



Disposal of Assets and Write-Off Policy

Reviewed April 2026

Introduction

- 1.1. The purpose of this policy is 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.
- 1.2. The policy satisfies the requirements of internal audit and protects the interests of staff and members of the governing body by supporting decisions made concerning the disposal of assets.
- 1.3. The policy will be reviewed annually by the Governing Body's Resources Committee.

2. Who can authorise a Disposal or Write Off

- 2.1. 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 £500.00 or less.
- 2.2. In the event that the debt or item identified for disposal has a value in excess of £500.00 the authority of the Resource Committee must be obtained and formally recorded in the Minutes before action

3. Writing Off Debt

- 3.1. 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 by the Head teacher that there is no reasonable prospect of payment without recourse to law.
- 3.2. For amounts over £300.00, every effort should be made to ensure the amounts due are collected. Where such efforts have failed, it may be appropriate to seek legal advice regarding recovery unless there are exceptional circumstances.

4. Writing Off of Stock

- 4.1. 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.
- 4.2. Where possible the article should be either recycled or offered to other educational establishments.
- 4.3. A record of the disposal must be kept in the Inventory/Asset File and on the database.

5. Sale of Stock

- 5.1. If an item of stock is surplus to requirements or is obsolete but is considered to have a saleable value it should be sold if possible.
- 5.2. Small items under the value of £200.00 can be sold at the Headteacher's discretion.

- 5.3. Large items (those estimated to have a value over £200.00) will need to seek an estimated value from someone with more specialised knowledge related to the item e.g. IT
- 5.4. Large items shall be disposed of in a manner that will achieve best value, e.g. sealed bids, or auction websites.
- 5.5. Stock can be purchased by members of staff or by members of the governing body provided that they have had no involvement in fixing the sale price of the item.
- 5.6. A receipt should be signed on sale by the purchaser and on behalf of the Headteacher.

6. What Happens To The Proceeds Of Sale

- 6.1. Wherever possible the proceeds of the sale of stock shall be returned to the account that originally funded the purchase of the item e.g. equipment, books and furniture code in school delegated budget.

7. The Paperwork on Writing Off or Sale

- 7.1. An item that is disposed of should be removed from the School's Inventory/Asset databases immediately upon disposal to maintain an accurate record of stock.
- 7.2. When an item is disposed of by sale or is written off without income a record of the disposal should be recorded using the Disposal of Asset/Writing-off Debt Form (Appendix A). The record shall include a description of the item, the method of disposal and the disposal date. The record should be signed by the Headteacher and for items valued over £500, a copy of the Resource Committee minutes attached.

Adopted by the Resources Committee

Date: April 2026

Next Review Date: April 2027

DISPOSAL OF ASSETS AND DEBT WRITE-OFF FORM

Asset Disposal:	
Description of the item being disposed of:	
Serial No / Ref No:	
Reason for disposal:	<i>(Confirm that the item is considered to be beyond repair, obsolete or surplus to requirements)</i>
Does the item have any saleable value:	No – disposal <i>(Where possible the item should be recycled or offered to other educational establishments)</i> Yes – consider selling <i>(small items under £200 can be sold at the Headteacher's discretion. Larger items over £200 must be disposed in a manner that will achieve best value)</i>
How was the item disposed of:	
Receipt for sale attached (signed by purchaser and Headteacher) if applicable:	Attached / Not applicable
Disposal requested by:	
Authorised by Headteacher (under £500)	Signature Date
Authorised by Resources committee (over £500)	Date of meeting: <i>(Attach minutes)</i>
Date asset removed from Asset Register	

Debt Write-off:	
Description and value of the debt to be written off:	£
Ref No:	
Reason for writing off:	<i>(why you believe there to be no reasonable prospect of payment without recourse to law)</i>
Date of 2 payment demands sent:	Demand 1 Demand 2
Write-off requested by:	
Authorised by Headteacher (under £500)	Signature Date
Authorised by Resources committee (over £500)	Date of meeting <i>(Attach minutes)</i>
Date written off	

Retain this record in the Asset Register