



PINELLAS COUNTY DISTRICT SCHOOL BOARD

Annual Property Records Inventory Report

For the Fiscal Year 2014-15

Director, Auditing and Property Records
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PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY RECORDS INVENTORY REPORT
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**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY RECORDS INVENTORY REPORT
FOR FISCAL YEAR 2014-15**

I. BACKGROUND

Pursuant to Chapter 69I-73, Florida Administrative Code, 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 is taken annually.

The Superintendent is responsible for the supervision and control of District property pursuant to Section 274.03, Florida Statutes, which allow delegation to a custodian the use and immediate control of the property.

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.

As of June 30, 2015, the District's tangible personal property included 81,231 items with an acquisition value of approximately \$228 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, 2015, included 97,197 items with an acquisition value of approximately \$61 million.

The Auditing and Property Records Department maintains property data records, issues property tags, and conducts annual inventories of all tagged equipment and software with an acquisition value of \$1,000 or more to comply with Chapter 274, Florida Statutes and Board policy.

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II. INVENTORY OBJECTIVES AND SCOPE

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

1. Cost center tangible personal property is controlled and accounted for as required by statute, rule and Board policy
1. Tangible personal property items are properly tagged and marked; and
2. Proper procedures are followed for tangible personal property items that are transferred, lost or stolen, in use by appropriate staff or retired.

The scope included conducting an inventory of all tangible personal property items at every cost center for the 2014-15 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 Florida Statutes and District policies. In addition, a sample of tagged technology items valued from \$300 to \$999.99 were inventoried at each school.

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY RECORDS INVENTORY REPORT
SUMMARY SCHEDULE OF INVENTORY DEFICIENCIES
FOR FISCAL YEAR 2014-15**

SUMMARY OF RESULTS

The Auditing and Property Records Department has completed the inventories of tagged tangible personal property of departments, post-secondary schools and centers, high schools, middle schools, elementary schools, exceptional schools and multi-grade level schools for the 2014-15 fiscal year. To verify compliance with *Bylaws and Policies of The School Board of Pinellas County* and the *Manual of Property Equipment Accounting and Control*, an inventory of all tagged equipment with an acquisition cost of \$1,000 or more was conducted at each school and cost center. In addition, a sample of tagged technology items valued from \$300 to \$999.99 were inventoried at each school.

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, requests made for trade-in or vendor exchange of equipment, submission of un-capitalized inventory spreadsheet and annual summary report of their uncapitalized inventory, maintenance of Software Tracking Notebook, proper Key Management procedures and submission of fall key inventory, and other miscellaneous deficiencies, such as a high percent of a specific type of equipment as missing (example: laptops or band instruments).

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 where 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 INVENTORY DEFICIENCIES (CONTINUED)
FOR FISCAL YEAR 2014-15**

PROPERTY INVENTORY ANALYTICAL

	2012-13	2013-14	2014-15
Total Items Inventoried	92,972	91,582	88,693
M1's (Missing 1st year)	717	778	411
M2's (Missing 2nd year)	289	380	177
Total Procedural Deficiencies	226	196	219
Total Repeat Deficiencies	46	40	57
Total Perfect Inventory Reports	106	99	104

The legend below should be used in conjunction with the **SUMMARY SCHEDULE OF 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 removals 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	Software Tracking Forms Notebook has been maintained and updated
K	Key management procedures have been followed

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY RECORDS INVENTORY REPORT
SUMMARY SCHEDULE OF INVENTORY DEFICIENCIES (CONTINUED)
FOR FISCAL YEAR 2014-15**

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**												
									A	B	C	D	E	F	G	H	I	J	K		
Vocational:																					
Career Academies of Seminole	230	\$ 653,692.20	1	\$ 1,758.55	0	-	0	0													
Dixie Hollins Adult Education Center	97	\$ 195,963.22	1	\$ 1,180.25	0	-	0	0													
PTC - Clearwater	1438	\$ 5,592,773.09	1	\$ 1,757.85	0	-	0	0													
PTC - St. Petersburg	1466	\$ 4,728,903.03	7	\$ 9,888.27	8	\$ 15,966.00	1	0												1	
High Schools:																					
Bayside High	422	\$ 708,122.25	1	\$ 1,162.59	1	\$ 1,038.00	0	0													
Boca Ciega High	1465	\$ 2,828,287.69	3	\$ 3,929.80	0	-	1	0												1	
Clearwater High	1045	\$ 1,917,077.36	2	\$ 2,906.86	2	\$ 3,653.23	0	0													
Countryside High	1069	\$ 2,063,077.58	1	\$ 1,173.30	3	\$ 4,224.40	0	0													
Dixie M. Hollins High	1456	\$ 2,781,017.95	11	\$ 18,607.19	2	\$ 3,893.67	3	1			8						1	1			
Dunedin High	973	\$ 1,676,857.43	8	\$ 11,720.91	5	\$ 6,850.96	3	0			1		1				1				
East Lake High	1168	\$ 1,998,307.49	3	\$ 4,101.82	1	\$ 1,257.89	1	0													1
Gibbs High	1862	\$ 3,453,971.65	8	\$ 14,831.13	22	\$ 25,226.86	2	0			1						1				
Lakewood High	1499	\$ 2,536,022.31	14	\$ 16,182.38	2	\$ 3,647.30	3	2			1				3		3				
Largo High	975	\$ 1,494,809.05	64	\$ 78,118.35	0	-	2	2	2											2	
Northeast High	1036	\$ 1,889,645.80	3	\$ 6,754.10	0	-	2	2			2									2	
Osceola Fundamental High	1039	\$ 1,798,672.09	0	-	3	\$ 4,412.99	0	0													
Palm Harbor University High	1235	\$ 2,003,076.25	2	\$ 2,201.39	3	\$ 4,505.54	0	0													
Pinellas Park High	1217	\$ 2,368,509.94	18	\$ 25,599.58	4	\$ 6,151.00	4	0			1		1	1			1				
St. Petersburg High	877	\$ 1,456,409.23	0	-	5	\$ 7,665.26	5	4	3		2		3	1							2
Tarpon Spring High	1281	\$ 2,743,044.55	0	-	7	\$ 8,411.54	3	2					2				1				2
Middle Schools:																					
Azalea Middle	623	\$ 989,062.56	2	\$ 2,536.47	1	\$ 1,243.67	2	0			1										1
Bay Point Middle	723	\$ 1,132,473.43	0	-	0	-	2	0					1	1							
Clearwater Fundamental	618	\$ 930,017.29	2	\$ 2,394.84	1	\$ 1,325.87	1	0			1										
Clearwater Intermediate	303	\$ 505,733.09	1	\$ 1,257.89	0	-	3	1			1									2	1
Dunedin Highland Middle	677	\$ 1,125,051.56	6	\$ 8,649.53	1	\$ 1,484.80	4	3	4		3								1		2
East Lake Middle	9	\$ 14,234.41	0	-	0	-	1	0												1	
John Hopkins Middle	849	\$ 1,503,348.56	16	\$ 23,999.32	7	\$ 10,681.02	6	3	1	1	7	1							6		6

** Numbers = Consecutive Years Similar Deficiencies Repeated in Reports

See Procedural Deficiencies Legend on page 5

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ANNUAL PROPERTY RECORDS INVENTORY REPORT
SUMMARY SCHEDULE OF INVENTORY DEFICIENCIES (CONTINUED)
FOR FISCAL YEAR 2014-15**

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**													
									A	B	C	D	E	F	G	H	I	J	K			
Largo Middle	813	\$ 1,245,973.87	3	\$ 6,780.71	2	\$ 2,630.67	1	1				3										
Lealman Intermediate	504	\$ 80,328.22	3	\$ 3,586.43	1	\$ 1,201.39	2	1				1							3			
Meadowlawn Middle	816	\$ 1,396,439.62	11	\$ 15,127.18	13	\$ 18,666.93	1	1													2	
Morgan Fitzgerald Middle	630	\$ 915,545.48	6	\$ 8,713.82	0	-	4	0	1			1		1	1							
Oak Grove Middle	832	\$ 1,380,791.97	3	\$ 4,052.80	0	-	1	0											1			
Osceola Middle	1026	\$ 1,163,487.87	4	\$ 5,854.40	0	-	3	1			1					1		3				
Palm Harbor Middle	598	\$ 879,933.39	2	\$ 2,502.97	0	-	1	0													1	
Pinellas Park Middle	688	\$ 977,629.65	6	\$ 8,180.73	0	-	5	1				1		1	1			1		2		
Safety Harbor Middle	933	\$ 2,646.40	2	\$ 2,646.40	0	-	3	1	1			1							2			
Seminole Middle	629	\$ 848,668.19	2	\$ 2,449.00	0	-	2	0				1							1			
Tarpon Springs Middle	552	\$ 761,528.12	5	\$ 6,187.64	2	\$ 2,927.05	3	1				1							2		1	
Thurgood Marshall Fundamental	756	\$ 1,195,892.05	4	\$ 8,442.00	1	\$ 1,099.00	1	1											2			
Tyrone Middle	588	\$ 1,006,817.15	3	\$ 3,604.29	0	-	2	0				1				1						
ESE and Multi-Grade Level Schools:																						
James B. Sanderlin	700	\$ 1,004,119.61	0	-	1	\$ 1,119.73	0	0														
Madeira Beach Fundamental K-8	747	\$ 1,059,375.01	6	\$ 9,570.61	3	\$ 4,804.88	3	0					1		1						1	
Pinellas Secondary	361	\$ 563,538.89	1	\$ 1,591.87	0	-	0	0														
Richard L. Sanders Exceptional	364	\$ 613,073.29	1	\$ 1,213.00	9	\$ 10,069.21	2	2				5									2	
Elementary Schools:																						
Anona Elementary	232	\$ 292,528.98	0	-	0	-	2	0				1									1	
Azalea Elementary	251	\$ 373,086.28	0	-	1	\$ 1,501.52	0	0														
Bardmoor Elementary	351	\$ 457,069.53	1	\$ 577.76	0	-	0	0														
Bauder Elementary	420	\$ 478,125.99	1	\$ 1,335.37	0	-	4	0				1	1					1		1		
Bay Vista Fundamental Elementary	263	\$ 365,905.51	1	\$ 661.18	0	-	1	0													1	
Bear Creek Elementary	210	\$ 317,369.31	0	-	2	\$ 3,009.47	1	0											1			
Belcher Elementary	298	\$ 407,456.70	1	\$ 1,647.00	0	-	1	0				1										
Belleair Elementary	319	\$ 498,589.34	1	\$ 1,225.85	5	\$ 6,837.34	1	0													1	
Blanton Elementary	431	\$ 551,113.37	0	-	0	-	2	0				1										
Brooker Creek Elementary	252	\$ 350,339.72	0	-	0	-	1	0											1			
Campbell Park Elementary	374	\$ 613,529.09	4	\$ 5,532.39	0	-	2	0											1		1	

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									A	B	C	D	E	F	G	H	I	J	K		
Cross Bayou Elementary	292	\$ 426,664.94	1	\$ 1,524.67	0	-	0	0													
Curlew Creek Elementary	378	\$ 521,310.43	0	-	0	-	1	0												1	
Curtis Fundamental Elementary	689	\$ 1,252,006.14	0	-	0	-	1	0				1									
Douglas L. Jamerson, Jr. Elementary	391	\$ 560,361.77	1	\$ 1,501.52	0	-	2	0				1							1		
Dunedin Elementary	1051	\$ 1,431,988.11	0	-	0	-	2	0				1									1
Eisenhower Elementary	435	\$ 629,528.58	1	\$ 1,463.70	0	-	0	0													
Fairmount Park Elementary	331	\$ 566,258.42	0	-	0	-	2	0				1									1
Forest Lakes Elementary	374	\$ 471,879.95	3	\$ 3,814.22	0	-	0	0													
Fuguitt Elementary	301	\$ 423,327.85	1	\$ 1,554.21	1	\$ 615.00	2	0				1								1	
Garrison-Jones Elementary	319	\$ 446,841.36	1	\$ 1,230.41	0	-	1	0				1									
Gulf Beaches Magnet Elementary	101	\$ 168,581.81	0	-	0	-	1	0												1	
Gulfport Elementary	319	\$ 528,550.03	1	\$ 1,524.67	5	\$ 6,080.00	2	1				1								2	
High Point Elementary	1069	\$ 1,672,963.13	13	\$ 20,683.72	1	\$ 2,345.86	2	0				1								1	
Highland Lakes Elementary	245	\$ 375,745.94	0	-	0	-	2					1								1	
John M. Sexton Elementary	364	\$ 529,074.69	1	\$ 1,220.30	0	-	1	1												2	
Kings Highway Elementary Magnet	95	\$ 169,451.07	0	-	0	-	1	0													1
Lake St. George Elementary	361	\$ 554,234.72	0	-	0	-	2	0				1									1
Lakeview Fundamental	218	\$ 263,837.99	1	\$ 1,229.60	0	-	0	0													
Lakewood Elementary	324	\$ 557,387.56	3	\$ 3,530.34	0	-	2	0				1								1	
Lealman Avenue Elementary	259	\$ 372,018.16	2	\$ 2,768.34	0	-	2	0				1				1					
Leila G. Davis Elementary	371	\$ 505,474.37	0	-	0	-	1	0				1									
Lynch Elementary	521	\$ 832,671.60	5	\$ 6,334.65	0	-	1													1	
Marjorie Kinnan Rawlings Elementary	447	\$ 482,138.05	1	\$ 661.18	0	-	2	0				1								1	
Maximo Elementary	374	\$ 536,817.81	6	\$ 8,647.55	6	\$ 9,834.44	0	0													
McMullen-Booth Elementary	362	\$ 513,711.60	0	-	1	\$ 1,491.00	2	0				1							1		
Melrose Elementary	259	\$ 414,806.77	19	\$ 26,475.79	0	-	6	3	2			2			1	1			1		2
Mildred Helms Elementary	385	\$ 541,138.35	0	-	0	-	1	0				1									
MountVernon Elementary	261	\$ 396,181.88	0	-	0	-	1	0				1									
New Heights Elementary	991	\$ 1,566,274.45	15	\$ 19,163.14	1	\$ 1,501.52	2	0								1			1		
North Shore Elementary	2691	\$ 281,099.30	0	-	0	-	1	0													1

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									A	B	C	D	E	F	G	H	I	J	K		
Northwest Elementary	287	\$ 409,836.39	0	-	0	-	1					1									
Oakhurst Elementary	360	\$ 479,379.48	0	-	0	-	2	0	1			1									
Orange Grove Elementary	246	\$ 291,019.30	4	\$ 2,448.26	0	-	0	0													
Pasadena Fundamental Elementary	207	\$ 306,447.91	0	-	0	-	1	0				1									
Perkins Elementary	854	\$ 1,187,080.98	0	-	0	-	1	0				1									
Pinellas Park Elementary	410	\$ 582,302.88	15	\$ 17,427.93	0	-	5	3	2			3		1				3		1	
Plumb Elementary	368	\$ 498,386.91	5	\$ 7,254.60	0	-	2	1				1							2		
Ponce de Leon Elementary	306	\$ 455,907.24	0	-	0	-	1	0				1									
Ridgecrest Elementary	414	\$ 501,469.89	0	-	0	-	1	0												1	
San Jose Elementary	293	\$ 395,588.23	0	-	0	-	2	1				1								2	
Sandy Lane Elementary	388	\$ 593,729.33	2	\$ 2,969.60	0	-	2	1				2								1	
Sawgrass Lake Elementary	378	\$ 473,459.66	5	\$ 6,386.48	0	-	2	0				1								1	
Seminole Elementary	407	\$ 554,193.04	0	-	0	-	2	1	2											1	
Seventy-Fourth Street Elementary	245	\$ 369,623.45	1	\$ 1,199.00	0	-	1	0				1									
Shore Acres Elementary	375	\$ 580,209.26	5	\$ 7,828.92	4	\$ 5,091.65	1	0				1									
Skycrest Elementary	398	\$ 639,882.39	0	-	0	-	1	0													1
Skyview Elementary	316	\$ 408,692.23	0	-	0	-	1	0				1									
Southern Oak Elementary	399	\$ 491,402.37	0	-	0	-	1	0				1									
Starkey Elementary	344	\$ 526,980.39	1	\$ 2,135.00	1	\$ 2,834.10	1	0				1									
Sunset Hills Elementary	307	\$ 450,406.29	2	\$ 4,443.67	0	-	3	1				1							2		1
Sutherland Elementary	245	\$ 390,043.10	0	-	0	-	1	0													1
Tarpon Springs Elementary	1164	\$ 1,769,340.82	2	\$ 2,602.77	0	-	3	0				1		1						1	
Tarpon Springs Fundamental	191	\$ 327,982.10	0	-	0	-	1	0				1									
Walsingham Elementary	273	\$ 439,858.11	3	\$ 4,028.54	0	-	3	0				1							1		1
Woodlawn Elementary	340	\$ 448,154.73	1	\$ 1,045.66	1	\$ 1,243.67	0	0													
Departments:																					
0450 Walter Pownall Service Ctr.	18	\$ 42,014.94	0	-	0	-	1	0												1	
0981 Disston Academy	268	\$ 442,120.35	8	\$ 11,261.86	1	\$ 1,162.59	4	3				3							1	5	3
5070 Elementary Science	24	\$ 31,969.51	0	-	0	-	1	0											1		
5110 TV Operations	408	\$ 2,122,282.42	0	-	3	\$ 12,610.76	2	1									1	2			
5140 Technology Information Sys	1907	\$ 14,325,145.09	15	\$ 23,891.81	15	\$ 21,981.00	1	0									1				
5160 Records Management	12	\$ 67,378.88	0	-	0	-	1	0											1		

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FOR FISCAL YEAR 2014-15**

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**													
									A	B	C	D	E	F	G	H	I	J	K			
5210 Doorways	2	\$ 2,573.04	0	-	0	-	1	0													1	
5300 Educational Alternative Svcs	346	\$ 407,877.72	2	\$ 3,295.47	2	\$ 2,299.30	2	2													2	3
5330 Title I Center	103	\$ 257,320.13	1	\$ 1,388.00	0	-	1	0													1	
5350 9-12 Math	47	\$ 72,012.57	3	\$ 4,983.59	0	-	2	2													2	3
5370 Maintenance	1232	\$ 9,206,403.34	0	-	1	\$ 2,146.00	2	1	1												2	
5380 Elementary Mathematics	22	\$ 30,284.98	0	-	0	-	1	0													1	
5420 PCS Police Department	226	\$ 1,110,052.37	0	-	0	-	2	1													1	2
5470 Food Services	5214	\$ 20,815,775.95	7	\$ 13,618.61	5	\$ 8,721.55	0	0														
5490 Facilities and Operations	345	\$ 1,122,666.22	0	-	0	-	2	1													2	1
5530 School Health Services	47	\$ 74,392.29	0	-	1	\$ 1,525.01	0	0														
5590 Transportation	2124	\$ 47,834,415.98	0	-	1	\$ 1,000.00	0	0														
5750 Career Tech Adult Education	95	\$ 193,819.21	0	-	2	\$ 2,866.99	0	0														
5820 Real Estate Department	5	\$ 11,976.68	0	-	0	-	1	0													1	
5850 High School Education	11	\$ 19,619.74	0	-	0	-	2	0													1	1
5900 Vehicle Maintenance	171	\$ 957,507.05	0	-	1	\$ 1,089.00	0	0														
6260 ESOL	64	\$ 81,347.40	0	-	1	\$ 615.00	0	0														
6420 6-8 Science	3	\$ 3,745.53	0	-	0	-	1	0														1
6430 6-8 Math	3	\$ 3,542.56	0	-	0	-	1	0														1
6620 Gifted & Able Learners	7	\$ 10,118.64	0	-	0	-	1	0													1	
6640 Communication Disorders	470	\$ 1,075,709.58	3	\$ 3,992.51	5	\$ 5,882.13	3	1														
6650 Low Prevalence	61	\$ 86,218.71	1	\$ 1,970.30	0	-	0	0														
6660 FDLRS Gulfcoast Assoc Ctr	125	\$ 181,189.84	0	-	0	-	1	0														1
6710 ESE Academic K-12	15	\$ 19,850.17	0	-	0	-	1	0														1
6720 FL State Personnel Development	29	\$ 47,497.92	3	\$ 4,797.00	0	-	0	0														
6800 Surplus Property	1988	\$ 4,415,265.55	0	-	0	-	1	0														
7051 Pinellas Teleschool	2	\$ 5,840.20	0	-	0	-	1	1														2
7061 Private School ESE	16	\$ 19,561.94	0	-	0	-	1	0														1
7080 Hospital Homebound	249	\$ 360,413.56	0	-	0	-	2	1														2
9000 Private Schools	52	\$ 81,880.55	1	\$ 3,015.00	0	-	0	0														
Total Deficiencies			411	\$ 577,508.36	177	\$ 258,443.76	219	57	11	1	1	65	4	15	20	12	57	1	30			

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY INVENTORY REPORT
SCHEDULE OF COST CENTERS WITH PERFECT INVENTORY REPORTS
FOR FISCAL YEAR 2014-15**

We have inventoried 249 schools and departments/other cost centers. The following 19 schools and 85 departments/other cost centers (42% of the 249 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:

Bay Point Elementary School	Ozona Elementary School
Calvin A. Hunsinger School	Palm Harbor Community School
Clearwater Adult Education Center	Paul B. Stephens ESE Center
Cypress Woods Elementary School	Pinellas Central Elementary School
Frontier Elementary School	Pinellas Gulf Coast Academy
Joseph L. Carwise Middle School	Safety Harbor Elementary School
Lakewood Community School	Seminole High School
Nina Harris ESE Center	Tomlinson Adult Learning Center
Northeast Community	Westgate Elementary School
Oldsmar Elementary School	

DEPARTMENTS (Listed by Cost Center Number):

0040 Administration Building	5630 Early Childhood Education
0060 Lakeview Annex	5640 Pre K-12 Extra Curricular Student Activity
0120 Azalea School Service Center	5650 School Social Work
0680 Bernice Johnson Student Service Center	5670 Payroll
0730 Coachman Service Center	5690 Family & Consumer Sciences
0860 Robinson School Service Center	5700 Career, Technical & Adult Education
2320 Meadlowlawn School Service Center	5720 Business Technology & CTAE
2960 Oldsmar School Service Center	5730 Middle School Education
3070 Ozona Service Center	5780 Industrial Tech/Agri Bus Ed
5000 Attorney For Board	5800 Warehousing
5010 Accounting	5810 Elementary Language Arts & Reading

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SCHEDULE OF COST CENTERS WITH PERFECT INVENTORY REPORTS
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DEPARTMENTS (Listed by Cost Center Number) - Continued:

5040 Superintendent's Office	5840 Office of Equal Opportunity
5050 Pre K-12 Visual Arts	5860 Chief Financial Office
5060 Pre K-12 Library Media	5880 Professional Development
5090 Budget & Resource Allocation	5890 Health Sciences Education
5100 Special Projects	5910 Staff Attorney
5130 Race To The Top	5920 Pre K-12 Social Studies
5150 Cash Management	5930 Facilities Plan Design Construction
5170 Office Professional Standards	5940 Student Assignment
5190 Family & Community Relations	6030 Advanced Studies/Academic Excellence
5200 Prevention Office	6050 Office Strategic Communications
5230 High School Lang Arts & Reading	6080 School Safety & Security
5240 Pre K-12 World Language	6090 TIF Grant
5260 K-12 Guidance	6280 Student & Community Support Services
5280 Academic Computing	6290 Student Services
5290 Teaching & Learning	6351 Gus A. Stavros Institute
5310 Risk Management & Insurance	6410 Lib/Tech/Instr Mat/Dig Lrn
5320 Auditing & Property Records	6600 Exceptional Student Education
5360 Pre K-12 Performing Arts	6610 Area 3 ESE
5390 Psychological Services	6630 Area 4 ESE
5400 Human Resources	6670 Area 1 ESE
5430 Pre K-12 Health Education	6680 Pre-K Handicapped
5440 Purchasing Department	6690 OT-PT/Medicaid
5450 Diagnostic Services	6700 Area 2 ESE
5460 Assessment Accountability & Research	7000 School Board
5480 Mailroom Administration Building	7010 Area 1 Office
5500 9-12 Science	7020 Area 3 Office
5510 Elementary Education	7023 Pinellas Virtual K-12
5560 Utility Management	7030 Area 2 Office
5580 Financial Aid/Admissions	7060 Area 4 Office
5600 Central Printing Services	7121 Eckerd Wilderness Education System
5610 Charter Schools & Home Education	9082 Education Foundation
5620 Instructional Materials	

**PINELLAS COUNTY DISTRICT SCHOOL BOARD
ANNUAL PROPERTY INVENTORY REPORT
FOR FISCAL YEAR 2014-15**

REQUESTS FOR INFORMATION

Specific deficiencies for each cost center and Management's responses to each deficiency noted in the **SUMMARY SCHEDULE OF 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.