



# Equipment and Inventory

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Division of Federal Programs and Oversight*





# BEST FOR ALL

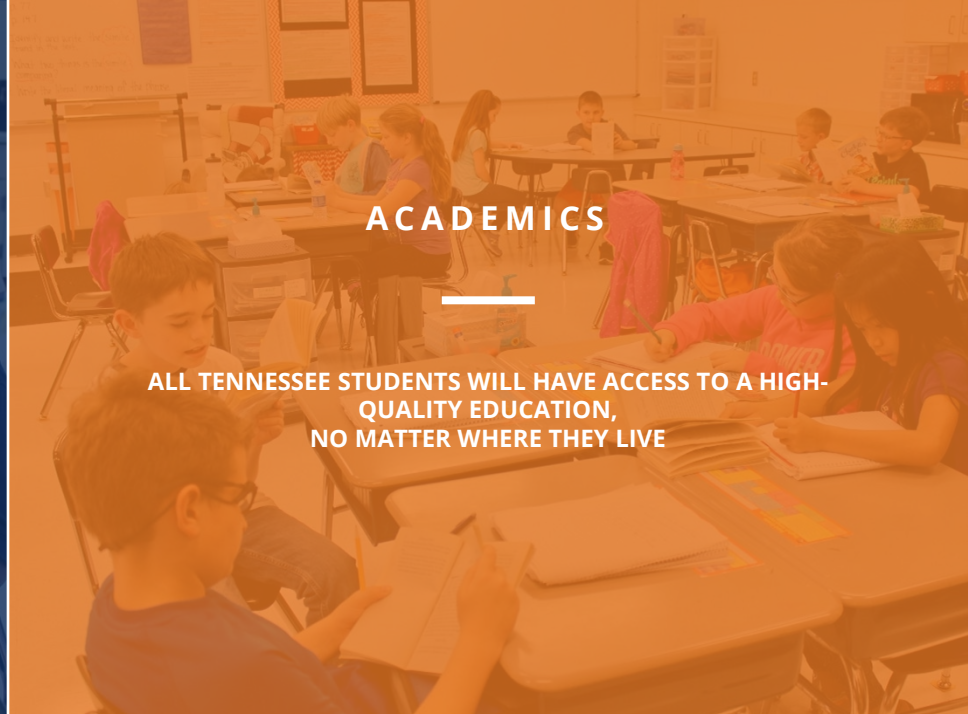
We will set all students on a path to success.



## ACADEMICS

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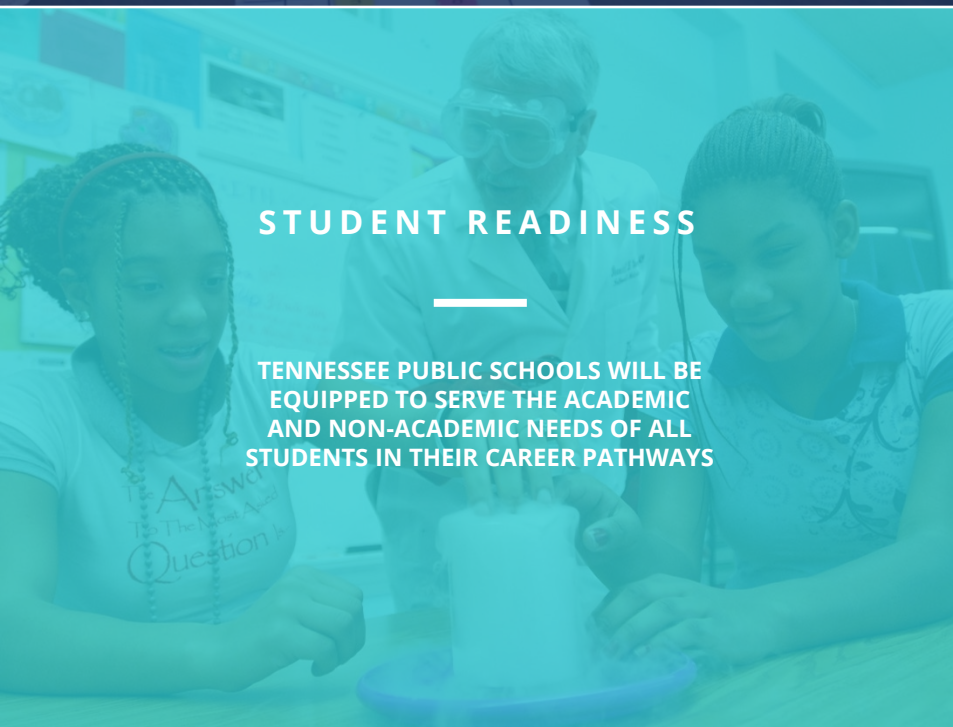
ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE



## STUDENT READINESS

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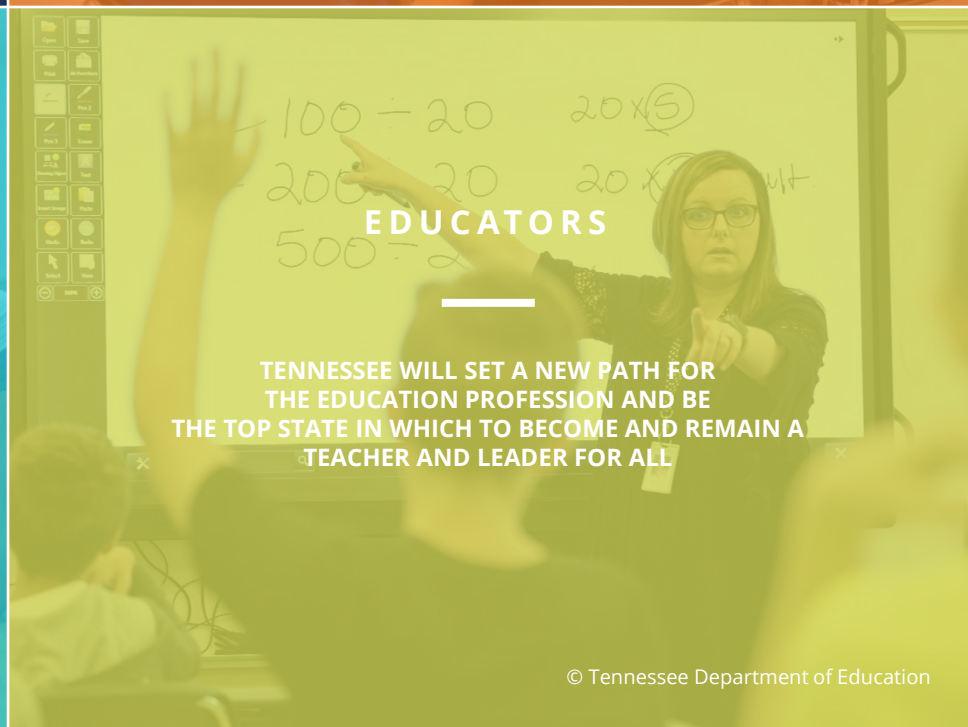
TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS



## EDUCATORS

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TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL



# Norms and Expectations

- Take calls and necessary communications outside of the session room.
- Remain engaged.
- Ask questions at conclusion of presentation.
- Complete the session survey before exiting.
- All session slide decks will be available in ePlan > TDOE Resources > Fiscal – District Technical Assistance> 2023 Annual Fiscal Workshop.
- Visit a team member at the registration table if you have questions about the conference.





# Agenda

- Equipment definition
- Management requirements
- Inventory listing
- Physical inventory
- Protecting and maintaining equipment
- Disposition of equipment
- Monitoring of equipment inventory
- Common monitoring issues
- Resources



# Equipment Definition

# Equipment definition

## ▪ Property Classifications

### –Equipment

- Tangible non-expendable personal property
- Per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000
- Useful life of three years or more



# Equipment definition

## ▪ Property Classifications

### – Sensitive minor equipment

- Tangible non-expendable personal property and equipment having an acquisition cost between \*\$500 and \$5,000
- Movable
- Easily susceptible to loss or theft
- Easily converted to personal use
  - Computing devices (i.e., laptops, tablets)
  - TVs
  - Cameras
- Useful life of at least one year

*\*We highly recommend that vulnerable equipment be tagged and included on the inventory listing.*



# Use of equipment (2 CFR §200.313 (c))

- Must be used in the program for which it was acquired as long as needed
- When no longer needed by the original program, may be used:
  - In other activities supported by the original Federal awarding agency which funded the equipment
  - Activities under Federal awards from other Federal awarding agencies
- Equipment must be made available for use in other programs supported by the Federal Government, provided use does not interfere with originally funded program use.





# Management Requirements

# Management requirements

- Policies and procedures are required for managing equipment.
- Per 2 CFR §200.313 (d), Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place, will, at a minimum, meet the following requirements:
  - Property records
  - Physical inventory
  - Control system to prevent loss, damage or theft (all incidents must be investigated)
  - Adequate maintenance procedures
  - Proper sales procedures to ensure highest possible return



# Property records

## Per 2 CFR Part 200.313 (d)(1), records must include

- Description of the property
- Serial number or other identification number
- Source of funding for the property (including the Federal Award Identifying Number, FAIN)
- Title holder, which is the school district
- Acquisition date
- Cost of the property
- Percentage of federal participation in the cost of the equipment
- Location
- Use of equipment, including program used in and who is using the equipment
- Condition of equipment
- Disposition data, when disposed, including date of disposition and sales price of the property



# Why inventory equipment?

- Federal requirement
  - 2 CFR §200.313 (d)(1) – Property records
  - 2 CFR §200.302 (b)(4) – Effective control over, and accountability for, all funds, property, and other assets.
- Assets must be tagged and tracked
  - How would you know something is missing?
  - Items of tangible non-expendable personal property having an acquisition cost of \$500 or more (or a lower threshold if established by the agency) and purchased in part or in whole with federal funds must be tagged and tracked for their entire lifecycle.
- To be good stewards of taxpayer dollars



# Inventory Listing

# Inventory listing template

- Template is a suggestion and not mandatory
- Has all required elements
- Template may be modified
- If not using the template, all required elements must be on the inventory listing
- All items must have data for each element
- The central office must have a comprehensive, complete and accurate copy of the equipment inventory listing, even if the listing is kept at the school level.





# Equipment Inventory List Template

District and/or School Name _____														
All information, excluding teacher name, is required by 2 CFR Part 200.313 (d) (1).														
Description of Property	LEA ID	Serial Number	Title Holder	Acquisition Date (MM/DD/YYYY)	Cost	Source of Funding	Federal Participation Percentage	School	Location/ Room number	Teacher Name (optional)	Use	Condition	Disposition Date (MM/DD/YYYY)	Disposition Method and Sale Price

# Physical Inventory

# Physical inventory

- At least once every two years
  - Physical inventory must be taken
  - Results of physical inventory reconciled with property records
- All required elements must be present
- All data for each property item for each element
- Dated and signed by person taking inventory (putting eyes on equipment)
- Proof of electronic physical inventory acceptable



# Protecting and Maintaining Equipment

# Protecting and maintaining equipment

LEAs must have :

- A control system to ensure safeguards to prevent loss, damage or theft of property. This may include:
  - Policies for rooms and buildings to be locked
  - Procedures for when equipment is taken from the building
  - Agreements when students take technology home
  - Electronic methods of locating equipment
  - Regular physical inventories including spot checks
- Adequate maintenance procedures to keep the property in good condition. This could include method for teachers, staff, and students to request maintenance and repairs.



# Disposition of Equipment



# Disposition of equipment

- Equipment with a current per-unit fair market value of \$5000 or less may be retained, sold or otherwise disposed with no responsibility to the Federal awarding agency. 2 CFR §200.313 (e)(1).
- Equipment with a current per-unit fair market value in excess of \$5000 may be retained or sold. The Federal awarding agency is entitled to an amount equal to the current market value or proceeds if sold. Procedures are required for disposition in accordance with 2 CFR §200.313 (e)(2).
- Disposition data must be recorded on the inventory listing or disposition list, including date of disposition and sales price if applicable and available.
- Disposition data must be kept for all equipment funded by federal grants.



# Monitoring of Equipment Inventory

# Monitoring of equipment inventory

- Equipment inventory is part of fiscal monitoring.
- A focus area for federal monitoring and audits due to the large amount of funds distributed.
- Required policies and procedures.
- Requirement to upload the current full inventory listings, including disposition lists and physical inventory documentation, for all grants being monitored, including ESEA, IDEA, ESSER, and Perkins grants.
- For on-site monitoring, we will review the inventory listing and create a list of items to locate during school visits.
- For virtual monitoring, we will review the inventory listing and provide a list of items to be located and have pictures uploaded as evidence that the equipment was located.



# Monitoring of equipment inventory









## LEA: Equipment

Public District - FY 2023 - Level 3 Results-Based Monitoring - Rev 0

Go To 

  N/A

### On-Site - Required and/or Optional Uploads

Documents		
Type	Document Template	Document/Link
(Fiscal) Approved Board Policy for Equipment Management [Upload at least 1 document(s)]	N/A	 <a href="#">Inventory_policy</a>  <a href="#">Surplus Property Sales</a>
(Fiscal) Equipment Management Procedures, including Uniform Grants Guidance, as applicable [Upload at least 1 document(s)]	N/A	 <a href="#">Property Management Procedures</a>
(Fiscal) Inventory Procedures, including Uniform Grants Guidance, as applicable [Upload at least 1 document(s)]	N/A	 <a href="#">Property Management Procedures</a>
(Fiscal) Maintenance Procedure, including Uniform Grants Guidance, as applicable [Upload at least 1 document(s)]	N/A	 <a href="#">Property Management Systems</a>
(Fiscal) Maintenance Records	N/A	
(Fiscal) Equipment Disposal/Sale Policy/Procedure, including Uniform Grants Guidance, as applicable (Include policy for equipment greater than \$5,000) [Upload at least 1 document(s)]	N/A	 <a href="#">Sale of School Equipment</a>  <a href="#">Sale of Equipment</a>  <a href="#">Surplus Property Sales</a>

# Monitoring of Equipment Inventory

## On-Site - Short Answer Questions

\* Check all that apply to the LEA.

- The LEA has a database that contains the following elements for each inventory item: 🗨
- description of the item,
  - serial number and other identifying numbers (barcode or other local identifying number),
  - funding source of the property,
  - titleholder,
  - acquisition date,
  - cost, including percentage of Federal participation in the cost,
  - physical location of property,
  - use and condition, and
  - disposition data (date, method of disposition, sales price-if applicable) when property is retired from service. - 2 CFR §200.302(b)(4); 2 CFR §200.313(d)(1)

- The LEA has and follows written policies/procedures regarding equipment and property management that comply with state and federal regulations. - 2 CFR §200.302(b)(4); 2 CFR §200.313(d)(3) 🗨

- The LEA conducts a physical inventory of the property at least once every two years. 🗨

- The LEA has a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property (includes notifying local law enforcement and ensuring that a police report is filed when it is discovered equipment has been stolen) 🗨

- The LEA has and follows adequate maintenance procedures to keep the property in good condition. 🗨

- The LEA has a disposition list of equipment that is obsolete or no longer needed for the original program from which it was purchased. 🗨

# Common Monitoring Issues



# Common Issues from Monitorings

- Missing policies and procedures:
  - Equipment definition
  - Equipment definition for sensitive minor equip >\$500 and <\$5000
  - Maintenance
  - Control system to prevent loss
  - Surplus property sales
  - Physical inventory
  - Policies that conflict with procedures
  
- Not all required elements included in inventory listing
  - Disposition list did not include date of disposition
- Data not provided for all items
- Inaccurate data
- Equipment could not be located
























# Common inventory listing issues

- Composite example of inventory lists we saw this year

District		Volunteer County Schools									
Description of Property	LEA ID	Serial Number	Title Holder	Acquisition Date (MM/DD/YY)	Source of Funding	Federal Participation Percentage	School	Teacher Name (optional)	Use	Condition	
iPad	001201	MAC51	VCS	10/25/2020	Title I	100%	VES			Excellent	
iPad	001202	MAC52	VCS	10/25/2020	Title I	100%	VES			Good	
iPad	001203	MAC53		10/25/2020	Title I		VES			Fair	
iPad	001204	MAC54		10/25/2020	IDEA		VMS	Crockett			
iPad				10/25/2020	IDEA		VMS	McDonald			
iPad				10/25/2020	IDEA		VHS	Dickey		New	
Laptop		LT001	VCS	1/15/2018	IDEA	100%	VHS			New	
Laptop	001208	LT002	Jones	1/15/2018	IDEA	100%	VMS	Jones		New	
Laptop	001209					100%		Wyatt		Excellent	
Laptop	001210					100%		Robinson		Good	
Laptop	001211	LT005	VES			100%	VES			Fair	
Laptop	001212	LT006	VMS			100%	VMS			Poor	
Laptop	001213	LT007	VHS			100%	VHS				
Laptop	001214	LT008		1/15/2018		100%	Central Office	Neyland			

# Resources

# TDOE Resources in ePlan

-  **Fiscal - District Technical Assistance**
-  **2023 Annual Fiscal Workshop**
-  **2022 Spring Fiscal Workshop**
-  **Cross-Cutting Fiscal Materials**
-  **Templates for Uploading into ePlan**
-  **Year-end Close One Pagers**
-  [Accounting for Education Technology Expenditures](#)
-  [TN Comptroller of the Treasury: Chart of Accounts](#)
-  [CCEIS for Spring Fiscal Workshops](#)
-  [Federal Revenue Codes and Sub-funds](#)
-  [FY22 Daily Rates for Residential Mental Health Facilities](#)
-  [Local Education Agencies 2021 Health Insurance Benefits](#)
-  [Local Finance Office Hours Link](#)
-  [Per Pupil Expenditure Reporting\\_FAQ FY20](#)
-  [Prior Period Expense Entries - Journal Entries](#)
-  [Release of Funds Form](#)
-  [Resolution to Transfer to Federal Projects - Template](#)
-  [Returning Funds to the State](#)
-  [SNS Methodology Monitoring 2020-21](#)
-  [State Minimum Salary Schedule FY2022-23](#)
-  [State Minimum Salary Schedule FY2021-22](#)
-  [Summer Learning Camp 2023 Economically Disadvantaged Percentages](#)
-  [TN Compass December 1 Report](#)
-  [TISA Calculator](#)

# Office Hours

- **Local Finance**

**Tuesdays 10 - 11 a.m. CT | 11 a.m. - 12 p.m. ET.**

Join via Microsoft Teams: [Click HERE to join the meeting](#)

Meeting ID: 224 112 731 254 | Passcode: X47t4h

Or Call in (Audio only): [+1 \(615\) 270-9704](#)

Phone Conference ID: 916 098 92#

- **Federal Programs and Oversight (FPO) Office Hours**

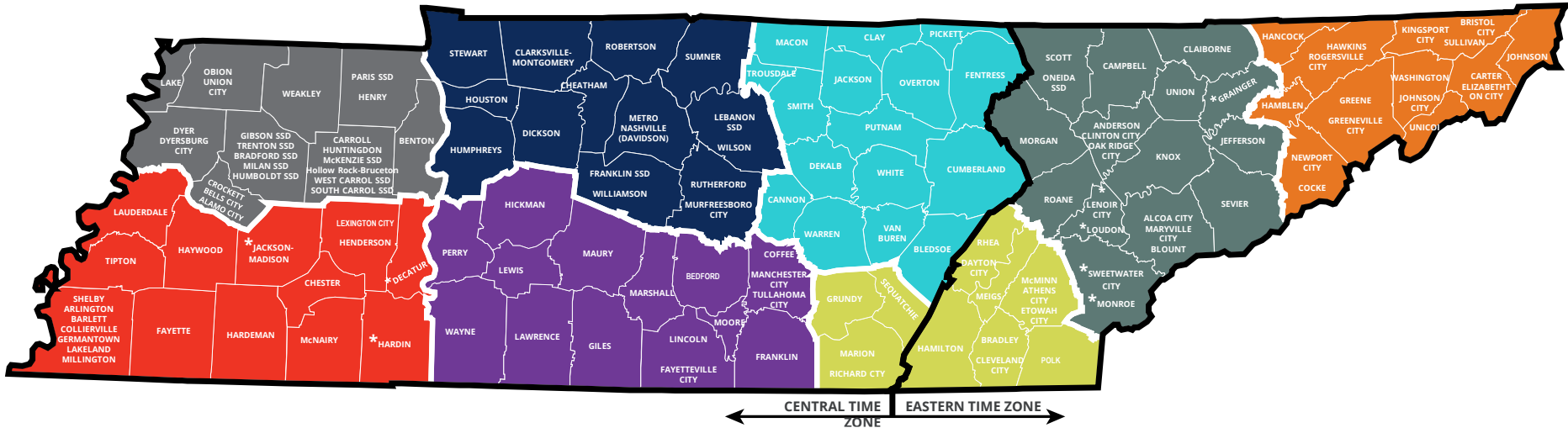
**Mondays from 12 - 1 p.m. CT | 1 - 2 p.m. ET**

Dates and login information for FPO office hours can be found [here](#).



# Regional Finance Consultant District Map

## As of 5/1/2023



Northwest	Southwest	Mid Cumberland	Upper Cumberland	South Central	Southeast	East TN	First TN
Holly Kellar		Rob Mynhier		Taffe Bishop		Jill Lewis	
<a href="mailto:Holly.Kellar@tn.gov">Holly.Kellar@tn.gov</a>		<a href="mailto:Robert.Mynhier@tn.gov">Robert.Mynhier@tn.gov</a>		<a href="mailto:Taffe.Bishop@tn.gov">Taffe.Bishop@tn.gov</a>		<a href="mailto:Jill.Lewis@tn.gov">Jill.Lewis@tn.gov</a>	
*Districts that are assigned to a finance consultant in a different CORE region.							



# Regional Finance Consultant District Assignment

## As of 5/1/2023

Northwest	Southwest	Mid Cumberland	Upper Cumberland	South Central	Southeast	East TN	First TN
<b>Holly Kellar</b>		<b>Rob Mynhier</b>		<b>Taffe Bishop</b>		<b>Jill Lewis</b>	
<a href="mailto:Holly.Kellar@tn.gov">Holly.Kellar@tn.gov</a>		<a href="mailto:Robert.Mynhier@tn.gov">Robert.Mynhier@tn.gov</a>		<a href="mailto:Taffe.Bishop@tn.gov">Taffe.Bishop@tn.gov</a>		<a href="mailto:Jill.Lewis@tn.gov">Jill.Lewis@tn.gov</a>	
<b>Districts:</b> Alamo City Bells City Benton County Bradford SSD Carroll County Crockett County Dyer County Dyersburg City Gibson County SSD Henry County Hollow Rock-Bruceton SSD Humboldt SSD Huntingdon SSD Lake County McKenzie SSD Milan SSD Obion County Paris SSD South Carroll SSD Trenton SSD Union City Weakley County West Carroll SSD	<b>Districts:</b> Achievement Schools Arlington SSD Bartlett SSD Chester County Collierville SSD Fayette County Germantown SSD Hardeman County Haywood County Henderson County Lakeland SSD Lauderdale County Lexington City McNairy County Millington Shelby County Tipton County WTSD	<b>Districts:</b> Cheatham County Charter Schools Commission Dickson County Dept. of Children Services Dept. of Corrections Franklin SSD Houston County Humphreys County Lebanon SSD Metro-Nashville Montgomery County Murfreesboro City Robertson County Rutherford County Stewart County Sumner County TN School for Blind Williamson County Wilson County  *Jackson-Madison County	<b>Districts:</b> Alvin York Institute Bledsoe County Cannon County Clay County Cumberland County DeKalb County Fentress County Jackson County Macon County Overton County Pickett County Putnam County Smith County Trousdale County Van Buren County Warren County White County	<b>Districts:</b> Bedford County Coffee County Fayetteville City Franklin County Giles County Hickman County Lawrence County Lewis County Lincoln County Manchester City Marshall County Maury County Moore County Perry County Tullahoma City Wayne County  *Decatur County *Hardin County	<b>Districts:</b> Athens City Bradley County Cleveland City Dayton City Etowah City Grundy County Hamilton County Marion County McMinn County Meigs County Polk County Rhea County Richard City Sequatchie County  *Lenoir City *Loudon County *Monroe County *Sweetwater City	<b>Districts:</b> Alcoa City Anderson County Blount County Campbell County Claiborne County Clinton City Jefferson County Knox County Maryville City Morgan County Oak Ridge Oneida SSD Roane County Scott County Sevier County TSDK Union County	<b>Districts:</b> Bristol City Carter County Cocke County Elizabethton City Greene County Greeneville City Hamblen County Hancock County Hawkins County Johnson City Johnson County Kingsport City Newport City Rogersville City Sullivan County Unicoi County Washington County  *Grainger County
*Districts that are assigned to a finance consultant in a different CORE region.							

# Finance Division Contacts



## Chief Financial Officer

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## Director of Local Finance

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## Regional Finance Consultants

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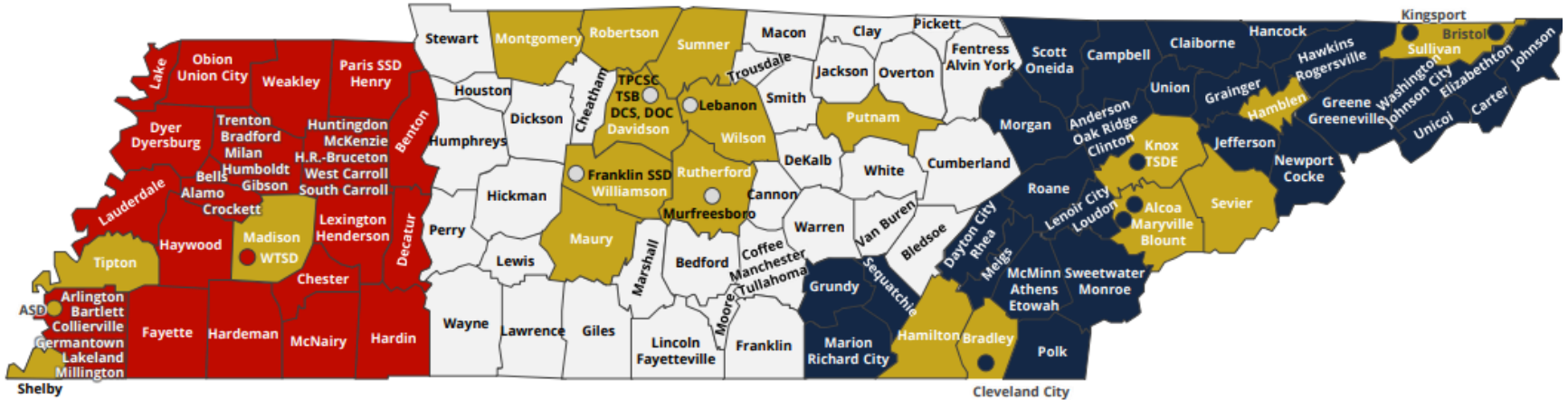
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[Holly.Kellar@tn.gov](mailto:Holly.Kellar@tn.gov) (731) 991-4234

## Federal Reporting/Nutrition

[Andrew.Mccluskey@tn.gov](mailto:Andrew.Mccluskey@tn.gov)

# IEP Monitoring and Perkins V Specialist Map



**West**

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**Middle**

Stan Cook  
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**East**

Ashley Colbert  
[Ashley.Colbert@tn.gov](mailto:Ashley.Colbert@tn.gov)

**20 Districts with Largest Enrollment**

Rob Taylor  
[Robert.Taylor@tn.gov](mailto:Robert.Taylor@tn.gov)





# Resources

- Tennessee Department of Education [Education \(tn.gov\)](https://www.tn.gov/education)
- Tennessee State Board of Education [Rules, Policies and Guidance \(tn.gov\)](https://www.tn.gov/education/rules-policies)
- ePlan TDOE Resources <https://eplan.tn.gov/>
- Electronic Code of Federal Regulations [eCFR :: Home](https://www.ecfr.gov/)
- Tennessee Code Annotated [Tennessee Code Unannotated – Free Public Access | Main Page \(lexis.com\)](https://www.legis.tn.gov/)
- Tennessee Comptroller of the Treasury [Manuals \(tn.gov\)](https://www.tn.gov/treasury)
- Tennessee Consolidated Retirement System <https://treasury.tn.gov/Retirement/Information-and-Resources/TCRS-Overview-and-Self-Service>
- Tennessee General Assembly [Legislation - TN General Assembly](https://www.tn.gov/legislation)
- County Technical Assistance Service (CTAS) Record Retention <https://www.ctas.tennessee.edu/eli/departments-education-records>

# Fraud, Waste or Abuse

Citizens and agencies are encouraged to report fraud, waste, or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

**1-800-232-5454**

Notifications can also be submitted electronically at:

**[comptroller.tn.gov/hotline](http://comptroller.tn.gov/hotline)**





**Thank You!**