




June 17, 2019

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Annual Inventory of Property Assets

Item Description

This item presents the status of the annual inventory of the College's property assets for the Board of Trustees.

Overview and Background

Staff has the responsibility to record the College's property assets and conduct an annual inventory of these assets. The property assets include furniture and equipment, but not facilities. The inventory includes a total of 530 items having a total cost at the time of acquisition of approximately \$9,459,138.26.

Staff has completed the annual inventory. The inventory was successful in verifying the location of all of the College's assets, with the exception of one item. After an extended search of the campus was completed, a stolen/missing property report was filed with Campus Police. The unlocated item will remain on the College's property records and will be identified as "missing" until resolution of its location.

Past Actions by the Board

Inventories of Board property are conducted annually and the results are reported to the Board for review.

Funding/Financial Implications

There are no funding or financial implications.

Staff Resource

Barbara Wills

Recommended Action

Presented as an information item only, no action required.