,147,828.26	3	\$ 1,926.48	1	\$ 704.03	2	2	3	2					
Tarpon Springs High	1065	\$ 693,424.68	18	\$ 11,998.62	20	\$ 11,471.90	3	2	2	2		1			
Educational Alternative School															
Bayside High	531	\$ 335,332.69	2	\$ 1,158.00	6	\$ 4,565.86	1	0				1			
Clearwater Intermediate	398	\$ 227,848.90	0		2	\$ 1,202.12	0								
Disston Academy	426	\$ 265,799.94	6	\$ 4,058.89	11	\$ 6,991.73	1	1				2			
Lealman Innovation Academy	981	\$ 596,966.04	0		6	\$ 4,214.80	1	0				1			
Pinellas Gulf Coast Academy	338	\$ 208,110.16	2	\$ 1,095.98	2	\$ 1,095.98	1	0		1					
Pinellas Secondary	556	\$ 363,333.21	3	\$ 2,042.16	3	\$ 2,405.70	2	1		2		1			

** Numbers = Consecutive Years Similar Deficiencies Repeated in Reports

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY INVENTORY REPORT
SUMMARY SCHEDULE OF UNCAPITALIZED TECHNOLOGY INVENTORY DEFICIENCIES (CONTINUED)
FOR FISCAL YEAR 2018-19**

Uncapitalized Technology Property Inventory Procedural Deficiencies for 2018-19 Fiscal Year															
School/Cost Center	Total Inventory Items	Total Value of Inventory	No. of M1's	Historical Cost M1's	No. of M2's	Historical Cost M2's	Total # Deficiencies	Repeats	Procedural Deficiencies** (see legend page 12)						
									A	B	C	D	E	F	G
Middle Schools															
Azalea Middle	1597	\$ 1,119,695.81	0		4	\$ 2,720.75	1			1					
Bay Point Middle	961	\$ 583,819.46	1	\$ 585.00	4	\$ 2,646.92	0								
Clearwater Fundamental Middle	674	\$ 433,752.47	0		4	\$ 2,254.28	1	0		1					
Dunedin Highland Middle	957	\$ 628,538.26	6	\$ 3,954.65	19	\$ 12,583.72	1	1				2			
Fitzgerald Middle	1307	\$ 841,786.03	26	\$ 17,097.06	19	\$ 10,936.10	3	3	2	2		3			
John Hopkins Middle	1018	\$ 699,450.84	11	\$ 6,909.47	3	\$ 2,303.86	1	1				2			
Joseph L. Carwise Middle	1021	\$ 653,123.33	1	\$ 699.00	2	\$ 1,236.18	2	0	1	1					
Largo Middle	1087	\$ 645,575.74	2	\$ 1,191.70	13	\$ 6,718.69	3	2	2	2		1			
Meadowlawn Middle	1178	\$ 746,552.49	16	\$ 10,218.47	7	\$ 4,814.80	1	1				3			
Oak Grove Middle	1282	\$ 824,313.53	3	\$ 1,790.52	26	\$ 13,437.40	2	2	2	2					
Osceola Middle	1083	\$ 664,332.55	0		1	\$ 482.00	2	0		1		1			
Palm Harbor Middle	842	\$ 593,716.44	0		5	\$ 3,308.13	2	2	2	2					
Pinellas Park Middle	1245	\$ 806,192.46	7	\$ 3,838.89	3	\$ 1,852.24	0								
Safety Harbor Middle	1063	\$ 700,793.86	5	\$ 3,077.68	1	\$ 951.71	2	1		2		1			
Seminole Middle	1209	\$ 809,774.60	8	\$ 5,282.24	7	\$ 4,009.45	3	0	1	1		1			
Tarpon Springs Middle	695	\$ 457,775.66	1	\$ 399.00	1	\$ 939.37	1	0				1			
Thurgood Marshall Fundamental	651	\$ 433,157.05	0		7	\$ 4,953.79	2	0	1	1					
Tyrone Middle	1860	\$ 1,099,971.14	10	\$ 5,422.17	16	\$ 10,617.61	1	0				1			
Elementary-Middle K-8 School															
James B. Sanderlin PK - 8	481	\$ 262,132.82	0		1	\$ 458.00	1	1		2					
Madeira Beach Fundamental K-8	952	\$ 603,489.82	0		0		1	0		1					
Midtown Academy	492	\$ 297,742.53	25	\$ 16,502.29	8	\$ 4,719.82	1	0				1			
Elementary School															
Anona Elementary	350	\$ 223,041.96	1	\$ 558.00	6	\$ 3,246.77	3	0	1	1		1			
Azalea Elementary	450	\$ 290,218.88	0		2	\$ 1,278.03	1	0		1					
Bardmoor Elementary	657	\$ 403,335.76	10	\$ 6,572.11	3	\$ 1,883.70	1	0		1					
Bauder Elementary	792	\$ 406,531.17	0		1	\$ 775.87	0								
Bay Vista Fundamental Elementary	600	\$ 360,252.74	1	\$ 572.96	3	\$ 1,872.41	0								
Bear Creek Elementary	473	\$ 279,038.31	11	\$ 6,383.30	13	\$ 7,932.92	2	1	1	2					
Belcher Elementary	805	\$ 493,699.80	1	\$ 572.96	10	\$ 5,859.49	2	1		1		2			
Belleair Elementary	1033	\$ 630,907.30	1	\$ 653.47	3	\$ 1,811.70	2	0				1		1	
Blanton Elementary	636	\$ 385,684.78	0		0		1	0		1					
Campbell Park Elementary	1169	\$ 611,856.44	47	\$ 28,464.31	17	\$ 9,267.52	1	1		2					
Cross Bayou Elementary	532	\$ 332,342.63	2	\$ 1,344.21	2	\$ 1,219.18	3	0	1	1		1			
Curlew Creek Elementary	824	\$ 483,131.75	0		2	\$ 1,076.00	0								
Cypress Woods Elementary	805	\$ 418,640.99	0		2	\$ 1,116.00	1	0				1			
Douglas L. Jamerson Jr. Elementary	508	\$ 325,173.69	0		3	\$ 1,815.90	0								
Eisenhower Elementary	800	\$ 498,584.05	5	\$ 2,937.36	6	\$ 3,518.27	2	0	1	1					

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY INVENTORY REPORT
SUMMARY SCHEDULE OF UNCAPITALIZED TECHNOLOGY INVENTORY DEFICIENCIES (CONTINUED)
FOR FISCAL YEAR 2018-19**

Uncapitalized Technology Property Inventory Procedural Deficiencies for 2018-19 Fiscal Year															
School/Cost Center	Total Inventory Items	Total Value of Inventory	No. of M1's	Historical Cost M1's	No. of M2's	Historical Cost M2's	Total # Deficiencies	Repeats	Procedural Deficiencies** (see legend page 12)						
									A	B	C	D	E	F	G
Fairmount Park Elementary	1413	\$ 758,670.26	1	\$ 572.96	10	\$ 5,123.20	2	1		2		1			
Forest Lakes Elementary	636	\$ 363,806.20	0		0		1	0				1			
Frontier Elementary	794	\$ 463,423.04	2	\$ 972.94	0		0								
Fuguitt Elementary	618	\$ 381,370.99	0		3	\$ 1,481.27	2	1	1	2					
Garrison-Jones Elementary	515	\$ 320,769.08	0		1	\$ 493.73	1	1				2			
Gulf Beaches Elementary Magnet	1043	\$ 493,900.79	5	\$ 2,690.00	2	\$ 1,013.76	0								
Gulfport Elementary	631	\$ 403,570.17	6	\$ 3,598.78	18	\$ 10,671.31	2	1	1	2					
High Point Elementary	1221	\$ 662,189.25	4	\$ 2,158.50	4	\$ 1,956.00	3	0	1	1		1			
Highland Lakes Elementary	446	\$ 272,184.79	0		0		2	0	1	1					
John M. Sexton Elementary	1091	\$ 629,240.04	28	\$ 17,750.42	12	\$ 7,024.56	1	1				2			
Kings Highway Elementary Magnet	1017	\$ 432,230.66	7	\$ 3,956.89	5	\$ 2,140.00	2	0		1			1		
Lake St. George Elementary	509	\$ 270,870.68	0		4	\$ 2,131.24	0								
Lakewood Elementary	800	\$ 443,562.99	2	\$ 1,376.18	7	\$ 4,684.77	0								
Lealman Avenue Elementary	646	\$ 409,839.42	0		0		1	1		2					
Leila Davis Elementary	747	\$ 402,758.76	0		0		1	0				1			
Lynch Elementary	594	\$ 378,806.13	7	\$ 4,927.36	3	\$ 2,063.18	1	0				1			
Marjorie Kinnan Rawlings Elementary	817	\$ 506,718.72	5	\$ 2,945.54	2	\$ 1,226.43	2	0		1		1			
Maximo Elementary	817	\$ 467,027.65	9	\$ 5,231.55	20	\$ 13,188.41	3	1	1	2		1			
McMullen-Booth Elementary	701	\$ 414,366.87	1	\$ 353.00	0		1	0				1			
Melrose Elementary	635	\$ 381,217.32	4	\$ 2,302.65	12	\$ 7,207.34	1	1				2			
Mildred Helms Elementary	913	\$ 537,889.06	3	\$ 2,146.74	0		1	1		2					
Mount Vernon Elementary	679	\$ 370,100.25	24	\$ 13,833.47	10	\$ 6,377.41	1	0				1			
New Heights Elementary	744	\$ 448,485.20	0		0		1	1		2					
North Shore Elementary	584	\$ 372,504.66	8	\$ 5,150.21	2	\$ 1,484.05	3	1		1		2	1		
Northwest Elementary	751	\$ 456,763.89	1	\$ 655.05	9	\$ 5,557.62	1	1				2			
Oakhurst Elementary	538	\$ 341,563.83	0		2	\$ 1,230.00	5	0	1	1	1	1			1
Oldsmar Elementary	391	\$ 218,555.72	0		0		2	0	1	1					
Ozona Elementary	716	\$ 424,174.54	1	\$ 458.00	5	\$ 3,136.00	0								
Perkins Elementary	279	\$ 146,606.90	1	\$ 572.96	0		1	0				1			
Pinellas Central Elementary	705	\$ 420,121.76	13	\$ 7,982.62	7	\$ 4,253.83	1	1				3			
Pinellas Park Elementary	753	\$ 435,766.70	3	\$ 1,799.39	3	\$ 1,718.88	2	0				1	1		
Plumb Elementary	568	\$ 358,453.38	0		1	\$ 458.00	1	0				1			
Ridgecrest Elementary	987	\$ 635,785.31	2	\$ 817.00	2	\$ 1,022.00	2	1		2					1
Safety Harbor Elementary	663	\$ 398,410.34	0		0		1	0				1			
San Jose Elementary	537	\$ 342,216.15	3	\$ 2,050.48	2	\$ 1,273.94	1	0				1			
Sandy Lane Elementary	764	\$ 431,751.70	8	\$ 4,662.59	2	\$ 1,145.92	0								
Sawgrass Lake Elementary	772	\$ 473,622.99	5	\$ 2,895.62	2	\$ 1,178.05	1	0				1			
Seventy-Fourth Street Elementary	746	\$ 475,250.70	0		7	\$ 4,410.54	0								

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY INVENTORY REPORT
SUMMARY SCHEDULE OF UNCAPITALIZED TECHNOLOGY INVENTORY DEFICIENCIES (CONTINUED)
FOR FISCAL YEAR 2018-19**

Uncapitalized Technology Property Inventory Procedural Deficiencies for 2018-19 Fiscal Year															
School/Cost Center	Total Inventory Items	Total Value of Inventory	No. of M1's	Historical Cost M1's	No. of M2's	Historical Cost M2's	Total # Deficiencies	Repeats	Procedural Deficiencies** (see legend page 12)						
									A	B	C	D	E	F	G
Shore Acres Elementary	430	\$ 265,879.75	0		3	\$ 1,627.28	0								
Skycrest Elementary	793	\$ 515,698.10	6	\$ 4,216.81	0		1	0				1			
Skyview Elementary	813	\$ 503,750.37	1	\$ 572.96	2	\$ 1,193.05	2	1	1	2					
Southern Oak Elementary	730	\$ 448,018.96	0		2	\$ 1,180.05	3	0	1	1		1			
Starkey Elementary	742	\$ 420,092.95	7	\$ 4,323.57	0		3	0	1	1			1		
Tarpon Springs Elementary	724	\$ 428,289.81	2	\$ 1,152.47	7	\$ 4,237.29	1			1					
Walsingham Elementary	500	\$ 317,303.73	4	\$ 2,143.94	7	\$ 4,290.83	0								
Westgate Elementary	647	\$ 386,858.69	0		2	\$ 1,135.51	0								
Woodlawn Elementary	1149	\$ 626,781.20	14	\$ 9,208.56	18	\$ 9,787.67	2	1		2		1			
Exceptional Education Centers															
Calvin A. Hunsinger School	332	\$ 196,524.10	4	\$ 2,233.19	1	\$ 758.00	0								
Nina Harris ESE Center	246	\$ 161,589.30	0		3	\$ 1,983.00	1	0				1			
Paul B. Stephens School	327	\$ 195,573.09	1	\$ 499.00	2	\$ 1,443.83	0								
Richard L. Sanders School	378	\$ 234,470.90	0		20	\$ 13,750.81	1	1		2					
Departments															
6-8 Science	13	\$ 7,724.04	1	\$ 756.24	0		1	0		1					
9-12 Science	9	\$ 6,002.29	0		0		2	0	1	1					
Academic Computing	31	\$ 16,479.22	1	\$ 394.00	0		1	0		1					
Assessment, Accountability & Research	35	\$ 24,584.06	0		0		1	0		1					
Attorney for Board	9	\$ 5,846.46	0		0		2	0	1	1					
Career, Technical & Adult Education Post-Secondary	169	\$ 116,013.81	0		0		1	0		1					
Communication Disorders	908	\$ 501,273.92	24	\$ 13,980.84	0		0								
Early Child Education	146	\$ 57,788.85	14	\$ 5,125.00	0		0								
ESOL	129	\$ 65,968.43	14	\$ 5,527.23	0		1	0		1					
Facilities Design and Construction	33	\$ 19,886.22	1	\$ 699.00	0		0								
Family & Community Relations	170	\$ 110,322.52	1	\$ 735.63	0		0								
Food and Nutrition	402	\$ 294,393.86	0		0		1	0				1			
High School Language Arts and Reading	59	\$ 31,220.41	1	\$ 619.94	0		1	0				1			
Hospital Homebound	331	\$ 229,686.45	29	\$ 20,786.01	0		0								
Human Resources	78	\$ 49,571.94	0		0		2	0	1	1					
K-12 STEM	440	\$ 133,411.74	0		0		1	0			1				
Maintenance	418	\$ 184,364.18	0		0		1	0	1						
Middle School Language Arts & Reading	3	\$ 1,539.08	0		0		0								
Pinellas Teleschool	37	\$ 23,413.87	6	\$ 3,920.82	0		0								
Pinellas Virtual K-12	178	\$ 115,479.22	0		0		1	0		1					
Pre K-12 Performing Arts	165	\$ 100,105.30	0		0		1	0				1			
Pre-Kindergarten Handicapped	131	\$ 67,296.82	1	\$ 294.00	0		0								
Private School ESE	39	\$ 29,713.81	0		0		1	0				1			

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY INVENTORY REPORT
SUMMARY SCHEDULE OF UNCAPITALIZED TECHNOLOGY INVENTORY DEFICIENCIES (CONTINUED)
FOR FISCAL YEAR 2018-19**

Uncapitalized Technology Property Inventory Procedural Deficiencies for 2018-19 Fiscal Year															
School/Cost Center	Total Inventory Items	Total Value of Inventory	No. of M1's	Historical Cost M1's	No. of M2's	Historical Cost M2's	Total # Deficiencies	Repeats	Procedural Deficiencies** (see legend page 12)						
									A	B	C	D	E	F	G
Professional Development	264	\$ 142,117.94	1	\$ 474.00	0		0								
School Health Services	163	\$ 113,811.83	1	\$ 754.94	0		0								
School Leadership	13	\$ 8,923.98	0		0		1	0				1			
School Safety & Security	18	\$ 11,180.82	1	\$ 779.03	0		0								
Student Assignment	25	\$ 14,935.81	0		0		2	0	1	1					
Surplus Property	691	\$ 504,512.90	6	\$ 5,109.16	0		1	1						2	
Technology Information Systems	486	\$ 313,325.86	2	\$ 944.00	0		1	0				1			
Title I Center	518	\$ 300,642.19	4	\$ 2,603.80	0		1	0		1					
Transportation	151	\$ 90,977.66	0		0		1	0		1					
Total Deficiencies	103,345	\$ 63,954,743.07	657	\$ 402,655.37	755	\$ 464,514.12	179	56	37	70	3	60	4	1 4	

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY INVENTORY REPORT
SCHEDULE OF COST CENTERS WITH PERFECT UNCAPITALIZED TECHNOLOGY
INVENTORY REPORTS
FOR FISCAL YEAR 2018-19**

We conducted a total of 232 Uncapitalized Technology inventories of elementary schools, middle schools, high schools, and all departments. The following 14 schools and 69 departments/other cost centers (36% of the 232 sites inventoried) received perfect inventory reports. All inventory assigned was verified and no procedural comments were reported, indicating exceptional proficiency in internal controls, operational management, and compliance with statutes, regulations, and policies governing tangible personal property. We commend this cost center for their efforts. It takes a dedicated team working together with daily diligence to accomplish this level of proficiency.

SCHOOLS:

Bay Point Elementary School	Orange Grove Elementary School
Brooker Creek Elementary School	Pasadena Fundamental Elementary School
Chi Chi Rodriguez Academy	Ponce De Leon Elementary School
Curtis Fundamental Elementary School	Seminole Elementary School
Dunedin Elementary School	Sunset Hills Elementary School
East Lake Middle School Academy of Engineering	Sutherland Elementary School
Lakeview Fundamental Elementary School	Tarpon Springs Fundamental Elementary School

DEPARTMENTS

6-8 Mathematics	High School Education
9-12 Math	K-12 Guidance
Accounting	Industrial Tech & Agri Bus Ed
Administration Building	Instructional Materials
Advanced Studies / Academic Excellence	Low Prevalence
Area 1 Office	Mailroom
Area 2 Office	Media, Text, and Digital Learning
Area 3 Office	Middle School Education
Area 4 Office	Office of Strategic Communication
Athletics, Pre K-12 Physical Ed, School Wellness	Office of Professional Standards
Auditing & Property Records	OT/PT Medicaid
Budget & Resource Allocation	Payroll
Business Technology & CTAE	Pre K-12 Library Media
Career Technical & Adult Education	Pre K-12 Social Studies
Cash Management	Pre K-12 World Languages
Central Printing	Pre K-12 Visual Arts
Charter School & Home Education	Prevention Office
Chief Financial Office	Psychological Services
Coachman Service Center	Purchasing Department
Diagnostic Services	Records Management
Education Foundation	Risk Management & Insurance

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY INVENTORY REPORT
SCHEDULE OF COST CENTERS WITH PERFECT UNCAPITALIZED TECHNOLOGY
INVENTORY REPORTS (CONTINUED)
FOR FISCAL YEAR 2018-19**

Educational Alternative Services	Real Estate Department
Elementary Education	School Board
Elementary Language Arts & Reading	School Police
Elementary Math	School Social Work Services
Elementary Science	Special Projects
ESE Countywide	Staff Attorney
ESE Staffing	Student & Community Support Services
Exceptional Student Services	Student Services
Family & Consumer Sciences	Superintendent's Office
Facilities & Operations	Teaching & Learning Services
FDLRS Gulfcoast Associate Center	TV Operations
Florida State Personnel Development	Vehicle Maintenance
Gifted & Able Learners	Warehousing
Gus A. Stavros Institute	

REQUESTS FOR INFORMATION

Specific deficiencies for each cost center and Management's responses to each deficiency noted in the **SUMMARY SCHEDULE OF FIXED ASSETS INVENTORY DEFICIENCIES** and **SUMMARY SCHEDULE OF UNCAPITALIZED TECHNOLOGY INVENTORY DEFICIENCIES** are on file in the Auditing and Property Records Department office and available upon request. Questions concerning information provided in this report or requests for additional information should be addressed to the Director of Auditing and Property Records, Pinellas County District School Board, Post Office Box 2942, Largo, Florida 33779-2942.