

# HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

## DISPOSALS POLICY

The Governing Body has, in accordance with RBWM Contract Standing Order 1.5, decided the following procedures when disposing of assets purchased by the school from public funds which are no longer required for use within the school. When these assets are included in the asset register or inventory of the school the following details should be noted on the asset register for audit purposes and signed off by an authorised person, who should not be the person who keeps or updates the asset register or the person purchasing the asset for personal use:

- the date of disposal;
- method of disposal i.e. sold, recycled, etc;
- if sold, the amount received
- The date when the proceeds were paid into RBWM and the code used for the receipt of funds.

A report of assets disposed of should be made annually to the Finance Committee for approval and delegated powers.

### **Procedures**

The procedures for disposal of goods, property, equipment etc should be the same as when contracts are being let. It is essential to take adequate steps to get the best price for the goods and that full records of the action taken are retained.

The codes of practice for disposal of land, property (land and buildings) or computer hardware should be followed. Potential disposals of this nature should be referred to the Schools Accommodation Officer in the Royal Borough of Windsor and Maidenhead.

The following guidelines should apply to all other disposals depending on their estimated resale value.

- Items over £1,000 - Chair of Governors authorisation obtained.
- Items under £ 1000 -

Headteacher's approval normally required if the items is:

- a) to be sold to any member of staff, or friend or relative of any member of staff

Note: Procedure described below MUST be followed to ensure equality of opportunity.

- b) to be free of charge i.e. donated to a "charitable cause" or considered of nil value.

Items that are unsafe MUST be disposed of with due care and attention to all appropriate environmental legislation.

### **Procedure to be followed for disposal of all assets**

The school will:

1. Test the market (e.g. look at trade magazines) to get an idea of the present value;
2. Obtain appropriate authority (Chair of Governors, Headteacher) in writing;
3. If there is a secondhand market, consider the best means of disposal: eg.,  
advertise in a trade magazine / send for auction / trade in.

The school will account for any costs involved such as Auctioneers' fees, cost of advertising etc.

If the value is £500 or more sealed bids should be sought; otherwise ask for offers to be submitted in writing. Where an asset is traded-in, it is important to have the item valued separately to ensure a school is obtaining a good deal.

Where there is no obvious second hand market, or the asset has been advertised with no reasonable offers received the School should either;

- advertise the asset internally using First Class RBWM Education Shop to all staff, normally asking anyone interested to make a written offer by a given date. Where there are several similar items valued individually at less than £1,000 then the advert can contain the price for the item and ask for interested persons to contact the school. In case demand should exceed supply the advertisement must state that offers will be accepted on a "first come, first served" basis or state other "fair" criteria on which a decision will be made; and/or
- in the absence of indications of interest from staff the governing body may consider it more appropriate to make the item available to local community groups, eligible groups should be notified. These groups will be non-profit making organisations that operate within the Borough or act for the direct benefit of people within the Borough.

If an item is disposed of to a voluntary group, the Chair of Governors must give written approval to the terms of disposal.

#### **Procedure after a sale has been agreed**

- The school will send a letter to the successful bidder stating the agreed price. No conditions should be implied as to the state of goods, i.e., sold as seen.
- Ensure payment is collected before goods are released, either miscellaneous income or invoiced through the income system. VAT must be accounted for.
- Income is to be coded to the correct school income code. If in doubt contact the Bursar Support Team.
- Items should be noted on the asset register with date of disposal, method, income received and where income paid in. These should be retained for future reference.

#### **Note:**

**All IT equipment must be data cleansed before release in accordance with RBWM IT Security Policy.**

October 2005