

DeKalb County Board Of Education

Inventory Guidelines

As pursuant to Board Policy 2.702, the Director of Schools shall establish an accurate inventory procedure for all school real and personal (e.g. material and equipment) property, and this system shall be implemented at each school facility. Administrative personnel shall ensure that a physical count of all such property is taken at the end of each fiscal year, and this inventory shall be the property entered on the appropriate records for accounting purposes.¹

1. *Tennessee Internal School Uniform Accounting Policy Manual: Section 4-13*

Definition of Equipment

The state of Tennessee's definition of *equipment* applies as follows: *equipment* is "all items (machinery, implements, tools, furniture, livestock, vehicles, and other apparatus) purchased with a unit cost of \$5,000.00 or more and a minimum useful life expectancy of three years. Freight charges and installation cost should be included as cost of equipment. *Sensitive minor equipment* is defined as "items purchased with a cost between \$100.00 and \$5,000.00." It includes sensitive items such as computers, external computer peripherals, weapons, etc., as determined by the State Personal Property Section.

It is also our responsibility to ensure proper accountability of certain other purchases made with Federal, State, and local funds that do not represent equipment or sensitive minor equipment. This policy is to encompass that responsibility for "controllable items." (Items not over the threshold to capitalize but do need to be inventoried and tracked.)

The DeKalb Board of Education will maintain an inventory of equipment purchased with federal, state, or local funds until disposition take place.

The property/inventory records must include the following information:

- Description of the property;
- A serial number or other identification number;
- The source of the property;
- Who holds title;
- The acquisition date;
- Cost of the property;
- Percentage of Federal participation in the cost of the property;
- The location, use, and condition of the property, and;
- Any ultimate disposition data including date of disposal and the sale price of the property. (See ED-5091.)

The Inventory Procedures shall include but is not limited to the following:

Administrative Guidelines

Fiscal Responsibility

- Each Department or Individual School

Each Department or School will provide the Central Office with a listing of inventory for which that they are accountable. Each school shall maintain a complete inventory with a duplicate maintained in the Central Office.

- Central Office
 - Maintain Records of Inventory and all database transactions.
 - Tagging of all assets as determined by these guidelines and input of all information into a records keeping system of all newly purchased equipment using Board of Education purchase requisitions.
 - Removal of labels upon disposition of equipment or sensitive minor equipment.
 - Proper completed forms to insure current inventory lists.
 - Conduct internal audits to insure that inventories are current and updated.
 - Prepare annual inventories for all schools.
 - Tracking and tagging of donated equipment to the Central Office.
 - Notify SDE of physical inventory schedule and of results of physical inventory.
- School Administrators
 - School Administrators are responsible for:
 - a. The custody and maintenance of all assets purchased for, transferred, or assigned to their school.
 - b. Tagging of existing and newly purchased assets purchased with school funds as determined by the definition of **equipment** guidelines.
 - School Administrators shall follow the following procedures:
 - a. Report the theft or loss of property, including asset tag number and serial number, immediately, to the Central Office and local law enforcement. A police report should be obtained on all losses suspected of theft and vandalism.
 - b. Report to the Central Office any assets deemed to be surplus and unneeded by the school for either transfer or disposal.
 - c. Any transfer or disposal of assets by an administrative official will be documented in writing to relieve the official of said responsibility.

Office of Federal Programs
DeKalb County

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The DeKalb County Office of Federal Programs conducts a physical inventory at the end of every fiscal and calendar year at all four Title I schools or upon request. After the inventory is complete, a copy of the inventory book is made and stored at the Central Office, while the original is filed at each school.

The Inventory Notebook is updated throughout the year by the school's inventory personnel and annually checked by the Federal Programs Supervisor.

DeKalb County Policy 2.702 ensures that a physical inventory is taken at the end of each fiscal year. As Federal Programs Supervisor, I conduct on-site inventory reconciliations two times per year. There are designated employees at each Title I school that review the inventory list two times a year: once in December and once in May.

Property that is sold – funds recouped are returned to the federal program from which they were purchased and new, similar items are purchased for replacement.

Property that is lost or stolen – A thorough investigation occurs to recover the lost or stolen item. In the event that it cannot be found, a police report is filed.

Property that cannot be repaired – If the property has usable parts, they are retained for repairing other equipment. If it cannot be repaired, it is discarded and removed from the inventory.

Federal Programs Inventory

Federal Programs Inventory Process

- Property that is sold – Funds recouped are returned to the federal program from which they were purchased and new, similar items are purchased for replacement.
- Property that is lost or stolen – A thorough investigation occurs to recover the lost or stolen item. In the event that it cannot be found, a police report is filed.
- Property that cannot be repaired – If the property has usable parts, they are retained for repairing other equipment. If it cannot be repaired, it is discarded and removed from the inventory.
- The Federal Programs Department completes a physical inventory of property twice each fiscal year. The physical inventory is completed by the Federal Programs consulting teachers at each assigned school once in the fall and once in the spring. All items are scanned with a barcode tag and audited through the property management system (School Station). If items are missing, then a thorough search is conducted until found or reported as stolen.