



The Academy for Character and Excellence

Write Off / Asset Disposal Policy and Procedures

Policy Number :	ACEF003
Prepared by :	Group Finance Manager
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Adopted by The Academy for Character and Excellence :	
Next Review Date :	

Version Number	Date
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Signed By	Date



The Academy for Character and Excellence (referred to ACE hereinafter) is committed to adopting and using appropriate and aligned policies and procedures within the Trust.

This policy sets out the procedures that must be followed throughout the Trust to ensure that the write off / asset disposal policy and procedures are the same throughout all academies in the Trust.

PROCEDURES

1. 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.
2. The form should be signed and dated by the member of staff requesting write off / disposal, and then passed to the appropriate 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)).
3. When authorised, the form should be returned to the Group Finance Manager for filing with the inventory. The inventory and the insurance should be updated accordingly, and the items disposed of as authorised.
4. The Headteacher should then inform Governors / Trustees of the items written off / disposed of and this should be recorded in the minutes of the Governors' / Trustees' meeting, stating that Governors / 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 Finance and Audit Committee on a 5-yearly cycle and must be signed by the Chair of the Strategic Board.



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Write Off / Asset Disposal Authorisation Form

Asset Number (if applicable)	
Asset Details	
Asset Description	
Write Off or Disposal	
Reason(s) for Write Off or Disposal	
Agreed Method of Write Off / Disposal	Scrapped / Staff Sale / General Sale / Donated / Other
Is Asset being Replaced?	Yes / No
If Yes - Details	
Member of Staff requesting Write Off / Disposal	
Date	
Authorised by Headteacher	
Date	

Finance Department Only

Date Written Off / Disposed	
Proceeds	
Fixed Asset Ledger Updated	
Insurance Updated	