

**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY**  
**Finance and Business Services**

**SCHOOL BOARD AGENDA**  
**EXECUTIVE SUMMARY**

**AGENDA DATE:** September 17, 2013

**ITEM NUMBER:** V.b.2.C.7.

**AGENDA REFERENCE:** Removal of Assets from inventory due to the relocation of Florida Inclusion Network (FIN) project to The University of West Florida

**FISCAL IMPACT / AMOUNT:** N/A

**FUND SOURCE:** N/A

**BACKGROUND INFORMATION / DESCRIPTION:** Request authorization to remove the following assets from inventory due to the relocation of Florida Inclusion Network (FIN) project to The University of West Florida. These assets were purchased as part of the Florida Inclusion Network (FIN) project and the activities undertaken by this project have now been successfully completed and closed resulting in the following assets being relocated to The University of West Florida.

C033391500 Computer Optiplex: 790  
C032664000 Computer IPAD 16GB  
C033364700 Computer IPAD2 16GB  
C033364800 Computer IPAD2 16GB  
C033364900 Computer IPAD2 16GB  
C033365000 Computer IPAD2 16GB  
C033365100 Computer IPAD2 16GB  
C032434500 Computer Laptop MacBook Pro  
C032444600 Computer Laptop MacBook Pro  
C030083300 Projector VT676  
C030083400 Projector VT676  
C028866800 Computer GX400  
C032439600 Dell Computer  
C028868500 Desk  
C028868600 Desk

**EDUCATIONAL IMPACT:** N/A


**OTHER REFERENCES OR NOTES:** N/A

**ACTION REQUIRED:** Approval to remove assets relocated to The University of West Florida from district records.

**STRATEGIC ALIGNMENT:**

GOAL F.3: Improve transparency of financial information to all stakeholders.

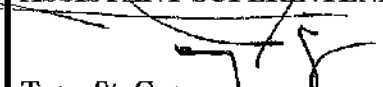
**REQUESTED BY:**

  
Holly Casart  
Budgeting

**DATE:**

September 4, 2013

**ASSISTANT SUPERINTENDENT:**

  
Terry St. Cyr  
Finance and Business Services

**DATE:**

September 4, 2013

**DATE OF BOARD  
APPROVAL:**

# FLORIDA DEPARTMENT OF EDUCATION



## STATE BOARD OF EDUCATION

GARY GHATRANG, Chair

ROBERTO MARTINEZ, Vice Chair

### Members

SALLY BRADSHAW

AKSHAY DEB, M.D.

BARBARA S. FERGOLD

JOHN L. PADGET

KATHLEEN SHANAHAN

Pam Stewart  
Commissioner of Education



December 3, 2012

Mr. Malcolm Thomas, Superintendent  
Escambia County School District  
75 N. Pace Blvd.  
Pensacola, FL 32507

Dear Superintendent Thomas:

As a follow-up to conversations held with your staff, this letter provides notification that funding under the Individuals with Disabilities Education Act, Part B (TAPS #13C053, Project #170-2623B-3C002) for the Florida Inclusion Network (FIN) project will end as of **December 31, 2012**, and will not continue for the remainder of the 2012-2013 project year. My staff has been in contact with Teri Szafran and Debra Early, who have provided fiscal and inventory information related to close out of this project. This results in a \$223,058.00 decrease to your project funding for 2012-2013.

We would like to commend the project for its commitment to excellence and services on behalf of the Florida Department of Education, Bureau of Exceptional Education and Student Services. The decision to close this project in no way reflects negatively upon the performance of your FIN project or the Escambia County School District. The activities of this project will be restructured and incorporated into the Florida Inclusion Network Administration project at the Florida State University in alignment with the Bureau's vision for a more regionalized approach to the provision of FIN services. The activities undertaken by this project have now been successfully completed.

As we move forward with closure of this project, the following activities need to occur:

- Your staff have provided an inventory of all furniture, equipment and materials acquired with project funds. The Florida Department of Education policy regarding disposition of these items is included as an attachment to this correspondence.
- Submit all required final budget reports per your 2012-2013 grant award by **February 28, 2013**.

MONICA VERRA-TIRADO, Ed.D., Chief  
Bureau of Exceptional Education and Student Services

Malcolm Thomas, Superintendent  
December 3, 2012  
Page Two

- Any remaining project funds shall be returned to the Department following disbursement of all encumbered funds
- Submit final project performance information in the Project Tracking System

Once the inventory list has been reviewed, we will notify your staff of the items that we wish to either take possession of or move to another project.

Thank you and your staff for your long-standing contributions on behalf of students with disabilities, their families, and educators throughout Florida. Please contact Anne Glass at (850) 245-0478 or [anne.glass@fldoe.org](mailto:anne.glass@fldoe.org) if you have questions regarding the information in this correspondence.

Sincerely,



Monica Verra-Tirado, Ed.D., Chief  
Bureau of Exceptional Education and Student Services

MVT/agd

Attachment

cc: Teri L. Szafran, ESE Director  
Sheryl Sandvoss, FIN  
Martha Asbury  
Cathy Bishop  
Terese Herring  
Anne Glass  
Bethany Mathers

# **Program Income and the Disposition of Equipment**

## **Program Income**

Program income is generated by project supported activity or as a result of the project agreement during the project period. The "project period" is defined as the time between the effective date and the ending date of the project award.

Program income includes income such as:

- Fees for services performed.
- The use or rental of real or personal property acquired with project funds.
- The sale of commodities or items fabricated under a project award.
- Payments of principal and interest on loans made with project funds.

Program income generally does not include interest earned on project funds, rebates, credits, discounts, or refunds.

To determine what is considered "program income," there are several considerations:

- Fees are sources of funds that are applied to all program participants. Under certain circumstances funds generated by fees may be considered program income and thus must be treated as such.
- Donations are sources of funds that can come from a variety of persons and organizations and, if they are intended for the overall maintenance of the organization sponsoring the program and not for a specific program function, they are most likely not program income. Donations that are not required of all program participants would not be considered program income unless the donations are made specifically to support the federal program.
- Any donations or fees required from participants and made specifically for the purposes of the program, which are subsequently used for the purposes of the program, must be considered and treated as program income. Any expenditure that is allowable and reimbursable, including but not limited to administration, overhead, furniture, equipment, etc., is considered to be attributable to the purposes of the program. Thus, fees or donations used to pay for the allowable and reimbursable costs must be considered program income.

To determine what constitutes program income, focus on how the income was generated. If the income was generated from services performed or items fabricated under the grant, the income must be considered program income and treated as such.

Please note that required accounting practices specify that sub-recipients must segregate the revenue they have received from fees and disclose this during the normal course of their annual audit.

## **How Program Income Is Used and Calculated for Formula Grants**

### **Deduction**

Generally program income is deducted from the total allowable costs to determine the net allowable cost, unless federal agency regulations for the program or the project award state other alternatives.

Under the deduction method, program income must be used to reduce current costs unless the federal agency gives other authorization.

Deduction of program income is the standard requirement unless the grantee obtains approval for another method (described below) from the:

Florida Department of Education  
Office of Grants Management Services  
325 West Gaines Street, Ste. 344  
Tallahassee, FL 32399-0400

### **Addition**

When authorized by the Florida DOE, program income may be added to the project. When program income is added, it still must be used for the purposes and comply with the conditions of the award. Requests should be directed to:

Florida Department of Education  
Office of Grants Management Services  
325 West Gaines Street, Ste. 344  
Tallahassee, FL 32399-0400

### **Cost Sharing/Matching**

When authorized, program income may be used to meet cost-sharing or matching requirements. The amount of the project award will remain the same if program income is used for cost-sharing or matching.

### **Disposition of Equipment**

Section 80.32 (e)(1)(2)(3), Education Department General Administrative Regulations (EDGAR), "Disposition of Equipment," provides requirements for disposition of equipment purchased with federal funds. These procedures apply to U.S. Department of Education grants only unless otherwise stated by the Department. The rules of EDGAR, Part 80, will apply regardless of the year in which the property was acquired.

EDGAR 80.32(e) states that "when original or replacement equipment acquired under a grant or sub-grant is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made as follows:

(1) Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency. Income received from these sales will not be reported to the Florida Department of Education.

(2) Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

(3) In cases where a grantee or sub-grantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or sub-grantee to take excess and disposition actions. No federal approval is necessary to dispose of equipment costing over \$5,000 but for sub-grantees, Florida Department of Education, approval is necessary. Once the State has determined that it has no other need for the use of the equipment, sub-grantees are free to proceed with the sale of equipment."

# EQUIPMENT TRANSFER/DISPOSAL FORM

Issuing School/Dept <b>ESE Department</b>	Cost Center # <b>4412</b>	Movs Order # <b>70471</b>
Receiving School/Dept <b>FIN - FSU @ UWF</b>	Cost Center # <b>?</b>	<b>INTERNAL USE ONLY</b> Log Date _____ Date Completed _____

Signature	Teri L. Stefan	3/8/13
	Issuing Principal/Dept Head	Date Issued
Driver Signature	Driver Name	Date Picked Up
Charlotte	FIN Dept.	3-28-13
Signature	Receiving Principal/Dept Head	Date Delivered

## EQUIPMENT TRANSFER/DISPOSAL FORM

[illegible]

TOTAL

Ten Safra  
Issuing Principal Dept Head

4/22/13  
Date issued

Driver Name  
Charlotte Luzzoff  
Receiving Principal/Dept Head

Date Picked Up  
7/23/13  
Date Delivered





## THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

215 WEST GARDEN STREET  
PENSACOLA, FL 32501  
PHONE 850/432-6121, FAX 850/469-6379  
<http://www.escambia.k12.fl.us>  
MALCOLM THOMAS, SUPERINTENDENT

March 11, 2013

### MEMORANDUM

**TO:** David Bryant  
Internal Auditor

**FROM:** Allyn E. Harris *AEH*  
Coordinator, FDLRS/Westgate Associate Center

**RE:** Transfer of Inventory purchased by Florida Inclusion Network

It is my understanding that this memo will serve, per your instructions to Mrs. Teri Szafran/ESE Director, as sufficient record to note that FDLRS Property Control Items #C028868500 and C028868600 (purchase order #234355), appearing on the FDLRS/Westgate Associate Center property control inventory and purchased using Florida Inclusion Network (FIN) funds, are to be removed from the FDLRS/Westgate Associate Center property control inventory. This is due to The Florida Department of Education's transfer of the FIN grant from The School District of Escambia County to The University of West Florida; thus asset management of these items will now be a University of West Florida responsibility.

If anything further is needed, please contact me at 469-5423.

aeh

cc: Harris/FDLRS/Westgate Associate Center  
Szafran/Exceptional Student Education Department

RECEIVED

MAR 18 2013

OFFICE OF INTERNAL AUDITING  
ESCAMBIA COUNTY SCHOOL DISTRICT



**North Region**  
1170 Martin Luther King Jr. Blvd  
Ft. Walton Beach, FL 32547  
Phone: (850) 863-6580  
Fax: (850) 863-6559

June 24, 2013

Tai Miller  
Budget Office  
Escambia County School District  
75 N. Pace Blvd.  
Pensacola, FL 32505

Dear Ms. Miller;

The following items that formerly belonged to the Florida Inclusion Network were deemed no longer useful for the execution of grant activities. They were therefore transferred to Escambia School District locations for permanent use, or disposal. The Florida Inclusion Network considers them to be Escambia District property, not to be returned.

CO29837300 Dell X300 laptop at Pine Forest High School Bldg 1 RM 402

CO30568900 Dell Optiplex st DARRT alternative Ed 2036 Lakeview.

CO30569100 Dell Laptop 4412 AT Bldg Room 506

CO31971400 Dell Opti 760 Math Ed

The following items were disposed of due to being broken beyond repair:

CO29731300 Dell printer 5100CN

CO30569000 Dell Lat laptop

Thank you,

Charlotte Luzietti  
FIN Director of Operations