

LONSDALE



# Lonsdale School Asset Disposal & Write-Off Policy

Reviewed by: Governing Board

Next Review: November 2027

## **Purpose and Scope**

This policy sets out the principles, authorisation levels and procedures for the identification, write-off and disposal of school assets. It ensures that all disposals and write-offs are conducted properly, transparently and in accordance with financial regulations, value-for-money principles, and environmental and data protection requirements.

This policy applies to all equipment, furniture, ICT devices and other tangible items owned or leased by the school.

## **Aims and objectives**

- To ensure assets are only written off or disposed of when they are obsolete, damaged, surplus or beyond economic repair.
- To ensure all disposals and write-offs are properly authorised and recorded.
- To safeguard school assets and prevent loss, theft or misuse.
- To ensure data security and environmental responsibility in all disposals.
- To maintain compliance with local authority financial regulations, insurance, and audit requirements.

## **Roles and responsibilities**

Head Teacher authorises disposals and write-offs up to £10,000 and ensures this policy is implemented across the school.

School Business Manager Maintains the asset register; identifies items for write-off or disposal; ensures records, valuations and supporting evidence are complete.

Full Governing Board Approves disposals or write-offs over £10,000 and all disposals by sale or trade-in.

All staff must report damaged, obsolete or missing items promptly to the School Business Manager or Head Teacher.

## **Definition of terms**

**Write-off:** The formal removal of an item from the asset register because it is no longer usable or has no recoverable value.

**Disposal:** The physical removal or transfer of an asset by sale, donation, recycling or destruction.

**Surplus:** An item no longer required for operational use but still functional.

**Obsolete:** An item that has been superseded by newer technology or is no longer fit for purpose.

## **Thresholds and Categories**

This policy applies to:

- Any individual item recorded on the school's asset register.
- Any item not recorded but with an estimated replacement value of £100 or more. For monitoring and approval:
  - Low-value items: up to £100 may be disposed of by the School Business Manager with Head Teacher approval.
  - Medium-value items: £100–£10,000 require Head Teacher sign-off.
  - High-value items: over £10,000 require prior approval from the Full Governing Board.

## **Approval and authorisation Process**

1. Staff identify items that are obsolete, damaged or surplus and report to the School Business Manager.
2. The School Business Manager inspects the item and completes a Disposal/Write-Off Form, including reason, condition, estimated value, and recommended method of disposal.
3. The form is authorised in line with thresholds above.
4. The asset register is updated and copies of all documentation retained.
5. The Governing Board receives a summary report of all writeoffs/disposals at least annually. Segregation of duties will be maintained: the person authorising a write-off must not be the same person physically disposing of the item or updating the register.

## **Methods of Disposal**

- Re-use within school – priority given where possible.
- Donation – may be offered to another school, charity or community organisation, subject to Head Teacher approval.
- Sale or trade-in – permitted only with written approval of the Head Teacher.
- Recycling or destruction – used for items with no residual value or unsafe for reuse.
- All disposals should aim to minimise environmental impact and cost.

## **Data Security and Environmental Compliance**

- All ICT or electronic items must have data securely removed or destroyed in accordance with the Data Protection Act 2018 and UK GDPR.
- Data-bearing devices must be wiped using approved secure-erase software or physically destroyed before disposal.
- The school will comply with the Waste Electrical and Electronic Equipment (WEEE) regulations for the recycling of electrical goods.
- Wherever possible, items will be recycled or reused to reduce waste, in line with the school's environmental principles.

## **Record-Keeping and Audit Trail**

A Write-Off & Disposal Form will be maintained by School Business Manager, recording:

- Description and serial number of item
- Original purchase date and cost (if known)
- Reason for write-off/disposal
- Condition and estimated value
- Method and date of disposal
- Authorising signatures
- Sale proceeds (if applicable)

All records will be retained for a minimum of 7 years and made available for internal or external audit.

## **Insurance, Theft and Damage**

- Any loss or theft must be reported immediately to the Head Teacher and Finance Officer.
- The police and the local authority insurance team will be notified as required.
- Insurance claims must be completed before the item is written off.
- Write-off documentation must reference any claim number or settlement received.

## **Monitoring, Review and Compliance**

- The Head Teacher and School Business Manager will monitor compliance with this policy.
- The Full Governing Board will review implementation annually through the write-off summary report.
- This policy will be formally reviewed every three years, or sooner if required due to regulatory change or significant incident.

## Appendices

### Appendix A: Write-Off Form

<b>Asset Description</b>	
Serial Number	
Original Value	
Reason for Disposal	
Authorisation	
Date	