

## Form F

### Wakulla County Schools

#### PRINCIPAL'S ANNUAL TEXTBOOK INVENTORY

Each year, the principal is required to submit to the district office an inventory of textbooks. The inventory includes instructional materials purchased with textbook funds, whether or not they are on the state adopted list. In addition, the Report of Unserviceable and Surplus books should be attached. The form is available on disk upon request from the Instructional Services Office. The Annual Textbook Inventory should list all texts and instructional materials (see definition on page 2) used as a regular part of classroom instruction. The inventory should include those materials purchased with instructional materials money as well as instructional materials purchased through other projects.

The Annual Instructional Materials Inventory Form was developed to assist school personnel in the preparation of this inventory. The form consists of five (5) major areas: General Information, Identification, Receipts, Distribution During Year, and Fines. Specific information required within these areas is identified below.

#### GENERAL INFORMATION

School	-	enter name
Date	-	enter date form is submitted
Principal's signature	-	signature required on each page
Page number	-	state page number on the total pages attached

**IDENTIFICATION** This section has been completed on books reported at the end of the previous year. For all new materials you must use blank copies of the form and complete this area and the remaining areas.

#### RECEIPTS

##### **On Hand, July 1**

This column should show the number of copies which were on hand on July 1 or the beginning of this fiscal year. These books include those which you reported as having "on hand" on last year's inventory. The Instructional Services Office automatically fills in this information based on what was supplied at the end of the last fiscal year. If it is missing it is the school's responsibility to fill it in.

##### **Found**

This column should indicate the number of books which were not counted last year, but have since been found and added back into inventory.

##### **Received**

This column should show the number of additional copies which have been acquired since July 1. These are materials which have been purchased during the most recent school year or fiscal year.

##### **Grand Total**

This column should be the total number of books which were available for use during the year. This is a total of those copies reported as "on hand July 1" plus those which were "found" plus those which were "received". Please check your addition. This indicates the number you must account for. This column grand total and the grand total at the end should be equal.

**DISTRIBUTION DURING YEAR** – This portion indicates what has happened with total receipts.

Recycled/ Disposed of	These are books which you disposed of through the policy of “Disposal of Instructional Materials”. If you plan to discard any books prior to July 1, please indicate the number here. If you sold any of these books to surplus, put the number of books sold here. If you collected money for this the amount should be recorded in the Amount Collected column.
Consumed	These are the number of copies which have been consumed. Generally, these are workbooks.
Paid For	These are books which were damaged beyond re-use or lost, and for which some fees were collected. Report the monies collected in the “Amount Collected” column.
Charged/No Pay	These are books which were lost or damaged by students and for which students were charged but failed to pay.
No Record	This number represents the number of copies for which you can find no record. (You simply do not know what happened to these materials.) If large quantities appear in this column, your counting or control procedures should be questioned. However, on occasion, books are misplaced and over-looked when a count is made. Usually books accounted for in this column will show up on next year’s inventory in the column “Found”.
Usable On Hand	These are books which are available and are usable for another year. The majority of your books should be in this category.
Grand Total	The number of copies listed here should be the sum of those listed in all the other columns under “Distribution During the Year” except “Total on Hand”. This number should be equal to the “Grand Total” from the section on receipts. If not, please go back and recheck your counting.
Amount Collected	Report the amount collected. This column must include and dollars collected as a result of fines or surplus sale. It is the duty of the principal to collect from each pupil or his parent the purchase price of instructional materials the pupil has lost, destroyed, or unnecessarily damaged and to report and transmit such amounts to the Superintendent. A check totaling the amount collected should accompany the inventory. This amount will be added to your textbook allocation for the following year.

*The form will be transmitted electronically to the Principal and to the School Textbook Manager.*