

Motor Vehicle Usage and Maintenance and Tangible Personal Property

To achieve our audit objectives for tangible personal property, we conducted the following procedures:

- 1) Obtained an understanding of the District's tangible personal property management and recordkeeping process.
 - a. Inspected policies and procedures outlining the processes for tangible personal property acquisition, disposition, and recordkeeping.
 - b. Inquired of District CFO regarding the processes for tangible personal property.
- 2) Examined and agreed the reconciliation of accounting records from the general ledger for the period 10/1/18-9/30/19 with the District's subsidiary property records in the accounting system software for the fiscal year ended 9/30/19.
- 3) Tested a sample of fixed asset additions.
 - a. Inspected the receiving form, noting it was properly completed and signed by the District staff who received the property.
 - b. Verified that the asset receiving form included documentation of the District staff responsible for the asset and the assigned room number, if applicable.
 - c. Inspected procurement documentation for approval by the Procurement Coordinator.
 - d. Verified that the asset was properly entered into the inventory system.
- 4) Tested a sample of fixed asset dispositions.
 - a. Reviewed request for surplus, noting it contained a description of the item, property control number, age, cost, estimated current value, and reason for determination to surplus the item.
 - b. Reviewed Governing Board approval to surplus or dispose of the asset.
 - c. Reviewed Certification of Surplus Property form, if applicable, noting the asset tag was removed from the asset and affixed to the form.
 - d. Verified that the asset was properly removed from the official property inventory records.
 - e. Verified that the disposition was in accordance with Chapters 274.05-274.07 of the Florida Statutes.
- 5) Reviewed District records to determine if annual physical inventories are being conducted.