



St Luke's and Moreland Disposal of Assets Policy

1. Introduction & Purpose of Policy

The governing body is responsible for ensuring that assets purchased by the school are disposed of in an appropriate manner. 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.

1.1 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.

1.2 To set the Policy in accordance with the 'Scheme for Financing Schools' and the requirements of internal audit.

1.3 To protect the interests of staff and members of the governing body by supporting decisions made concerning the disposal of assets.

1.4 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 Headteacher Catherine Lawrence 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 Headteacher Catherine Lawrence.

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 Headteacher Catherine Lawrence has sole responsibility for disposal of such items, up to a value of £500.00 without prior approval of the governing body.

Where the Headteacher Catherine Lawrence has sold obsolete items within their delegated powers it must be reported to the Finance, Premises & Staffing Committee and minuted as such.

The Headteacher Catherine Lawrence 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, Premises & Staffing 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 delegated 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 Headteacher Catherine Lawrence 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 Headteacher Catherine Lawrence and Finance, Premises & Staffing Committee to decide to take legal action to recover debts in excess of £500.00 unless there are exceptional circumstances.

Authorisation

Authorisation of Debt Recovery Policy	
Date Agreed at Finance, Premises & Staffing Committee	
Signed (Chair of Finance, Premises & Staffing)	
Name (Chair of Finance, Premises & Staffing)	