



# **PINELLAS COUNTY DISTRICT SCHOOL BOARD**

## **Annual Property Records Inventory Report**

For the Fiscal Year 2017-18

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

PINELLAS COUNTY DISTRICT SCHOOL BOARD  
ANNUAL PROPERTY RECORDS INVENTORY REPORT  
TABLE OF CONTENTS

	<b>PAGE NO.</b>
<b>ANNUAL PROPERTY RECORDS INVENTORY REPORT .....</b>	<b>1</b>
<b>SUMMARY SCHEDULE OF FIXED ASSET INVENTORY DEFICIENCIES .....</b>	<b>4</b>
<b>SCHEDULE OF COST CENTERS WITH PERFECT FIXED ASSET INVENTORY REPORTS.....</b>	<b>10</b>
<b>SUMMARY SCHEDULE OF UNCAPITALIZED TECHNOLOGY INVENTORY DEFICIENCIES...12</b>	
<b>SCHEDULE OF COST CENTERS WITH PERFECT UNCAPITALIZED TECHNOLOGY INVENTORY REPORTS .....</b>	<b>17</b>
<b>REQUESTS FOR INFORMATION.....</b>	<b>17</b>

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](mailto: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 2017-18**

## **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.

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 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 31<sup>st</sup> each year.

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

As of June 30, 2018, the District’s tangible personal property included 65,195 items with an acquisition value of approximately \$217 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, 2018, included 111,943 items with an acquisition value of approximately \$70 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. In addition to conducting fixed asset inventories the Auditing and Property Records Department conducted physical inventories of all uncapitalized technology items valued between \$300 and \$999.99 for all elementary schools, middle schools, high schools, and two departments, to comply with Chapter 16 of the Manual.

Each inventory focused on selected processes and administrative activities in addition to verifying the fixed assets and included a follow-up on findings noted in the prior inventory report Nos. 2016-003 and 2017-020.

## II. INVENTORY OBJECTIVES AND SCOPE

The inventory focused on evaluating whether the cost centers properly accounted for and safeguarded capitalized 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;
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. Determine whether District property forms have been accurately completed, all property assigned was recorded and administrative approval was evident; and
5. Determine whether 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 2017-18 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 complete UT inventory was conducted at all high schools, middle schools, and elementary schools with the same objectives listed above as well as testing the accuracy of the cost centers inventory and inventory reporting in compliance with District policies.

### **III. PRIOR FINDINGS FOLLOW-UP**

The schools and departments had taken corrective actions for applicable findings included in inventory report Nos. 2016-003 and 2017-020 except as noted in the Summary Schedule of Fixed Asset Inventory Deficiencies starting on page 4 and the Summary Schedule of Uncapitalized Technology Inventory Deficiencies starting on page 13.

**PINELLAS COUNTY DISTRICT SCHOOL BOARD  
ANNUAL PROPERTY RECORDS INVENTORY REPORT  
SUMMARY SCHEDULE OF FIXED ASSET INVENTORY DEFICIENCIES  
FOR FISCAL YEAR 2017-18**

**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 2017-18 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.

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 (CONTINUED)  
FOR FISCAL YEAR 2017-18**

	2015-16	2016-17	2017-18
<b>Total Items Inventoried</b>	73,761	70,673	65,195
<b>M1's (Missing 1st year)</b>	309	384	396
<b>M2's (Missing 2nd year)</b>	128	105	140
<b>Percentage of Missing Items</b>	0.59%	0.69%	0.82%
<b>Total Procedural Deficiencies</b>	200	206	320
<b>Total Repeat Deficiencies</b>	71	83	89
<b>Total Perfect Inventory Reports</b>	116	125	95

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	Software Tracking Forms Notebook has been maintained and updated
K	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 2017-18**

Fixed Assets Property Inventory Procedural Deficiencies for 2017-18 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
<b>Career Technical &amp; Adult Education</b>																			
Pinellas Technical High School at Seminole	141	\$ 463,221.48	0		0		2	0						1	1				
Dixie Hollins Adult Education Center	82	\$ 190,444.86	0		0		2	0						1	1				
Lakewood Community	46	\$ 103,956.87	0		0		2	0						1	1				
Pinellas Technical College - Clearwater	1479	\$ 6,211,416.75	11	\$ 16,443.87	4	\$ 8,294.45	4	2			3			1	1		2		
Pinellas Technical College - St. Petersburg	1531	\$ 5,676,635.56	3	\$ 4,666.45	7	\$ 20,572.43	4	2			3			2	1		1		
<b>High School</b>																			
Boca Ciega High	1385	\$ 2,641,453.74	11	\$ 18,994.43	2	\$ 3,312.67	2	0						1	1				
Clearwater High	1091	\$ 2,044,249.77	5	\$ 6,903.88	4	\$ 5,028.13	3	0			1			1	1				
Countryside High	1006	\$ 1,963,708.00	2	\$ 2,431.67	0		4	1			1			1	1		3		
Dixie M. Hollins High	1074	\$ 2,204,269.76	18	\$ 25,605.20	1	\$ 1,099.00	3	3			11			3	3				
Dunedin High	862	\$ 1,557,341.64	3	\$ 5,023.47	2	\$ 2,855.60	2	0						1	1				
East Lake High	1257	\$ 2,168,469.23	11	\$ 14,939.09	3	\$ 4,059.34	2	2						2	2				
Gibbs High	1564	\$ 2,864,040.54	5	\$ 10,540.02	5	\$ 11,728.00	4	1	1					1	1		3		
Lakewood High	1530	\$ 2,470,552.45	30	\$ 44,653.22	5	\$ 6,297.98	4	1	3		1			1	1				
Largo High	2081	\$ 1,574,040.91	3	\$ 4,042.00	1	\$ 6,027.40	4	2			3			1	1		5		
Northeast High	928	\$ 1,850,929.76	4	\$ 6,797.38	0		2	0						1	1				
Osceola Fundamental High	979	\$ 1,844,204.21	5	\$ 5,331.18	2	\$ 3,517.82	3	0			1			1	1				
Palm Harbor University High	1137	\$ 1,881,596.76	3	\$ 5,756.12	2	\$ 2,544.87	2	0						1	1				
Pinellas Park High	1186	\$ 2,332,847.20	13	\$ 14,783.02	10	\$ 16,966.25	5	4	3		4			2	2		1		
Seminole High	1008	\$ 1,821,194.04	3	\$ 8,123.00	2	\$ 2,782.20	2	1						1	2				
St. Petersburg High	725	\$ 1,304,853.78	9	\$ 12,950.00	4	\$ 6,079.65	4	3	2		5			2	1				
Tarpon Springs High	1059	\$ 2,599,745.26	8	\$ 10,408.84	3	\$ 5,003.40	3	3			3			5	3				
<b>Educational Alternative School</b>																			
Bayside High	370	\$ 622,823.12	0		0		2	0						1	1				
Clearwater Intermediate	147	\$ 296,096.92	0		0		2	0						1	1				
Disston Academy	226	\$ 397,149.22	4	\$ 4,533.87	5	\$ 7,125.15	4	2			3			1	1		3		
Lealman Innovation Academy	326	\$ 716,434.20	1	\$ 1,599.00	0		2	0						1	1				
Pinellas Gulf Coast Academy	24	\$ 49,588.94	0		0		2	0	1								1		
Pinellas Secondary	395	\$ 621,221.89	0		0		2	0						1	1				
<b>Middle Schools</b>																			
Azalea Middle	498	\$ 901,098.27	0		1	\$ 1,450.00	2	0						1	1				
Bay Point Middle	505	\$ 826,619.51	0		0		2	0						1	1				
Clearwater Fundamental Middle	286	\$ 533,392.38	0		0		3	2						2	2		1		
Dunedin Highland Middle	708	\$ 1,188,148.30	9	\$ 12,416.49	13	\$ 17,618.52	5	4	7		2			1	2		4		
East Lake Middle School Academy Of Engineering	166	\$ 331,132.03	0		4	\$ 7,061.31	2	0						1			1		
Fitzgerald Middle	448	\$ 704,869.09	9	\$ 11,655.30	0		3	1						1	1		2		
John Hopkins Middle	698	\$ 1,220,603.29	17	\$ 27,211.96	3	\$ 4,701.81	4	3			10			1	3		9		
Joseph L. Carwise Middle	531	\$ 557,041.35	0		0		2	0						1	1				
Largo Middle	661	\$ 1,033,045.41	0		0		2	2						2	2				

\*\* Numbers = Consecutive Years Similar Deficiencies Repeated in Reports



**PINELLAS COUNTY DISTRICT SCHOOL BOARD  
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SUMMARY SCHEDULE OF FIXED ASSET INVENTORY DEFICIENCIES (CONTINUED)  
FOR FISCAL YEAR 2017-18**

Fixed Assets Property Inventory Procedural Deficiencies for 2017-18 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
Meadowlawn Middle	709	\$ 1,239,102.00	22	\$ 43,328.41	5	\$ 10,049.72	4	4	2				2		2	2			
Oak Grove Middle	463	\$ 959,265.00	0		0		2	0							1	1			
Osceola Middle	445	\$ 712,176.32	2	\$ 4,976.03	0		0												
Palm Harbor Middle	458	\$ 716,000.43	0		0		2	0							1	1			
Pinellas Park Middle	419	\$ 709,395.37	3	\$ 3,449.83	1	\$ 1,232.56	2	0							1		1		
Safety Harbor Middle	541	\$ 2,468,173.41	2	\$ 2,268.67	0		1	1								3			
Seminole Middle	428	\$ 736,756.58	12	\$ 17,176.11	0		2	0							1	1			
Tarpon Springs Middle	335	\$ 519,421.78	1	\$ 1,195.00	0		0												
Thurgood Marshall Fundamental	575	\$ 1,040,647.03	0		0		3	1				2			1	1			
Tyrone Middle	460	\$ 852,028.92	1	\$ 1,172.30	1	\$ 1,012.32	4	2						1	3	4		1	
<b>Elementary-Middle K-8 School</b>																			
James B. Sanderlin PK - 8	642	\$ 900,737.32	2	\$ 3,984.00	0		2	0							1	1			
Madeira Beach Fundamental K-8	619	\$ 922,724.56	2	\$ 2,602.63	0		3	0							1	1	1		
Midtown Academy	41	\$ 81,050.94	0		0		2	0							1	1			
<b>Elementary School</b>																			
Anona Elementary	205	\$ 294,874.46	2	\$ 2,608.67	2	\$ 2,327.67	2	0							1	1			
Bardmoor Elementary	184	\$ 291,044.28	1	\$ 1,524.67	0		3	2				1			2	2			
Bauder Elementary	258	\$ 393,391.83	0		0		3	0				1			1	1			
Bay Point Elementary	308	\$ 482,233.62	0		0		2	0							1	1			
Bay Vista Fundamental Elementary	202	\$ 291,298.31	0		0		3	0				1			1	1			
Bear Creek Elementary	131	\$ 203,472.81	0		0		2	0							1	1			
Belcher Elementary	168	\$ 282,848.77	0		0		3	0				1			1	1			
Blanton Elementary	313	\$ 440,995.97	0		0		2	0							1	1			
Campbell Park Elementary	283	\$ 477,227.27	5	\$ 7,696.56	6	\$ 6,804.82	3	3				3			2	2			
Cross Bayou Elementary	286	\$ 469,633.87	1	\$ 1,201.39	0		0												
Curlwe Creek Elementary	324	\$ 461,388.39	1	\$ 1,076.25	0		1	0				1							
Douglas L. Jamerson Jr. Elementary	226	\$ 401,320.07	1	\$ 1,310.00	0		4	4				2			2	2		2	
Eisenhower Elementary	190	\$ 343,954.79	0		0		3	2							2	2		1	
Fairmount Park Elementary	284	\$ 497,350.50	1	\$ 1,484.80	2	\$ 2,501.56	3	2				2			2	1			
Forest Lakes Elementary	213	\$ 355,651.62	0		0		2	0							1	1			
Fugitt Elementary	227	\$ 374,664.33	0		0		3	0							1	1	1		
Garrison-Jones Elementary	250	\$ 373,222.83	1	\$ 1,273.00	0		1	1				2							
Gulf Beaches Elementary Magnet	134	\$ 244,756.69	0		0		3	0				1			1	1			
Gulfport Elementary	261	\$ 421,998.07	1	\$ 1,278.74	1	\$ 1,486.75	3	2				4				2		1	
High Point Elementary	574	\$ 960,847.61	0		1	\$ 1,084.00	2	0							1	1			
Highland Lakes Elementary	237	\$ 355,367.22	2	\$ 2,501.56	0		2	0							1	1			
John M. Sexton Elementary	284	\$ 443,611.07	3	\$ 7,742.73	2	\$ 2,445.06	4	2	3			3			1	1			
Kings Highway Elementary Magnet	152	\$ 290,551.50	1	\$ 1,225.06	0		0												
Lakeview Fundamental	100	\$ 169,878.09	0		0		2	0							1	1			
Lakewood Elementary	180	\$ 335,430.41	3	\$ 4,450.39	0		3	0				1			1	1			
Lealman Avenue Elementary	173	\$ 279,040.87	0		0		3	0				1			1	1			

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SUMMARY SCHEDULE OF FIXED ASSET INVENTORY DEFICIENCIES (CONTINUED)  
FOR FISCAL YEAR 2017-18**

Fixed Assets Property Inventory Procedural Deficiencies for 2017-18 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							
Leila Davis Elementary	260	\$ 379,937.60	0		1	\$ 1,292.80	2	0							1	1										
Lynch Elementary	444	\$ 707,240.67	2	\$ 4,495.92	1	\$ 1,292.80	3	0							1	1				1						
Marjorie Kinnan Rawlings Elementary	175	\$ 260,275.80	1	\$ 1,455.55	0		0																			
Maximo Elementary	237	\$ 404,158.33	1	\$ 1,593.00	1	\$ 1,538.56	3	2				1			2	2										
Melrose Elementary	138	\$ 478,369.55	2	\$ 2,393.66	1	\$ 1,484.80	3	3				5			4	4										
Mildred Helms Elementary	278	\$ 424,670.35	0		0		2	0							1	1										
Mount Vernon Elementary	238	\$ 335,808.69	1	\$ 1,087.22	2	\$ 2,498.67	3	0	1						1	1										
New Heights Elementary	808	\$ 1,306,251.99	0		0		3	2							2	2				1						
North Shore Elementary	149	\$ 235,424.12	0		1	\$ 1,230.00	3	0				1			1	1										
Northwest Elementary	277	\$ 410,832.15	1	\$ 1,224.01	0		3	2				1			2	2										
Oakhurst Elementary	194	\$ 291,632.46	0		0		3	1							1	1				2						
Oldsmar Elementary	288	\$ 413,412.93	1	\$ 1,201.39	0		0																			
Orange Grove Elementary	129	\$ 207,944.73	0		0		2	0								1	1									
Ozona Elementary	292	\$ 425,945.98	3	\$ 3,440.59	0		2	0							1	1										
Perkins Elementary	1021	\$ 1,355,282.48	1	\$ 1,729.00	0		2	0							1	1										
Pinellas Central Elementary	276	\$ 404,109.10	0		1	\$ 1,079.00	1	1				2														
Pinellas Park Elementary	139	\$ 232,690.38	0		0		3	0				1			1	1										
Plumb Elementary	281	\$ 451,418.59	0		0		2	0							1	1										
Ponce De Leon Elementary	290	\$ 431,450.20	0		0		1	0								1										
Ridgecrest Elementary	185	\$ 289,494.78	0		0		2	0							1	1										
San Jose Elementary	152	\$ 246,736.54	0		0		1	0				1														
Sandy Lane Elementary	243	\$ 435,041.12	0		0		3	2				5								2						
Sawgrass Lake Elementary	212	\$ 341,021.28	0		0		2	0							1	1										
Seminole Elementary	271	\$ 420,224.46	0		1	\$ 1,987.89	2	1							2	1										
Seventy-Fourth Street Elementary	183	\$ 290,248.29	0		0		3	1				1			2	1										
Shore Acres Elementary	348	\$ 561,309.44	0		0		2	0							1	1										
Skyview Elementary	211	\$ 352,511.36	0		0		2	0							1	1										
Southern Oak Elementary	190	\$ 346,179.97	0		0		2	0							1	1										
Starkey Elementary	212	\$ 335,926.38	0		0		2	0							1	1										
Sunset Hills Elementary	264	\$ 400,591.26	0		0		2	0							1	1										
Tarpon Springs Elementary	651	\$ 1,058,891.62	4	\$ 4,967.73	1	\$ 1,484.80	3	3				2			4	2										
Tarpon Springs Fundamental	106	\$ 230,609.46	0		0		2	0							1	1										
Walsingham Elementary	223	\$ 321,545.30	2	\$ 3,026.19	1	\$ 1,243.67	3	2				2			1	2										
Westgate Elementary	259	\$ 361,743.16	0		0		2	0							1	1										
Woodlawn Elementary	227	\$ 339,154.20	4	\$ 5,050.64	0		2	0							1	1										
<b>Exceptional Education Centers</b>																										
Nina Harris ESE Center	404	\$ 725,603.85	0		0		2	0							1	1										
Paul B. Stephens School	293	\$ 676,820.20	0		0		3	0							1	1				1						
Richard L. Sanders School	196	\$ 385,427.77	8	\$ 13,422.37	0		4	1	2			1			1	1										
<b>Departments</b>																										
Area 3 ESE	3	\$ 3,861.83	0		0		2	0							1	1										

**PINELLAS COUNTY DISTRICT SCHOOL BOARD  
ANNUAL PROPERTY RECORDS INVENTORY REPORT  
SUMMARY SCHEDULE OF FIXED ASSET INVENTORY DEFICIENCIES (CONTINUED)  
FOR FISCAL YEAR 2017-18**

Fixed Assets Property Inventory Procedural Deficiencies for 2017-18 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
Area 4 ESE	20	\$ 38,672.04	0		0		1	0											
Athletics, Pre K-12 PE, Health Ed, School Wellness	15	\$ 26,147.59	0		0		1	0								1			
Career, Technical & Adult Education	6	\$ 11,316.48	0		0		1	0									1		
Charter Schools & Home Education	5	\$ 6,374.14	0		0		1	0									1		
Communication Disorders	347	\$ 781,476.67	12	\$ 20,064.00	13	\$ 31,029.11	2	0						1	1				
ESE Academic K-12	4	\$ 5,820.00	3	\$ 4,221.00	0		2	0						1	1				
ESE Countywide	34	\$ 49,715.93	10	\$ 13,079.10	0		2	0						1	1				
Exceptional Student Education	50	\$ 64,330.50	2	\$ 2,977.56	1	\$ 1,029.31	2	0						1	1				
FDLRS Gulfcoast Association Center	133	\$ 191,029.19	2	\$ 2,273.10	0		0												
Food Services	4522	\$ 20,249,154.48	2	\$ 4,318.75	0		0												
Gus A. Stavros Institute	54	\$ 150,144.02	0		1	\$ 3,655.99	2	0						1	1				
Hospital Homebound	81	\$ 115,781.72	1	\$ 1,201.39	0		2	0						1	1				
Human Resources	39	\$ 186,462.38	0		0		3	1						1	1			2	
Industrial Tech & Agri Bus Ed	30	\$ 47,451.20	0		0		1	0										1	
Instructional Materials	8	\$ 21,366.00	0		0		1	0										1	
K - 12 STEM	2	\$ 2,351.30	0		0		1	1										2	
Low Prevalence	20	\$ 25,856.26	2	\$ 2,198.00	2	\$ 2,129.30	2	0						1	1				
Maintenance	1189	\$ 9,252,694.18	28	\$ 84,041.84	0		2	0						1	1				
Pinellas Teleschool	1	\$ 2,649.00	0		0		2	0						1	1				
Pinellas Virtual K-12	40	\$ 56,168.58	0		0		1	0							1				
Pre K-12 Performing Arts	56	\$ 91,720.12	0		0		1	0										1	
Pre K-12 Visual Arts	26	\$ 77,180.30	0		0		3	0						1	1			1	
Pre-Kindergarten Handicapped	50	\$ 71,636.11	2	\$ 2,934.54	0		0												
Prevention Office	25	\$ 40,368.52	1	\$ 2,453.00	0		0												
Real Estate Department	8	\$ 13,095.37	0		0		2	0						1	1				
School Leadership	3	\$ 4,211.42	0		0		3	1						1	1			2	
Surplus Property	859	\$ 2,014,931.42	21	\$ 46,129.81	2	\$ 10,490.00	1	0											1
Technology Information Systems	2075	\$ 16,519,822.88	21	\$ 34,813.17	6	\$ 10,042.20	1	0			1								
Title I Center	79	\$ 219,035.98	0		0		2	0						1	1				
Transportation	2249	\$ 58,337,635.73	1	\$ 1,740.00	0		0												
<b>Total Deficiencies</b>			396	\$ 658,868.79	140	\$ 246,579.34	320	89	10	0	1	42	1	112	118	3	32	0	1

**PINELLAS COUNTY DISTRICT SCHOOL BOARD  
ANNUAL PROPERTY INVENTORY REPORT  
SCHEDULE OF COST CENTERS WITH PERFECT FIXED ASSET INVENTORY REPORTS  
FOR FISCAL YEAR 2017-18**

We have inventoried 239 schools and departments/other cost centers. The following 19 schools and 76 departments/other cost centers (40% of the 239 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:

Azalea Elementary School	Lake St. George Elementary School
Belleair Elementary School	Northeast Community
Brooker Creek Elementary School	Palm Harbor Community School
Calvin A. Hunsinger School	Pasadena Fundamental Elementary School
Chi Chi Rodriguez Academy	McMullen-Booth Elementary School
Clearview Adult Education Center	Safety Harbor Elementary School
Curtis Fundamental Elementary	Skycrest Elementary School
Cypress Woods Elementary School	Sutherland Elementary School
Dunedin Elementary School	Tomlinson Adult Learning Center
Frontier Elementary School	

DEPARTMENTS/OTHER COST CENTERS:

6-8 Math	High School Education
6-8 Science	High School Language Arts and Reading
9-12 Math	K – 12 Guidance
9-12 Science	Mailroom Administration Building
Academic Computing	Meadowlawn School Service Center
Accounting	Middle School Education
Administration Building	Office of Strategic Communications
Advanced Studies / Academic Excellence	Office Professional Standards
Area 1 Office	Oldsmar School Service Center
Area 2 ESE	OT/PT Medicaid
Area 2 Office	Ozona Service Center
Area 3 Office	Payroll
Area 4 Office	PCS Police Department
Assessment, Accountability & Research	Pre K-12 Library Media
Attorney for Board	Pre K-12 Social Studies
Auditing & Property Records	Private School ESE
Bernice Johnson Student Service Center	Professional Development

**PINELLAS COUNTY DISTRICT SCHOOL BOARD  
ANNUAL PROPERTY INVENTORY REPORT  
SCHEDULE OF COST CENTERS WITH PERFECT FIXED ASSET INVENTORY REPORTS  
FOR FISCAL YEAR 2017-18**

Budget & Resource Allocation	Psychological Services
Business Technology & CTAE	Purchasing Department
Career Tech & Adult Education Post-Secondary	Records Management
Cash Management	Robinson School Service Center
Central Printing Services	School Board
Chief Financial Office	School Health Services
Coachman Service Center	School Safety & Security
Early Childhood Education	School Social Work Services
Education Foundation	Secondary Annex
Educational Alternative Services	Special Projects
Elementary Education	Staff Attorney
Elementary Language Arts & Reading	Student & Community Support Services
Elementary Mathematics	Student Assignment
Elementary Science	Student Services
ESOL	Superintendent's Office
Facilities & Operations	Teaching and Learning
Facilities Plan Design Construction	TV Operations
Family & Community Relations	Utility Management
Family & Consumer Sciences	Vehicle Maintenance
Florida State Personnel Development	Warehousing
Gifted & Able Learners	WPSC

**PINELLAS COUNTY DISTRICT SCHOOL BOARD  
ANNUAL PROPERTY INVENTORY REPORT  
SUMMARY SCHEDULE OF UNCAPITALIZED TECHNOLOGY INVENTORY  
DEFICIENCIES  
FOR FISCAL YEAR 2017-18**

	2015-16	2016-17	2017-18
<b>Total Items Inventoried</b>	4,574	21,911	86,123
<b>M1's (Missing 1st year)</b>	189	563	1405
<b>M2's (Missing 2nd year)</b>	0	0	399
<b>Percentage of Missing Items</b>	4.13%	2.57%	2.09%
<b>Total Procedural Deficiencies</b>	22	67	133
<b>Total Repeat Deficiencies</b>	0	7	11
<b>Total Perfect Inventory Reports</b>	1	2	14

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

**PINELLAS COUNTY DISTRICT SCHOOL BOARD  
ANNUAL PROPERTY INVENTORY REPORT  
SUMMARY SCHEDULE OF UNCAPITALIZED TECHNOLOGY INVENTORY DEFICIENCIES (CONTINUED)  
FOR FISCAL YEAR 2017-18**

Uncapitalized Technology Property Inventory Procedural Deficiencies for 2017-18 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
<b>Career Technical &amp; Adult Education</b>														
Pinellas Technical High School at Seminole	228	163212.65	2	\$ 1,515.99	0		1	0			1			
<b>High Schools</b>														
Boca Ciega High	1677	\$ 1,089,647.36	13	\$ 7,870.97	1	\$ 911.85	0							
Clearwater High	1199	\$ 825,555.34	32	\$ 18,185.00	6	\$ 3,034.00	1	0				1		
Countryside High	1563	\$ 1,058,177.61	69	\$ 47,774.76	3	\$ 1,615.00	1	0				1		
Dixie M. Hollins High	1521	\$ 1,020,117.92	21	\$ 13,234.23	24	\$ 15,439.93	1	0		1				
Dunedin High	1141	\$ 782,464.97	30	\$ 17,861.34	0		3	0	1	1		1		
East Lake High	1573	\$ 1,092,051.27	29	\$ 18,843.43	0		2	2	2	2				
Gibbs High	2174	\$ 1,492,766.33	49	\$ 32,967.42	0		2	0	1	1				
Lakewood High	1826	\$ 1,208,689.10	50	\$ 30,262.16	23	\$ 15,539.85	2	0	1	1				
Largo High	1465	\$ 1,030,135.01	49	\$ 33,244.28	6	\$ 4,006.14	3	0	1	1		1		
Northeast High	1317	\$ 912,751.51	2	\$ 1,224.48	0		1	0	1					
Osceola Fundamental High	1060	\$ 783,633.36	5	\$ 2,804.77	0		2	0	1	1				
Palm Harbor University High	1351	\$ 906,948.42	5	\$ 3,086.68	0		3	0	1	1		1		
Pinellas Park High	1738	\$ 1,193,039.70	30	\$ 18,609.69	31	\$ 17,317.34	2	2	2	2				
Seminole High	1571	\$ 1,124,062.03	8	\$ 5,482.26	0		2	0	1	1				
St. Petersburg High	1557	\$ 1,137,065.60	2	\$ 1,316.27	19	\$ 12,684.23	2	1	2	1				
Tarpon Springs High	987	\$ 668,206.35	35	\$ 21,670.91	0		2	0	1	1				
<b>Educational Alternative School</b>														
Bayside High	472	\$ 303,639.88	13	\$ 9,670.60	0		0							
Clearwater Intermediate	370	\$ 233,066.49	4	\$ 2,452.09	0		1	0		1				
Disston Academy	380	\$ 231,962.99	49	\$ 31,636.08	30	\$ 19,851.98	3	0	1	1		1		
Lealman Innovation Academy	864	\$ 530,666.59	5	\$ 3,691.80	0		1	0		1				
Pinellas Gulf Coast Academy	377	\$ 230,695.21	21	\$ 11,507.79	0		1	0			1			
Pinellas Secondary	556	\$ 391,926.23	5	\$ 4,084.98	0		1	0		1				
<b>Middle Schools</b>														
Azalea Middle	1233	\$ 872,463.56	4	\$ 2,720.75	0		1	0			1			
Bay Point Middle	859	\$ 539,475.24	5	\$ 3,184.92	0		2	0	1	1				
Clearwater Fundamental Middle	609	\$ 404,167.85	4	\$ 2,254.28	0		2	0	1	1				
Dunedin Highland Middle	898	\$ 600,465.81	34	\$ 21,857.76	0		3	0	1	1		1		
Fitzgerald Middle	1637	\$ 1,076,839.30	32	\$ 19,426.31	27	\$ 18,854.59	3	1	1	1		2		

\*\* 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 2017-18**

Uncapitalized Technology Property Inventory Procedural Deficiencies for 2017-18 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
John Hopkins Middle	936	\$ 648,928.70	9	\$ 6,064.57	28	\$ 11,723.35	2	0		1		1		
Joseph L. Carwise Middle	990	\$ 660,112.49	5	\$ 3,219.72	0		1	0		1				
Largo Middle	1054	\$ 608,681.78	21	\$ 10,882.72	0		2	0	1	1				
Meadowlawn Middle	1080	\$ 705,786.22	14	\$ 8,657.22	29	\$ 19,127.73	3	1	1	1		2		
Oak Grove Middle	1285	\$ 841,873.16	26	\$ 14,437.40	0		2	0	1	1				
Osceola Middle	920	\$ 606,533.16	1	\$ 482.00	2	\$ 1,150.24	0							
Palm Harbor Middle	818	\$ 587,692.02	7	\$ 4,465.13	0		2	0	1	1				
Pinellas Park Middle	1137	\$ 770,661.27	6	\$ 3,632.27	22	\$ 13,591.61	1	0		1				
Safety Harbor Middle	924	\$ 625,291.87	1	\$ 951.71	14	\$ 7,377.86	1	0		1				
Seminole Middle	1113	\$ 757,847.14	7	\$ 4,009.45	0		2	0		1		1		
Tarpon Springs Middle	620	\$ 407,217.37	1	\$ 939.37	8	\$ 4,258.28	0							
Thurgood Marshall Fundamental	575	\$ 394,653.61	9	\$ 6,312.87	0		0							
Tyrone Middle	1453	\$ 905,599.21	44	\$ 27,363.97	12	\$ 6,798.60	2	0	1	1				
<b>Elementary-Middle K-8 School</b>														
James B. Sanderlin PK - 8	360	\$ 1,097,190.10	1	\$ 458.00	0		2	0	1	1				
Madeira Beach Fundamental K-8	872	\$ 577,187.53	1	\$ 403.00	2	\$ 1,063.00	0							
Midtown Academy	391	\$ 256,744.40	15	\$ 9,214.06	0		0							
<b>Elementary School</b>														
Anona Elementary	379	\$ 242,581.54	11	\$ 6,334.27	0		0							
Azalea Elementary	561	\$ 386,757.39	2	\$ 1,278.03	0		0							
Bardmoor Elementary	549	\$ 346,715.16	7	\$ 4,419.11	1	\$ 577.76	1	0				1		
Bauder Elementary	479	\$ 295,901.46	1	\$ 775.87	0		1	0		1				
Bay Vista Fundamental Elementary	487	\$ 311,921.98	4	\$ 2,395.68	0		0							
Bear Creek Elementary	379	\$ 232,693.48	15	\$ 9,078.84	1	\$ 558.00	1	0		1				
Belcher Elementary	681	\$ 454,458.08	11	\$ 6,417.49	0		1	0				1		
Belleair Elementary	933	\$ 585,440.08	6	\$ 3,496.13	0		0							
Campbell Park Elementary	1014	\$ 549,416.66	21	\$ 11,700.44	23	\$ 11,348.29	2	0		1		1		
Cross Bayou Elementary	410	\$ 265,539.79	8	\$ 5,275.95	0		0							
Curlew Creek Elementary	778	\$ 462,803.16	3	\$ 1,614.00	1	\$ 499.00	1	0				1		
Curtis Fundamental Elementary	419	\$ 260,715.67	2	\$ 570.80	0		0							
Cypress Woods Elementary	633	\$ 352,174.43	2	\$ 1,116.00	0		0							
Douglas L. Jamerson Jr. Elementary	507	\$ 342,264.06	7	\$ 3,970.90	0		2	0		1		1		
Eisenhower Elementary	794	\$ 495,425.46	12	\$ 7,117.51	0		0							
Fairmount Park Elementary	1347	\$ 724,904.22	22	\$ 12,160.20	1	\$ 558.00	2	0	1	1				
Fuguitt Elementary	538	\$ 338,592.26	4	\$ 2,000.80	0		1	0		1				
Garrison-Jones Elementary	453	\$ 284,158.29	1	\$ 493.73	0		1	0				1		



**PINELLAS COUNTY DISTRICT SCHOOL BOARD  
ANNUAL PROPERTY INVENTORY REPORT  
SUMMARY SCHEDULE OF UNCAPITALIZED TECHNOLOGY INVENTORY DEFICIENCIES (CONTINUED)  
FOR FISCAL YEAR 2017-18**

Uncapitalized Technology Property Inventory Procedural Deficiencies for 2017-18 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
Gulf Beaches Elementary Magnet	785	\$ 365,905.88	2	\$ 1,013.76	0		1	0				1		
Gulfport Elementary	580	\$ 378,924.67	19	\$ 11,290.20	5	\$ 2,945.31	2	0		1		1		
High Point Elementary	1154	\$ 626,720.50	8	\$ 4,640.38	0		2	0	1	1				
Highland Lakes Elementary	437	\$ 275,684.75	27	\$ 16,164.24	0		0							
John M. Sexton Elementary	815	\$ 515,288.12	27	\$ 16,371.69	0		1	0				1		
Kings Highway Elementary Magnet	772	\$ 348,189.76	9	\$ 4,107.00	4	\$ 1,711.00	0							
Lake St. George Elementary	395	\$ 219,491.27	6	\$ 3,191.24	0		0							
Lakeview Fundamental	318	\$ 203,136.31	0		0		2	0		1		1		
Lakewood Elementary	683	\$ 424,617.82	14	\$ 9,136.11	9	\$ 5,764.19	2	0		1		1		
Lealman Avenue Elementary	684	\$ 440,306.69	5	\$ 2,945.31	0		2	0	1	1				
Lynch Elementary	502	\$ 326,571.65	46	\$ 28,252.64	6	\$ 3,651.39	1	0		1				
Marjorie Kinnan Rawlings Elementary	699	\$ 449,361.80	8	\$ 5,066.97	0		0							
Maximo Elementary	739	\$ 428,138.39	30	\$ 19,242.35	0		1	0		1				
McMullen-Booth Elementary	482	\$ 301,571.51	1	\$ 768.89	2	\$ 909.73	0							
Melrose Elementary	584	\$ 353,973.76	31	\$ 19,093.50	1	\$ 658.00	3	0	1	1		1		
Mildred Helms Elementary	744	\$ 482,507.08	1	\$ 704.63	0		1	0		1				
Mount Vernon Elementary	587	\$ 323,055.54	29	\$ 17,414.18	3	\$ 1,794.21	1	0		1				
New Heights Elementary	679	\$ 407,864.69	2	\$ 1,226.66	7	\$ 3,622.73	2	1		1			2	
North Shore Elementary	472	\$ 308,292.65	6	\$ 3,525.10	0		2	0	1			1		
Northwest Elementary	635	\$ 403,463.92	24	\$ 14,957.15	0		2	0	1			1		
Oakhurst Elementary	459	\$ 298,711.19	3	\$ 1,845.00	1	\$ 615.00	0							
Ozona Elementary	563	\$ 350,556.99	7	\$ 4,176.00	0	\$ -	2	0	1	1				
Perkins Elementary	218	\$ 107,450.99	1	\$ 458.00	0		1	0		1				
Pinellas Central Elementary	661	\$ 417,709.26	13	\$ 8,036.12	9	\$ 6,468.62	1	1				2		
Pinellas Park Elementary	699	\$ 409,019.55	17	\$ 9,981.85	15	\$ 8,528.01	0							
Plumb Elementary	482	\$ 317,128.18	2	\$ 1,237.03	0		1	0		1				
Ponce de Leon Elementary	586	\$ 369,779.74	0		0		1	0		1				
Ridgecrest Elementary	919	\$ 598,353.76	13	\$ 8,210.17	0		2	0	1	1				
Safety Harbor Elementary	571	\$ 360,120.50	1	\$ 458.00	0		0							
San Jose Elementary	489	\$ 317,468.19	2	\$ 1,273.94	0		0							
Sandy Lane Elementary	645	\$ 401,905.93	5	\$ 2,925.86	12	\$ 6,966.86	3	1		1		1	2	
Sawgrass Lake Elementary	685	\$ 426,229.29	2	\$ 1,178.05	3	\$ 2,133.61	1	0		1				
Seventy-Fourth Street Elementary	676	\$ 446,640.36	9	\$ 5,487.43	2	\$ 1,257.00	2	0		1		1		
Shore Acres Elementary	374	\$ 241,830.09	4	\$ 2,130.56	0		2	0		1		1		
Skyview Elementary	859	\$ 534,885.25	8	\$ 4,765.85	0		1	0		1				

**PINELLAS COUNTY DISTRICT SCHOOL BOARD  
ANNUAL PROPERTY INVENTORY REPORT  
SUMMARY SCHEDULE OF UNCAPITALIZED TECHNOLOGY INVENTORY DEFICIENCIES (CONTINUED)  
FOR FISCAL YEAR 2017-18**

Uncapitalized Technology Property Inventory Procedural Deficiencies for 2017-18 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
Southern Oak Elementary	830	\$ 527,609.53	2	\$ 1,180.05	0		0							
Starkey Elementary	624	\$ 367,901.34	0		0		1	0				1		
Sunset Hills Elementary	330	\$ 210,393.74	5	\$ 3,275.25	0		1	1				2		
Tarpon Springs Elementary	642	\$ 387,434.99	17	\$ 9,985.97	0		0							
Tarpon Springs Fundamental	242	\$ 150,860.95	0		0		0							
Walsingham Elementary	702	\$ 305,445.63	10	\$ 5,785.83	0		0							
Westgate Elementary	587	\$ 356,135.22	2	\$ 1,135.51	0		1	0				1		
Woodlawn Elementary	1140	\$ 627,205.23	28	\$ 15,289.99	3	\$ 1,634.00	2	0	1	1				
<b>Exceptional Education Centers</b>														
Calvin A. Hunsinger School	358	\$ 221,707.70	3	\$ 1,674.00	0		0							
Nina Harris ESE Center	205	\$ 131,274.05	5	\$ 3,081.00	0		0							
Paul B. Stephens School	261	\$ 159,880.96	2	\$ 1,443.83	0		0							
Richard L. Sanders School	335	\$ 218,446.30	27	\$ 19,465.17	3	\$ 1,674.00	3	0	1	1	1			
<b>Departments</b>														
Gus A. Stavros Institute	163	\$ 102,250.29	1	\$ 615.00	0		1	0	1					
Surplus Property	700	\$ 429,669.66	7	\$ 4,775.96	0		1							1
<b>Total Deficiencies</b>		\$ 56,235,758.84	1405	\$ 869,134.63	399	\$ 238,220.29	133	11	34	61	3	33	1	1

**PINELLAS COUNTY DISTRICT SCHOOL BOARD  
ANNUAL PROPERTY INVENTORY REPORT  
SCHEDULE OF COST CENTERS WITH PERFECT UNCAPITALIZED TECHNOLOGY  
INVENTORY REPORTS  
FOR FISCAL YEAR 2017-18**

We conducted a total of 125 Uncapitalized Technology inventories of elementary schools, middle schools, high schools, and two departments. Fourteen of the 125 sites inventoried yielded perfect inventories. 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	Leila Davis Elementary School
Blanton Elementary School	Oldsmar Elementary School
Brooker Creek Elementary School	Orange Grove Elementary School
Dunedin Elementary School	Pasadena Fundamental Elementary School
East Lake Middle School Academy of Engineering	Seminole Elementary School
Forest Lakes Elementary School	Skycrest Elementary School
Frontier Elementary School	Sutherland Elementary School

**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.