Blaenavon Heritage Voluntary Controlled Primary School



WRITE OFF

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CoG:

Purpose of the Policy

1. To set out a clear procedure for the writing off and, when appropriate, the sale of stock and for the writing off of debt to the school.

2. To satisfy the requirements of internal audit and to protect the interests of staff and members of the governing body by supporting the decisions made concerning the disposal of assets.

Who Can Authorise A Disposal or Write Off?

1. The Head Teacher can authorise the writing off of a debt and the writing off, sale or part exchange of an item of stock, provided that the debt or item is valued (in his/her reasonable estimation) at £100.00 or less.

2. In the event that the debt or item identified for disposal has a value in excess of £100.00 the authority of two governors who are members of the Finance and Resources Committee must be obtained.

3. If the debt is more than £5,000 or the item for disposal is valued in excess of £5,000 then the additional authority of the Director of Education & Director of Finance must be obtained.

Writing Off Debt

1. A debt may be written off when two demands for payment have been made, in writing, to the debtor by the Head Teacher or Chair of Governors, and it is believed that there is no reasonable prospect of payment without recourse to law.

2. As a general principle the governors will take legal action to recover debts in excess of £100.00 unless there are exceptional circumstances.

Writing Off Stock

1. An item of stock can be written off (that is disposed of without income) where the item is considered to be beyond repair or has no saleable value.

2. A record of the disposal must be kept in the Disposal Book indicating why the item was not sold and how it was disposed of.

Sale of Stock

1. If an item of stock is surplus to requirements or is obsolete but considered to have a saleable value it should be sold if possible.

2. Small items under the value of £100.00 can be sold at the Head Teacher's discretion.

3. Large items (those estimated to have a value of over £100.00) will need to be formally valued before sale. The governors dealing with the disposal shall fix a sale price, taking into account the replacement cost, condition and saleability of the item. When dealing with an item of specialised equipment (eg computers, reprographic machines or musical instruments) a written valuation from an outside agency should be obtained.

4. Large items should be advertised for sale. The method of advertisement shall be at the governors' discretion. The school noticeboard, website, newsletter and local press are acceptable forms of advertisement.

5. Stock can be purchased by members of staff or by members of the governing body provided that they have had no involvement in the fixing of the sale price of the item. If more than one prospective purchaser comes forward, the item will be dealt with on a first come first served basis.

6. A receipt should be signed on sale by the purchaser and on behalf of the Head Teacher.

7. A record of the sale must be kept in the Disposals Book.

Part Exchange of Stock

1. It is acceptable for items that have a saleable value to be used in part exchange for the purchase of new equipment.

2. The disposal of an item in part exchange must be recorded in the Disposals Book.

What Happens To The Proceeds Of Sale?

1. Wherever possible, the proceeds of the sale of stock shall be returned to the account that originally funded the purchase of the item (eg equipment, books and furniture code in school delegated budget, standards fund or school fund).

2. If there is no record of the original purchase then, in default, the proceeds will be applied to the equipment books and furniture code.

3. This requirement does not apply when an item is used to secure credit value in part exchange for the purchase of new equipment.

The Paperwork on Writing Off, Sale or Part Exchange

Amendment of School Inventory

1. An item that is disposed of should be removed from the school inventory immediately upon disposal so that the inventory remains an accurate record of stock.

Receipts

1. A receipt must be written and a copy retained on the sale of all stock.

2. The receipt must be signed by the Head Teacher or other member of staff authorised by him/her to issue the receipt.

3. A copy of the receipt signed on sale should be retained in the Disposals Book.

Disposals Book

1. When an item is disposed of by sale or part exchange or is written off without income a record of the disposal will be recorded in the School's Disposals Book.

2. The record shall include the full description of the item, the method of disposal and, where relevant, information about the valuation, advertisement and sale of the item.

3 The record will be signed by the Head Teacher or by his/her authorised officer on their behalf.

In Cases of Doubt

1. If there is any concern about the disposal of an item or writing off of a debt, the Director of Education may be consulted.