

# Annual Fixed Asset Report

## Audit and Finance Committee

### September 9, 2019



# Annual Fixed Asset Report

- The District is accountable for the stewardship of fixed assets purchased with public monies.
- Under Policy 6801, an Annual Fixed Asset Report will be provided to the Audit and Finance Committee addressing the implementation and ongoing management of fixed assets.
- This report provides the following information:
  1. Capitalization thresholds
  2. Cyclical inventory schedule
  3. Summary of tagged equipment
  4. Summary of Proceeds from Surplus Sales
  5. 2018-2019 Items Donated to Seattle Public Schools
  6. Summary of Stolen and Recovered Equipment

# Annual Fixed Asset Report – Capitalization Thresholds

In addition to tracking equipment costing more than \$5,000, additional theft-sensitive assets are tracked in accordance with the following thresholds:

Description of Theft Sensitive Equipment	Minimum Original Cost
Computers, Laptops, iPads, Tablets	All items tracked regardless of amount
Computer Peripherals (e.g., printers)	\$500
Audio/Visual Equipment (e.g., TV, Document Camera)	\$500
Non-Computer Office Equipment (e.g., laminator)	\$1,000
Shop Tools & Automotive Equipment	\$1,000
Kitchen & Custodial Equipment	\$1,000
Grounds & Garden Equipment	\$1,000

# Annual Fixed Asset Report – Cyclical Inventory Schedule

Due to the size of the District, inventory of assets is on a two-year cycle

2018-2019				2019-2020			
Aki Kurose	Arbor Heights	B.F. Day	Blaine	Adams	Alki	Bagley	Ballard
Boren	Bryant	Center School	Chief Sealth	Beacon Hill	Broadview Thomson	Cascadia	Cascade Parent Partnership
Cleveland	Concord	Dearborn Park	Decatur	Cedar Park	Coe	Decatur	Denny
Dunlap	Eckstein	Emerson	Fairmount Park	Robert Eaglestaff	Garfield	Greenwood	Hale
Franklin	Gatewood	Gatzert (Bailey)	Genesee Hill	Hamilton	Hawthorne	John Hay	John Muir
Graham Hill	Green Lake	Hazel Wolf	Highland Park	Lafayette	Laurelhurst	Lawton	Licton Springs
Ingraham	Interagency	Jane Addams	John Rogers	Lowell	Magnolia	Madrona	Maple
John Stanford	Kimball	Leschi	Licton Springs	McGilvra	Meany	Mercer	Montlake
Loyal Heights	Madison	McClure	McDonald	Northgate	Olympic Hills	Olympic View	Orca K-8
Middle College	Martin Luther King Jr.	North Beach	Nova	Pathfinder	Queen Anne	Rainier Beach	Rainier View
Olympic Hills	Old Van Asselt	Roosevelt	Roxhill	Sacajawea	Salmon Bay	Sealth	World School
Sand Point	Sanislo	Skills Center	South Shore	South Lake	Stevens	Van Asselt	Viewlands
Thornton Creek	Thurgood Marshall	Tops	View Ridge	Washington	Wedgwood	Science Materials	JSCEE/Athletics/ Special Ed
West Seattle	Wing Luke	World School		West Seattle	West Woodland	Whittier	Whitman

# Annual Fixed Asset Report – Summary of Tagged Equipment

Fiscal year	Capitalized (>\$5,000)	Theft- Sensitive	Total
2016-2017 Total	\$33,265,508	\$58,304,526	\$91,570,035
2017-2018 Total	\$33,252,447	\$65,470,190	\$98,722,637
2018-2019 Total	\$34,904,417	\$68,641,239	\$103,545,656

# Annual Fixed Asset Report – Summary of Proceeds from Surplus Sales

Summary Description	2018-2019 Amount	2017-2018 Amount	2016-2017 Amount
Buy Back Book Sales	\$3,687	\$3,568	\$3,262
Public Surplus Sales	31,287	49,175	108,665
Total	\$39,974	\$52,743	\$111,927

# Annual Fixed Asset Report – Items donated to Seattle Public Schools during 2018-2019

Donor	Description	Dollar Value
Private Donor	iPads, Tables, Touch Screen	\$11,725
Private Donor	Laptops	52,094
Private Donor	Desktop Computers	3,000
Private Donor	Digital Cameras	2,000
Private Donor	34" Ultra Curved Monitors	17,498
Private Donor	Braille	16,435
Private Donor	Charging Cart for laptops and tables	754
Private Donor	Flutes	750
Private Donor	Vehicle for Cleveland High School	7,225
Private Donor	Vehicle for Skills Center Auto Shop	1,975
	<b>Total</b>	<b>\$113,586</b>

# Annual Fixed Asset Report – Summary of Stolen/Recovered Equipment

Stolen Asset Description	2018-2019 Amount	2017-2018 Amount	2016-2017 Amount
iPads/Tablets	\$1,672	\$13,444	\$2,339
Laptops/Desktops	20,688	25,814	13,072
Flatbed Trailer	0	0	1,000
Riding Mower	0	0	32,567
Projectors	761	598	0
Total	\$23,121	\$39,856	\$48,978

Recovered Asset Description	2018-2019 Amount	2017-2018 Amount	2016-2017 Amount
iPads/Tablets	\$3,222	\$5,210	\$0
Laptops/Desktops	9,397	0	990
Flatbed Trailer	0	0	1,000
Riding Mower	0	0	32,567
Total	\$12,619	\$5,210	\$34,557