



Write Off & Disposal Policy

Signed (chair):	Name:	Date:
Signed (Head): A Hodge	Name:	Date:
Reviewed by: L Hawkins	Reviewed on: 05.02.20	Note of Revisions: Revisions in line with the Financial Regulations for Schools
Ratified by: Governing Body on		Next Review: January 2022

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices		Date	
EIA CARRIED OUT BY:		EIA APPROVED BY:	

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		
Gender Reassignment (transsexual)		
Marriage and civil partnership		
Pregnancy and maternity		
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		
Gender (male, female)		
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		

Any adverse impacts are explored in a Full Impact Assessment.



Write Off and Disposal Policy

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 less than £50 and not in excess of £250 in one financial year.
2. The Resources Committee will authorise the disposal/write off of all disposals between £50 and £500
3. If the individual item is valued over £500 the FGB need to authorise and sign the writing off, sale or part exchange of said item.
4. If the debt is more than £2,000 or the item for disposal is valued in excess of £2,000 then the additional authority of South Gloucestershire Council should be sought.(Financial Regulations for Schools 2.23)

Writing Off a Debt

1. A debt may be written off when two or more demands for payment have been made, in writing to the debtor by the Head teacher or the Chair of Governors and it is believed by the Head teacher that there is no reasonable prospect of payment.
2. As a general principle the governors will take advice from South Gloucestershire Council with regard to legal action to recover debts in excess of £300.00 unless there are exceptional circumstances.

Writing Off 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. The disposal should be noted in the Inventory together with a reason for the disposal.

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 can be sold at the Headteacher's discretion.
3. Large items (those estimated to have a value over £100) will need to be formally valued before sale. The governors dealing with the disposal shall fix a sale price taking into account the replacement cost, condition and saleability of the item. When dealing with an item of specialised equipment e.g. computers, reprographic machines, and musical instruments, a written valuation from an outside agency should be obtained.
4. Large items should be advertised for sale. The method of advertisement shall be at the governor's discretion. The school notice board, newsletter to parents and local press are acceptable forms of advertisement.
5. 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. If more than one prospective purchaser comes forward the item will be dealt with on a first come first served basis.
6. A receipt must be written and a copy retained on the sale of all stock. The receipt must be signed by or on behalf of the Headteacher and countersigned by the purchaser.

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 code in school delegated budget or school fund.
2. If there is no record of the original purchase, then in default the proceeds will be applied to the equipment code of the school budget.

Amendment of School Inventory

An item that is disposed of, by sale or disposal, should be recorded in the School's Inventory immediately so that the Inventory remains an accurate record of stock.