



Ysgol Feithrin Fairoak

Disposal of Assets / Write Off Policy

Date: January 2016

Date agreed: January 2016; January 2016

To be reviewed: Jan 2018 or as required

Current Version: Jan 2017

Reviewed _____

Signed _____ (Headteacher) **Date:** _____

Signed _____ (Chair of Governors) **Date:** _____

Disposal of Assets / Write Off Policy

Introduction

In the event that the School suffers a loss of property, or disposes of assets, there is an expectation to undertake a formal write-off process.

What constitutes a loss?

“When the school has permanently lost the possession or use of property”.

For the purpose of a write off, a school is considered to have suffered a **loss** of property when any of the following occurs:

- Accidental damage to an item rendering it irreparable
- An item is stolen, i.e. theft/burglary/break-in
- Fire/storm/flood/malicious damage to property rendering the property beyond repair
- Loss of property for whatever other reasons

Other instances when equipment may no longer be used

In addition to a ‘loss’, some equipment may no longer be retained, and/or used in school for a variety of reasons, including:

- Surplus to requirements
- Unserviceable
- Obsolete
- Unsafe
- Subject to trade-in, transfer, sale, donated or scrapped.

What property is subject to write-off?

- Any individual item that is recorded in the schools’ asset register
- Any individual item not recorded on the school asset register, but has a replacement value of £100 or more.

What property is not subject to write-off?

- Minor items (under £50 each)
- Consumable items/stationery that are surplus to requirement, unserviceable, obsolete or unsafe and need to be removed from school.

Anything that is not owned by the school

The following items are not subject to a write-off:

- Items owned by staff
- Items owned by students
- Items on loan to the school
- Leased items

Process for a write-off

The Governing Body of Fair Oak Nursery School is authorised to dispose of goods and materials surplus to the School's requirements by whichever means would, in the judgement of the Headteacher, result in the best value for the School. The options are as follows:

- Auction;
- Tender;
- Private sale;
- Transfer to another service;
- Donation to a not for profit organisation.

Where a surplus item is likely to raise more than £500, a written report will be provided to the Governing Body for consultation before the disposal takes place.

Written tenders shall be invited for any item likely to realise more than £500.

All IT assets will be disposed of in liaison with the Head of Customer & Information Services.

Subject to the approval of the Governing Body, the Headteacher can dispose of surplus goods and materials to a not for profit organisation.

In the case of private sales, particularly to staff or service areas, there should be open competition and the Headteacher should seek written offers from the persons bidding for the item(s). These should be retained as evidence of the process followed

In the event that the Headteacher determines that goods are beyond their economic useful life and therefore of no value, he / she will arrange for recycling as appropriate or disposal as waste.

Appropriate records of disposal will be maintained and where assets are maintained on the Asset Inventory, the Headteacher will make arrangements for these records to be updated accordingly.

Authorisation Levels

The Headteacher will not inform the Governors about routine write-offs. However, the Governors will be informed when:

- There is a criminal offence (e.g. theft from school).
- The write-off of a major item that has a replacement value over £500.
- The write-off of a number of duplicate items with a total replacement value of over £500 (e.g. three or more computers).

What to do with written-off property?

- The items must be disposed of
- Written-off items and other major assets/resources, which are surplus to requirements, unserviceable or obsolete should be disposed of via refuse, recycling or destroying
- Any other method of disposal (e.g. sale or trade-in) **must** be approved by the Finance Committee
- Where possible, items should be disposed of in an environmentally appropriate way, including recycling.

Review Schedule

This policy will be reviewed at least every 3 years by the Governing Body