

Financial Affairs  
Richard H. Hinds, Chief Financial Officer

**SUBJECT: NON-EXPENDABLE PERSONAL PROPERTY INVENTORY REPORTS  
FOR OCTOBER, NOVEMBER AND DECEMBER 2002**

**COMMITTEE: FINANCIAL AFFAIRS**

The Non-Expendable Personal Property Inventory Deletions and Recoveries Reports for the second quarter of 2002-03 have been prepared by the Division of General Accounting, Office of the Controller, in accordance with Florida Statutes, Chapter 274. Items noted have been processed in accordance with Board-approved procedures, and have been reviewed by the property custodians and appropriate administrators.

The report reflects Non-Expendable Personal Property Inventory Deletions and Recoveries listed on the attached sheet stated at acquisition cost.

A computerized printout for each Property Inventory Deletions and Recoveries Report for the second quarter of 2002-03 and a copy of the agenda item, which includes the summary of property deletions and recoveries, will be placed on file, both in the Office of the Recording Secretary to the School Board and in the Citizen Information Center.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, approve the Non-Expendable Personal Property Inventory Deletions containing 2,712 items in the amount of \$8,310,858 and Recoveries containing 21 items in the amount of \$34,087 to update the records as indicated in October, November and December 2002 reports.

RHH:egc

**NON-EXPENDABLE PERSONAL PROPERTY INVENTORY DELETIONS AND  
RECOVERIES FOR THE SECOND QUARTER OF 2002-03**

Current total dollar value of controlled property: \$445,722,519

	DELETIONS		
	ITEMS	VALUE	PERCENTAGE**
Routine approvals of trade-ins/disposals	2,493	\$7,963,708	1.78%
Items reported on Plant Security Report	199	310,537	0.07%
Physical inventory shortages	20	36,613	0.01%
Total Current Period	2,712	\$8,310,858	1.86%
For comparative purposes last year's figures are:	2,369	\$4,298,880	0.99%

	RECOVERIES		
	ITEMS	VALUE	PERCENTAGE**
	13	\$22,032	.005%
	6	9,811	.002%
	2	2,244	.001%
	21	\$34,087	.008%
	21	\$116,052	.003%

\*\* Percentage of current total dollar value of controlled property.

Note: All dollar values are stated at acquisition cost.

FOR BOARD MEETING OF FEBRUARY 12, 2003

APPROVED BY THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Superintendent of Schools and Secretary of The School Board