

# GILLINGSTOOL PRIMARY SCHOOL

*Inspire ~ Believe ~ Achieve*



## DISPOSAL POLICY

Signed ... 

Name: Dave Llewellyn

Chair of Governors

Date: June 2021

Signed  .....

Name: Caroline Carter

Headteacher

Date: June 2021

## **Purpose of the Policy**

1. To set out a clear procedure for the disposal, 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 Headteacher 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 £100.00 or less.
2. In the event that the debt or item identified for disposal has a value in excess of £100.00 the authority of two governors who are members of the Finance and Premises Committee must be obtained.
3. If the debt is more than £5000.00 or the item for disposal is valued in excess of £5000.00 then the additional authority of South Glos. Council. should be sought

## **Writing Off 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 Chair of Governors and it is believed by the Headteacher that there is no reasonable prospect of payment.
2. As a general principle the governors will take advice from South Glos. Council with regard to legal action to recover debts in excess of £100.00 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.
3. All ICT hardware should have the hard drive wiped and be disposed of in line with WEEE regulations with Waste transfer/Waste disposal notes being retained for 3 years.

## **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 If an item of stock is surplus to requirements or is obsolete but is considered to have a saleable value it should be sold if possible.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 £50.00 can be sold at the Headteacher's discretion.
3. Large items (those estimated to have a value over £50.00) 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, 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, L.E.A. bulletin, 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 should be signed on sale by the purchaser and on behalf of the Head teacher.
7. A record of the sale must be kept in the Inventory.

## **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, standards fund 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 should be removed from the School's Inventory immediately upon disposal so that the Inventory remains an accurate record of stock.

## **Receipts**

1. A receipt must be written and a copy retained on the sale of all stock.
2. The receipt must be signed by the Head teacher or other member of staff authorised by him/her to issue the receipt.
3. A copy of the receipt signed on sale should be retained.