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# WRITE OFF & ASSET DISPOSAL POLICY

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**RÆDWALD**  
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RATIFIED BY THE TRUST BOARD IN:  
JANUARY 2019

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NEXT REVIEW DATE: SEPTEMBER 2019

## WRITE OFF & ASSET DISPOSAL POLICY

<b>Person responsible for this policy:</b>	Angela Ransby
<b>Policy author:</b>	Debbie Spencer
<b>Date to Trust Board:</b>	January 2019
<b>Date Ratified:</b>	8 <sup>th</sup> January 2019
<b>Date to be Reviewed:</b>	September 2019
<b>Policy displayed on website:</b>	Yes

<b>CEO Signature:</b>	Angela Ransby
<b>Trust Board Signature:</b>	Roger Fern

### 1. Procedures

Items for write off/disposal should be listed on the write off/disposal authorisation form, detailing model and serial number, a brief description of the item, and the reason for write off/disposal.

The form should be signed and dated by the member of staff requesting write off/disposal, and then passed to the Headteacher for authorisation. The Headteacher should be satisfied that the items are to be written off/disposed of and should then enter on the form the method of disposal (e.g. scrapped, sold/offered via the weekly newsletter, sold by tender (if usable computers for example)).

When authorised, the form should be returned to the Finance Officer for filing with the Fixed Assets register. The Fixed assets register and the insurance should be updated accordingly, and the items disposed of as authorised.

The Headteacher should then inform trustees of the items written off/disposed of and this should be recorded in the minutes of the board of trustees's meeting, stating that trustees have ratified the decision. Details of the items should also be minuted. A copy of the authorised write off/disposal form attached to the minutes should suffice for this purpose.

This Policy will be reviewed by the trust board yearly and must be signed by the Chair of Trust and CEO.