



**ADMINISTRATIVE
MEMORANDUM**

DATE: February 13, 2014
TO: Board of Fire Commissioners
FROM: Chief Brian Gorski BG
RE: Surplus Fixed Assets for 02/20/2014

We have a couple of fixed assets to remove from our inventory.

Below are the summary totals for the items.

Class/Description	Cost	Net Book Value	Reason
Computers	\$ 1,782.55	\$ 0.00	Broken/Scrap
Miscellaneous	\$ 4,500.00	\$ 0.00	Broken/Sellable
Total	\$ 6,282.55	\$ 0.00	

We respectfully request your approval of the surplus of these items.

Southern Manatee Fire Rescue District
Revised - Fixed Asset Surplus as of 02/13/2014

Description	Asset ID#	Purchase Date	Cost Basis	Accum Depr	Net Book	Reason	Suggested Starting Bid
Dell Laptop - Latitude E6500	805-1	12/12/2008	\$1,782.55	\$1,782.55	\$0.00	Broken	\$0.00
Totals for Class ID	COMPUTERS		\$1,782.55	\$1,782.55	\$0.00		
Dumbbells - Stations 4 & 5	623-1	5/14/2007	\$4,500.00	\$4,500.00	\$0.00	Broken	\$150 each set
Totals for Class ID	MISCELLANEOUS		\$4,500.00	\$4,500.00	\$0.00		
Grand Total			\$6,282.55	\$6,282.55	\$0.00		