
WRITE OFF & ASSET DISPOSAL POLICY



RÆDWALD
T · R · U · S · T

RATIFIED BY THE TRUST BOARD IN:
DECEMBER 2019

NEXT REVIEW DATE: SEPTEMBER 2020

December 2019



WRITE OFF & ASSET DISPOSAL POLICY

Person responsible for this policy:	Angela Ransby
Policy author:	Debbie Spencer
Date to Trust Board:	December 2019
Date Ratified:	December 2019
Date to be Reviewed:	September 2020
Policy displayed on website:	Yes

CEO Signature:	Angela Ransby
Trust Board Signature:	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.