



DISPOSAL OF ASSETS POLICY

To be reviewed annually by Finance Committee

Review Date: February 2018

Next Review: February 2019

1. Introduction & Purpose of Policy

- 1.1** The governing body is responsible for ensuring that assets purchased by the school are disposed of in an appropriate manner.
- 1.2** This Policy sets out a framework to identify who has the authority to declare items to be obsolete, surplus or damaged beyond repair and the means of disposal.
- 1.3** Where items are to be sold, it is important that the best price for the item is achieved. The governing body should be fully involved in the decision making process for any items over £500.00.
- 1.4** To set the Policy in accordance with the 'Scheme for Financing Schools' and the requirements of internal audit.
- 1.5** To protect the interests of staff and members of the governing body by supporting decisions made concerning the disposal of assets.
- 1.6** To set out a clear procedure for the writing off and (where appropriate) the sale of stock and for the writing off of debt to the school.

2. Policy

- 2.1** Any item which is deemed to be obsolete or damaged beyond repair and is not appropriate for sale may be written off by the Head teacher and should be recorded in the Inventory/Asset File and on our database system against the description of the item with clear date of disposal. The item will be recorded on a separate disposal document and signed off by the Head teacher.
- 2.2** Any item surplus to requirements which has a saleable value may be sold by the most appropriate means to achieve the best possible price. The Head teacher has sole responsibility for disposal of such items, up to a value of £500.00 without prior approval of the governing body. Where the Head teacher has sold obsolete items within his delegated powers it must be reported to the Finance and Premises Committee and minuted as such. The Head teacher must ensure that any decisions/approvals taken are clearly minuted and cross-referenced and reported at the next meeting of the full governing body.
- 2.3** The means of disposal of items with an estimated value exceeding £500.00 shall be determined by the Finance and Premises Committee and governing body.
- 2.4** Items exceeding £1,000 shall be determined by the governing body in accordance with the Authority's 'Scheme for Financing Schools'
- 2.5** All income received from the proceeds of the sale of stock shall be banked to the school budget within the appropriate budget cost centre.
- 2.6** A debt may be written off when two demands for payment have been made, in writing to the debtor by the Head teacher and Chair of Governors if it is believed that there is no reasonable prospect of payment without recourse to law.

2.7 As a general principle it would be the decision of the Head teacher and Finance Committee to decide to take legal action to recover debts in excess of £500.00 unless there are exceptional circumstances.