

ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL



DISPOSAL OF ASSETS AND WRITE-OFFS POLICY

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DISCUSSED WITH: SENIOR MANGEMENT TEAM

AGREED WITH –GOVERNORS

DATE: OCTOBER 2018

TO BE REVIEWED 5 YEARLY (NEXT REVIEW OCTOBER 2023)

Purpose of the Policy

1. To set out a clear procedure for the writing off and (when appropriate) the sale of stock and for the writing off of debt to the school.
2. To satisfy the requirements of internal audit and to protect the interests of staff and members of the governing body by supporting decisions made concerning the disposal of assets.

Who can authorise a Disposal or Write Off

1. The Head teacher can authorise the writing off of a debt and the writing off, sale or part exchange of an item of stock, provided that the debt or item is valued (in his/her reasonable estimation) at £200.00 or less.
2. In the event that the debt or item identified for disposal has a value in excess of £200.00 the authority of the Resources Committee must be obtained.

Writing off Debt

1. Bad debts up to the value for £200 may be written off by the Headteacher if it is believed there is no reasonable prospect of payment without recourse to law.
2. For debts above £200, these may be written off once two demands for payment have been made, in writing to the debtor by the Head teacher or Chair of Governors and it is believed by the Head teacher that there is no reasonable prospect of payment without recourse to law.
3. As a general principle the governors will take legal action to recover debts in excess of £500.00 unless there are exceptional circumstances.

Writing Off of Stock

1. An item of stock can be written off (that is disposed of without income) where the item is considered to be beyond repair or has no saleable value.
2. A record of the disposal must be kept in the Inventory/Asset File and on the database.

Sale of Stock

1. If an item of stock is surplus to requirements or is obsolete but is considered to have a saleable value it should be sold if possible.
2. Small items under the value of £100.00 can be sold at the Head teacher's discretion.
3. Large items (those estimated to have a value over £100.00) will need to seek an estimated value from someone with more specialised knowledge related to the item e.g. IT.
4. Stock can be purchased by members of staff or by members of the governing body provided that they have had no involvement in fixing the sale price of the item.
5. A receipt should be signed on sale by the purchaser and on behalf of the Head teacher.

What Happens To the Proceeds of Sale

1. Wherever possible the proceeds of the sale of stock shall be returned to the account that originally funded the purchase of the item e.g. equipment, books and furniture code in school delegated budget.

The Paperwork on Writing Off or Sale

1. Amendment of School Inventory file / Assets file and appropriate databases.
2. An item that is disposed of should be removed from the School's Inventory/Asset databases immediately upon disposal so that the Inventory/Asset databases remains an accurate record of stock.
3. Any IT equipment collected will be done so to comply with GDPR to ensure any data on the equipment is erased and a certificate from the collection company to be issued and filed. A collection note will also be filed to prove the equipment was taken by the named company.

Disposals Record

1. When an item is disposed of by sale or is written off without income a record of the disposal should be recorded in a separate document for signing and on the appropriate database.
2. The record shall include a description of the item and the method of disposal.
3. The record will be signed by the Chair of the FSP Committee.