

ANNUAL INVENTORY REPORT OF FIXED ASSETS

The following amounts should be recorded FY24 for the period of 7-1-2023 to 6-30-2024

Agency Code: \_\_\_\_\_ Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print)

Authorized Signature

Title

Address

Email Address

Telephone Number

ANNUAL SUMMARY INFORMATION		Land and Improvements	Buildings and Improvements	Equipment	Construction in Progress	Art & Historical Treasures	Infrastructures	TOTALS
Balances, July 1, 2023								
NOTE: Use (-) Minus Sign/Negative Number When Subtracting - ex: -5.00								
Additions (a)	+							
Transfers from Construction in Progress (a)	+							
Transfers from other State Agencies (a), (b)	+							
Transfers to other State Agencies (a), (b)	-							
Disposals (a)	-							
Balances, June 30, 2024								

(a) The amounts shown in the columns of this section must represent actual cost as recorded on the agency's records.  
(b) List the amounts for each agency reflected in these amounts and attach to this form.

Equipment has been inventoried in accordance with instructions in the Inventory Control Manual issued by the Department of General Services? Yes ☐ No ☐

Date of last physical inventory for sensitive items: \_\_\_\_\_

Date of last physical inventory for non-sensitive items: \_\_\_\_\_

Submit ELECTRONICALLY with BACK-UP DOCUMENTATION FOR EACH APPLICABLE CATEGORY on or before 09-15-2024 using the FY24 ANNUAL INVENTORY REPORTS SURVEY. To request access to the survey, send an email to DGS.ANNUALREPORTS@MARYLAND.GOV