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## REPORT NO. 2025-25

TO: Bill Greer, Director  
Construction and Property Management Department

FROM: Melissa Dondero, Inspector General/Chief Audit Executive *md*  
Division of Inspector General

DIST: Ken Burke, CPA, Clerk of the Circuit Court and Comptroller  
Jeanette Staveley, Chief Deputy Director, Finance Division  
The Honorable Chair and Members of the Board of County Commissioners  
Barry Burton, County Administrator  
Jill Silverboard, Deputy County Administrator/Chief of Staff  
Blaine Williams, Assistant County Administrator  
Christy Carpenter, Director, Facility Operations Division  
Frank Terry, Facility Manager - Detention, Facility Operations Division

SUBJECT: Inspector General's Observation of the Construction and Property  
Management Facility Operations - Detention 2025 Annual Physical Inventory of  
Fixed Assets

DATE: November 25, 2025

This memo serves to inform you that the Division of Inspector General (IG) completed an observation of the fixed assets for Construction and Property Management Facility Operations - Detention on June 25, 2025. As noted in Opportunity for Improvement (OFI) No. 1 below, we were unable to observe the annual physical inventory of fixed assets.

Our objectives were to:

1. Interview and observe staff conducting the department's physical inventory to determine compliance with required inventory procedures
2. Test and verify, on a sample basis, the assets recorded by staff

Our audit was conducted in accordance with the *Global Internal Audit Standards* of The Institute of Internal Auditors and the *Principles and Standards for Offices of Inspector General* of the Association of Inspectors General. Accordingly, it included such tests of records and other auditing procedures as we considered necessary in the circumstances.

Based on our independent and objective assessment, the department’s governance, risk management, and internal control environment needed improvement for the scope of this audit. Governance, risk management, and internal control weaknesses existed which may put at risk the achievement of objectives in the area audited. We identified areas of strength where controls were strong and aligned with the department’s goals. However, we also identified areas of improvement to enhance efficiency, mitigate risks, and ensure compliance. We did not observe the custodial team’s performance of the annual physical inventory as reflected in OFI No. 1 below; however, our field visit and subsequent discussions with the custodial team contributed to our determination it did not comply with all required inventory procedures.

OFIs are prioritized based on the likelihood of the risk occurring and the impact the risk may have on the department’s governance, risk management, and/or control processes as follows:

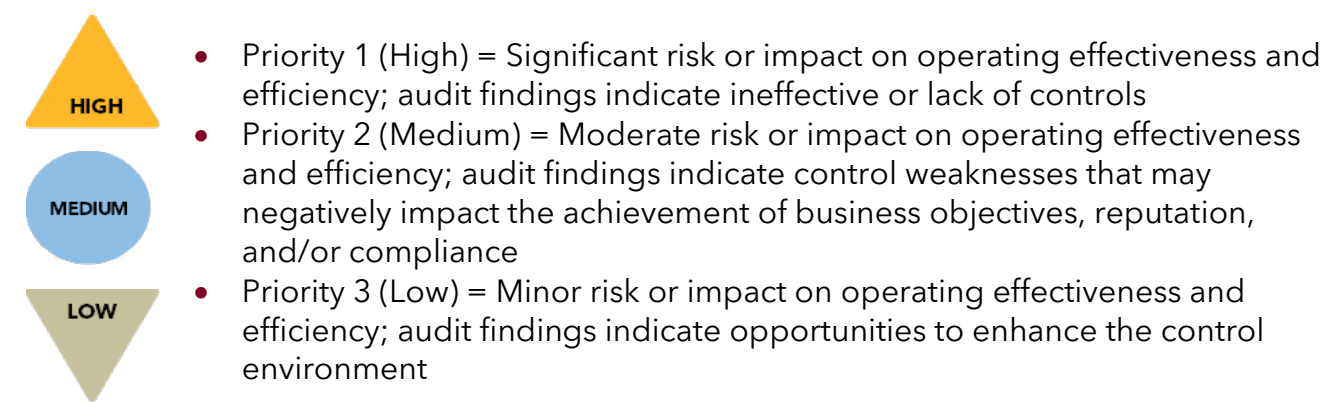


Figure 1 - Priorities

Our audit was neither designed nor intended to be a detailed study of every relevant system, procedure, or transaction. Accordingly, the OFIs presented as follows may not be all-inclusive of areas where improvement may be needed.

**1. Facility Operations - Detention Conducted Its Inventory Without IG Oversight And Submitted Documentation After The Deadline.**



The Inventory Contact Person in the Facility Operations Division - Detention location conducted the 2025 annual physical inventory on June 23-24, 2025, before our scheduled on-site observation on June 25, without oversight from the IG. Additionally, after the June 30 submission deadline, the custodial team submitted fixed asset forms to the Clerk Finance Division Fixed Assets team, documenting asset transfers and tag requests.

On February 3, 2025, we issued a Start Memo to Facility Operations Division management, notifying the division it had been selected for an on-site observation as part of the IG's continuous audit of Pinellas County's (County) annual physical inventories of fixed assets.

The objectives of our audit were to:

- Observe staff conducting the physical inventory to assess compliance with required inventory procedures
- Test and verify, on a sample basis, the accuracy of assets recorded by staff

During the scheduling process for the on-site observation, we communicated to the division's custodial team our intent to observe the performance of the division's annual physical inventory in June 2025. Following this communication, we mutually agreed to conduct the on-site visit on June 25, 2025. In preparation for the visit, we selected a random sample of fixed assets for testing and verification based on the Facility Operations Division's Detention location inventory report from the County's Oracle fixed assets system.

During our on-site visit on June 25, 2025, we met with the division's Inventory Contact Person who accompanied us throughout the facility to locate and identify a random sample of fixed assets for testing and verification. The Inventory Contact Person used an inventory report generated from the County's Oracle fixed assets system to locate assets as we moved through the site.

Our observation process included verifying whether each sampled asset:

- Physically existed
- Was operational
- Displayed the appropriate asset tag
- Had supporting inventory documentation, if applicable

As we identified exceptions during our walkthrough, the Inventory Contact Person briefly discussed each with us and annotated the corresponding exceptions on the inventory report documentation. At the conclusion of our on-site visit, the custodial team provided some of the requested inventory documentation and acknowledged our additional requests, which they committed to fulfilling at a later date. The Clerk Finance Division Fixed Assets team assigned the division's annual physical inventory to be conducted and submitted in June 2025. Following our visit, the Inventory Contact Person informed us he performed the physical inventory during the days preceding our arrival and submitted the results on June 26, 2025, to the Facility Operations Division Business Support Specialist who reports directly to the Division Director. In August 2025, the custodial team drafted new "Fixed Asset Transfer Forms" and a "Fixed Asset Replacement Tag Request Form" to document the exceptions we identified during our observation and those they noted during their inventory process.

While the results of our asset testing and verification are detailed in subsequent OFIs within this memo, we were unable to observe the division's physical inventory process. As a result,

we could not assess compliance through direct observation. However, based on our review, we confirmed the division did not adhere to the required inventory procedures. The custodial team performed the physical inventory without IG oversight despite being notified of the IG's intent to observe the process. Additionally, the team drafted and submitted supplemental inventory documents to the Clerk Finance Division Fixed Assets team after the inventory deadline.

Insufficient coordination among members of the custodial team to align the division's 2025 annual physical inventory date with the IG's scheduled observation resulted in the inventory being conducted without the required oversight. Ineffective and untimely coordination between custodial team members and management led to the drafting and submission of fixed asset forms after the division's annual physical inventory deadline.

The County Capital Asset Policy states the following:

*"Periodically, the Inspector General's Office of the Clerk of the Circuit Court and Comptroller performs inventory audits as part of their Annual Audit Plan."*

The Finance Division's "Dept. FA Processing" (FA 300) course guidelines state the following:

***"Inventory Roles and Responsibilities***

***Record Keeper -***

- *Maintain accurate records*
- *Prepare the PIN Custom Inventory Report*
- *Prepare the applicable forms*
- *Research unaccounted for assets (PDA)*

***Custodian -***

- *Review final inventory results*
- *Certify the inventory*
- *Sign all fixed asset forms*

***Inventory Contact -***

- *Conduct the physical inventory of assets*
- *Verify location and details*
- *Record the status on the Inventory Report*

***Department Director -***

- *Authorize staff to act in designated roles*
- *Review the Inventory and supporting documents*
- *Approval Signature required on Inventory*

***Finance Fixed Assets -***

- *Schedule and request the Annual Inventory*
- *Review the completed inventory and support*
- *Assist departments with resolving issues*
- *Issue a Summary Letter of inventory status to the Director*

***Inspector General -***

- *Conduct random observation and testing"*

Noncompliance with internal control procedures and audit protocols may weaken accountability and transparency. Late submission of fixed asset documentation may compromise the accuracy and completeness of inventory records. We determined this OFI’s priority was low, as violations of policies with minimal impact to operations existed and there was a possibility the risk would occur.

**We Recommend Management** implement internal controls to ensure all fixed asset documentation, including transfer forms and replacement tag requests, is completed and submitted simultaneously with the annual physical inventory results. This submission should occur in June 2026 and in each June thereafter, in accordance with the Clerk Finance Division Fixed Assets team’s inventory reporting requirements.

**Management Response and Action Plan:**

**Management Concurs.** Action Plan: To ensure any future IG audit is not completed without the IG auditor on site and all fixed asset documentation, including transfer forms and replacement tag requests, are completed and submitted simultaneously with the annual physical inventory results, the Detention Record Keeper and Custodian will complete the MyLearning training Capital Assets and Inventory Management Video to confirm understanding.

- ✓ **Individual(s) Responsible for Implementation:** Christy Carpenter, Director, Facility Operations Division
- ✓ **Planned Implementation Completion Date:** January 31, 2026

**2. Facility Operations - Detention Did Not Follow Fixed Asset Disposal Guidelines For One Asset.**



During our book-to-floor review of the Facility Operations Division’s Detention location fixed assets on June 25, 2025, we noted asset tag 127752 (refrigerator) was scrapped from its recorded location without proper documentation and oversight. Notably, the asset remained listed on the division’s fixed asset inventory report at the time of our review. We identified this exception for 1 of 22 fixed assets tested, or 4.5%. Management stated the refrigerator no longer worked and was scrapped in June 2024 as part of its annual physical inventory. However, at the time of disposal, custodial team members did not complete and submit a “Fixed Asset Surplus Transfer Form” to the Clerk Finance Division, nor was there sufficient coordination with the Real Property and Asset Management Division to gain authorization.

The refrigerator’s end-of-life date was recorded as June 5, 2024, and its lifecycle status was listed as “decommissioned” in the division’s Cityworks asset management system. On August 20, 2025, management provided a copy of a drafted “Fixed Asset Surplus Transfer Form” signed by the division’s Primary Custodian and Record Keeper, prepared in response to our inquiry.

Additional information regarding the disposed asset is detailed in the table below.

Location	Tag Number	Asset Number	Asset Description	Manufacturer	Serial Number	Net Book Value (NBV)	Original Cost
Facility Operations - Detention	127752	142932	REFRIGERATOR	VICTORY	12602502	\$482.96	\$8,113.39

Table 1 - Asset Inventory Details for Facility Operations - Detention - Asset Disposal

Although Facility Operations and Real Property and Asset Management were structured as separate divisions within the Construction and Property Management Department, they operated under a unified management framework. Accordingly, the Facility Operations Division's disposal of fixed assets fell within the scope of the Real Property and Asset Management Division's oversight. Under this oversight, coordination and instruction between management and custodial team members should have been sufficient to result in a completed "Fixed Asset Surplus Transfer Form" and the scrapped property being transferred to the Surplus Warehouse for disposal in June 2024.

The division's oversight was ineffective in ensuring compliance with the County's asset disposal policies, primarily due to insufficient awareness of those policies among the custodial team members.

The Pinellas County Capital Assets Policy, Section XIII. Disposal of Assets, states the following:

*"The Board of County Commissioners must approve the disposal of all capital assets prior to their sale. A list of scrapped, cannibalized, traded-in, unaccounted for and stolen assets must be presented to the Board for their approval prior to removing the assets from the financial statements."*

The Finance Division's FA 300 course guidelines state the following:

**"SCRAP, CANNABALIZED & JUNK SURPLUS LOCATIONS"**

*The FATF ["Fixed Asset Surplus Transfer Form"] is used for these transfers; however, Real Estate Management must be contacted for authorization before County property is disposed of in this manner at a department location."*

Without proper documentation or coordination, it becomes difficult to track asset removals. This weakens oversight and increases the chance items could be disposed of improperly or go missing without detection.

We determined this OFI's priority was low, as violations of policies with minimal impact to operations existed; however, the finding was an isolated instance or infrequent occurrence.

### We Recommend Management:

- A. Promptly submit a "Fixed Asset Surplus Transfer Form" to the Finance Division to ensure the scrapped asset is formally removed from both the financial and inventory records.
- B. Notify the Real Property and Asset Management Division and the Board of County Commissioners (BCC) regarding the disposal of the asset.
- C. Determine which custodial team members require additional training and schedule time for them to watch the Capital Assets and Inventory Management Video, accessible through the Pinellas County Employee Intranet within the MyLearning Financial Management Training Series.

### Management Response and Action Plan:

- A. **Management Concurs.** Action Plan: Submit a "Fixed Asset Surplus Transfer Form" to the Finance Division to ensure the scrapped asset is formally removed from both the financial and inventory records.
  - ✓ **Individual(s) Responsible for Implementation:** Christy Carpenter, Director, Facility Operations Division
  - ✓ **Planned Implementation Completion Date:** January 31, 2026
- B. **Management Concurs.** Action Plan: Notify the Real Property and Asset Management Division and the BCC regarding the disposal of the asset using process established by the surplus policy for Pinellas County.
  - ✓ **Individual(s) Responsible for Implementation:** Christy Carpenter, Director, Facility Operations Division
  - ✓ **Planned Implementation Completion Date:** January 31, 2026
- C. **Management Concurs.** Action Plan: Have the Detention Record Keeper and Custodian complete the MyLearning training Capital Assets and Inventory Management Video to confirm understanding.
  - ✓ **Individual(s) Responsible for Implementation:** Christy Carpenter, Director, Facility Operations Division
  - ✓ **Planned Implementation Completion Date:** January 31, 2026

### 3. Facility Operations - Detention Had Eight Non-Operational Fixed Assets.

During our June 25, 2025, observation of the Facility Operations Division's Detention location fixed assets, we identified eight non-operational fixed assets. Most of these assets were located on-site, while one had been disposed of as scrap property despite still being reported as an asset in the Oracle fixed asset records. Before

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our on-site visit with the fixed assets custodial team, we selected a random sample of 11 out of 41 assets (26.8%) from the division's fixed asset inventory report for testing. In addition, while on-site with the custodial team, we chose 11 different fixed assets that were not a part of our random sample to compare to the division's fixed asset inventory report. Four randomly selected fixed assets were non-operational, and four judgmentally selected fixed assets were non-operational, which represented 36.4% of the total population of fixed assets tested.

In the division's fixed asset inventory report, each fixed asset has a tag number management uses to identify the fixed asset during the annual physical inventory. The eight tag numbers for the non-operational fixed assets were 126858, 126860, 126861, 126945, 127747, 127748, 127750, and 127752. Additional information regarding the non-operational assets is detailed in the table below.

Location	Tag Number	Asset Number	Description	Manufacturer	Serial Number	Net Book Value (NBV)	Original Cost
Facility Operations - Detention	126858	73877	MOBILE REFRIDGERATOR			\$234.32	\$9,838.40
Facility Operations - Detention	126860	73879	REACH IN REFRIDGERATOR			\$191.36	\$8,036.11
Facility Operations - Detention	126861	73880	REACH IN REFRIDGERATOR			\$191.36	\$8,036.11
Facility Operations - Detention	126945	73889	REACH IN REFRIDGERATOR	VICTORY	12407159	\$601.47	\$5,613.59
Facility Operations - Detention	127747	142927	ICE CUBER	MANITOWOC ICE	F100105620-258-18	\$428.06	\$7,191.25
Facility Operations - Detention	127748	142928	MOBILE REFRIGERATOR	CARTER HOFFMAN	68991	\$591.25	\$9,933.00
Surplus Unaccounted	127750	142930	FREEZER	VICTORY	12602523	\$961.81	\$6,732.49
Facility Operations - Detention	127752	142932	REFRIGERATOR	VICTORY	12602502	\$482.96	\$8,113.39

Table 2- Asset Inventory Details for Facility Operations - Detention - Non-Operational Assets

On August 15, 2025, the custodial team clarified its intention to dispose of the non-operational fixed assets, specifically items tagged 126858, 126860, 126861, 126945, and



127748 after determining that each was at the end of its useful life. The assets were to be transferred to the Surplus Warehouse as junk property. On August 15, 2025, we received a copy of the "Fixed Asset Surplus Transfer Form" prepared to initiate the transfer; however, the Oracle fixed asset records did not yet reflect the transfer of these assets from the division to the warehouse. On August 20, 2025, the custodial team stated the division planned to repair the fixed asset (Tag No. 127747) to return it to service. However, on October 2, 2025, the custodial team reported a replacement asset (Tag No. 135057) had been purchased, and the division was considering whether to repair or scrap the original asset.

In the prior year's inventory, the custodial team marked the fixed asset with tag number 127750 as unaccounted for, indicating it could not be located during the inventory process. Internally, in the Oracle fixed asset records, this action led the Clerk Finance Division Fixed Assets team to transfer the asset record to the "Surplus Unaccounted" location, pending a departmental audit to locate the asset. The custodial team fully retired the fixed asset on May 20, 2025. This action, approved by the County's BCC, allowed the Clerk Finance Division Fixed Assets team to remove the unaccounted-for property from the County's fixed asset inventory for reconciliation and update. According to the BCC meeting agenda dated May 20, 2025, multiple unaccounted items were to be removed from County inventories and either physically disposed of as junk material or sold as scrap material. However, on June 25, 2025, we, along with the Inventory Contact Person, physically observed the fixed asset at the division's location. The correct asset tag was affixed, and the asset was non-operational. On October 9, 2025, the custodial team stated it found the fixed asset with tag number 127750 in one of the junkyards at its location and was planning to either cannibalize or scrap it.

During our on-site visit, the custodial team informed us the fixed asset with tag number 127752 had been decommissioned and scrapped prior to the 2025 annual physical inventory. The asset's end-of-life date was June 5, 2024. When we requested documentation to confirm the fixed asset was disposed of in accordance with County and Clerk Finance Division policies and procedures, the custodial team provided information from the division's asset management system, Cityworks, along with a "Fixed Asset Surplus Transfer Form" prepared on August 14, 2025. We previously addressed the division's disposal of this fixed asset in OFI No. 2. Management should ensure the corrective actions described in that issue are fully implemented and properly documented.

The issue resulted from weak internal controls, including limited procedures and oversight related to the timely removal or reclassification of non-operational fixed assets. Contributing factors included limited awareness of asset management policies, insufficient coordination with the Clerk Finance Division, and delays in initiating asset transfer or retirement processes.

The Finance Division's FA 300 course guidelines state the following:

***"SCRAP, CANNABALIZED & JUNK SURPLUS LOCATIONS***

*The FATF is used for these transfers; however, Real Estate Management must be contacted for authorization before County property is disposed of in this manner at a department location....*

### **Fixed Asset Transfer Form**

*This form is revised to reflect the new location structure. The Releasing department completes sections 1 through 4. All applicable signatures are provided in Section 5. Preferred uses are:*

- *Transfers of capital assets to all Surplus locations, including Fleet*
- *Transfers between Fleet Internal Service Fund (ISF) locations*
- *Internal transfers between divisions of the same department, optional....*

### **Primary and Alternate Custodian**

*The Custodians bear the responsibility for safeguarding County assets and are authorized to sign various forms and documents regarding the acquisition, transfer and disposition of capital assets."*

The Administrative Services Department Surplus And Disposal Of Property - Policies And Procedures states the following:

#### **F. Junk**

*Property, which is unusable and determined to have no commercial value or property for which the cost of sale would exceed expected returns, may be junked. **Property shall not be junked by the custodial department.** Property shall either be delivered to the Surplus Warehouse for junking, or if it is not efficient or logical to transport surplus to the Surplus Warehouse, the Facilities and Real Property Division will inspect the property and render a disposal decision. In either case, adequate documentation shall be provided to the Facilities and Real Property Division.*

#### **G. Scrap**

*Property, which is unusable, but has value as a material (scrap metal, aluminum) may be scrapped. **Property shall not be scrapped by the custodial department.** Property shall either be delivered to the Surplus Warehouse for scrapping, or if property cannot be transported to the Surplus Warehouse, the Facilities and Real Property Division will inspect the property and render a disposal decision. In either case, adequate documentation should be obtained and filed with the Finance Division - Fixed Assets.*

#### **H. Cannibalized**

*Property, from which serviceable parts can be removed for repairing other equipment, is considered cannibalized. A written, detailed explanation shall be submitted with a FATF to Finance Division - Fixed Assets for cannibalized assets. After obtaining Board approval, item(s) will be removed from the effected account."*

A department or division that retains non-operational fixed assets in its inventory and at its location risks reducing the effectiveness and efficiency of its daily operations, as team members may lack the functional resources necessary to perform their job duties. Retaining non-functional assets without proper documentation or disposal can weaken internal controls and increase the risk of asset misappropriation or loss. Additionally, storing broken or obsolete equipment may clutter workspaces, reduce available storage, pose safety hazards, and delay capital planning by obscuring the need for timely asset replacement.

We determined this OFI's priority was low, as the division's operational efficiency or effectiveness could be improved, and there was a possibility the risk would occur.

### **We Recommend Management:**

- A. Finalize a decision regarding the disposition of asset Tag No. 127747. If the asset is to be repaired, the repair timeline and completion should be documented, and the asset's status in Oracle should be updated to reflect its return to operational condition. If the asset is to be scrapped, the appropriate "Fixed Asset Surplus Transfer Form" should be completed to ensure accurate asset tracking.
- B. Complete and submit the "Fixed Asset Surplus Transfer Form" for asset tags 126858, 126860, 126861, 126945, and 127748 to the Finance Division and ensure these assets are physically transferred to the Surplus Warehouse as junk property. Management should also retain documentation of the transfer and update Oracle accordingly to reflect the disposal.
- C. Ensure asset tag 127750, which has already been retired, is either cannibalized or scrapped in accordance with County and Clerk Finance Division policies and procedures. The selected method should be properly documented and reflected in the Oracle asset records to complete the retirement process.

### **Management Response and Action Plan:**

- A. **Management Concurs.** Action Plan: Submit a "Fixed Asset Surplus Transfer Form" for asset No. 127747 to ensure accurate asset tracking.

- ✓ **Individual(s) Responsible for Implementation:** Christy Carpenter, Director, Facility Operations Division
- ✓ **Planned Implementation Completion Date:** January 31, 2026

B. **Management Concurs.** Action Plan: Complete and submit the "Fixed Asset Surplus Transfer Form" for asset tags 126858, 126860, 126861, 126945, and 127748.

- ✓ **Individual(s) Responsible for Implementation:** Christy Carpenter, Director, Facility Operations Division
- ✓ **Planned Implementation Completion Date:** January 31, 2026

C. **Management Concurs.** Action Plan: Complete and submit the "Fixed Asset Surplus Transfer Form" for asset tag 127750.

- ✓ **Individual(s) Responsible for Implementation:** Christy Carpenter, Director, Facility Operations Division
- ✓ **Planned Implementation Completion Date:** January 31, 2026

#### 4. Five Facility Operations - Detention Assets Were Missing County Asset Tags.



During our June 25, 2025, observation of the Facility Operations Division's Detention location fixed assets, we identified five fixed assets without their asset tags affixed. This represented 22.7% of the total population of fixed assets tested. The Clerk Finance Division Fixed Assets team provides asset tags to departments and divisions to be affixed to fixed assets for identification during physical observation and for tracking in Oracle as part of the asset record. Fixed asset record keepers are responsible for requesting and affixing asset tags to ensure proper identification and tracking of assets.

The table below provides details of the five fixed assets missing their assigned tags (85259, 111817, 127746, 127747, and 127752).

Location	Tag Number	Asset Number	Description	Manufacturer	Serial Number	Net Book Value (NBV)	Original Cost
Facility Operations - Detention	85259	45741	LIFT	GENIE	GS427	\$0	\$9,735.00
Facility Operations - Detention	111817	45989	GENERATOR	Ring Power Corp.	CAT00000CC5E01232	\$0	\$76,395.00
Facility Operations - Detention	127746	142926	ICE CUBER	MANITOWOC ICE	F100105918-258-18	\$428.06	\$7,191.25
Facility Operations - Detention	127747	142927	ICE CUBER	MANITOWOC ICE	F100105620-258-18	\$428.06	\$7,191.25
Facility Operations - Detention	127752	142932	REFRIGERATOR	VICTORY	12602502	\$482.96	\$8,113.39

Table 3 - Asset Inventory Details for Facility Operations - Detention - Missing Asset Tags

Before our on-site visit, we selected a random sample of 11 assets from the division's fixed asset inventory report for observation. During the visit, the division's Inventory Contact Person guided us through the complex to locate and observe each of the 11 assets and their corresponding asset tags. The fixed asset with tag number 111817 did not have an asset tag affixed, but adhesive numbers matching the tag number were attached to it. The Inventory Contact Person could not explain why the asset tag was not affixed to the asset. The custodial team did not find an asset tag matching 111817 in storage at its location. On August 15, 2025, the custodial team drafted a "Fixed Assets Replacement Tag Request Form," requesting a replacement tag for asset tag 111817 due to loss.

The fixed asset with tag number 127746 did not have an asset tag affixed. There were no adhesive labels or handwritten numbers present on the item. The Inventory Contact Person was unable to provide an explanation for the missing tag. Additionally, the custodial team did not locate an asset tag corresponding to 127746 in storage at the asset's location. On August 15, 2025, the custodial team drafted a "Fixed Assets Replacement Tag Request Form," requesting a replacement tag for asset 127746 due to its loss.

Asset tag 127747 was not affixed to its designated fixed asset. During our on-site visit, we observed the asset was non-operational and in a storage area at the division's facility. On August 20, 2025, the custodial team indicated they intended to repair the asset and had already requested a replacement asset tag. That same day, we asked for a copy of the "Fixed Assets Replacement Tag Request Form." However, the custodial team provided a "Pinellas County Fixed Asset Addition Form" instead. Upon further review, we determined the form pertained to a newly purchased replacement asset (Tag No. 135057), not the original asset assigned tag 127747. The custodial team subsequently stated the division acquired the replacement asset and was now considering whether to repair or scrap the original.

During our review of the ice machines assigned asset tags 127747 and 127746, we identified inconsistencies between the serial numbers physically observed on the equipment and those recorded in the County's Oracle system. For the asset assigned tag 127747, the ice machine head displayed serial number 1120318006, which did not appear in Oracle, while the bin displayed serial number F100105918-258-18, which Oracle assigned to asset tag 127746. For the asset assigned tag 127746, the ice machine head displayed serial number 1120318015, which also did not appear in Oracle, and the bin displayed serial number F100105920-258-18, which was likewise unrecorded. Oracle listed serial number F100105620-258-18 for asset tag 127747, but we did not observe this number on either ice machine. However, the custodial team stated it was confident these two ice machines corresponded to asset tags 127746 and 127747.

The fixed asset associated with asset tag 127752 was not present at the division's location during our on-site visit. According to the custodial team, the asset had been decommissioned and scrapped after becoming non-operational. During the visit, the custodial team provided documentation from its asset management system indicating the asset's decommissioned status. On August 20, 2025, they also provided a "Fixed Asset Surplus Transfer Form" that had been prepared to document the asset as scrap property.

We previously addressed the division's disposal of this fixed asset in OFI No. 2. Management should ensure the corrective actions described in that issue are fully implemented and properly documented.

We observed the fixed asset associated with asset tag 85259 at the division's location without its physical asset tag. Instead, the asset tag number had been handwritten on the asset using a marker. On August 15, 2025, the custodial team drafted a "Fixed Assets Replacement Tag Request Form," citing the loss of the original tag and requesting a replacement.

The absence of asset identification tags on multiple fixed assets was due to inconsistent tagging practices and insufficient oversight in the asset tagging and tracking process.

The Finance Division's FA 300 course guidelines state the following regarding the types of asset tags:

**"Property of Pinellas County' Asset Tags**

- "Assigned to assets valued at \$5,000.00 or more
- Record Keeper should affix the tag to the asset ASAP"

The Finance Division's "Annual Physical Inventory Checklist" procedures state the following:

*"The Department Director is responsible for the annual physical inventory; the assigned Inventory Contact will document the inventory. The department's Record Keeper should verify that all new assets are properly tagged; complete the applicable forms, and review the PDA (Pending Departmental Audit) Report. The Inventory Contact will be responsible for recording the inventory results on the Inventory Report, verifying that the Oracle location on the inventory report agrees with the physical location of the asset, and verifying that the asset number, description, manufacturer, model and serial number agree."*

Asset tags are used to monitor and track a department's physical assets. The process to identify assets during the inventory becomes more cumbersome when assets are missing tags. In addition, the risk for theft or loss increases when assets are not properly tagged.

We determined this OFI's priority was low, as preventive internal controls did not exist, but detective and mitigating controls were in place. In addition, there was a possibility the risk would occur.

**We Recommend Management:**

- A. Complete and submit the "Fixed Assets Replacement Tag Request Form" to the Clerk Finance Division Fixed Assets team for asset tags 85259, 111817, 127746, and 127747. Upon receipt of the new asset tags, ensure they are affixed to the correct fixed assets and the updated tag numbers are accurately recorded in Oracle for each corresponding asset.

- B. Make corrections to the Oracle asset records for the two ice machines currently assigned asset tags 127746 and 127747.

**Management Response and Action Plan:**

- A. **Management Concurs.** Action Plan: Complete and submit the "Fixed Assets Replacement Tag Request Form" to the Clerk Finance Division Fixed Assets team for asset tags 85259, 111817, 127746, and 127747. Affix to the correct fixed assets and update tag numbers accurately in Oracle for each corresponding asset.

✓ **Individual(s) Responsible for Implementation:** Christy Carpenter, Director, Facility Operations Division

✓ **Planned Implementation Completion Date:** January 31, 2026

- B. **Management Concurs.** Action Plan: Complete and submit the "Fixed Asset Surplus Transfer Form" for asset tags 127746 and 127747.

✓ **Individual(s) Responsible for Implementation:** Christy Carpenter, Director, Facility Operations Division

✓ **Planned Implementation Completion Date:** January 31, 2026

We appreciate your staff's cooperation during this audit.

MD/CS/SP