



# WRITE OFF POLICY

ADOPTED AT THE MEETING OF THE  
FINANCE AND STAFFING

HELD ON 2<sup>ND</sup> FEBRUARY 2017

REVIEWED BY THE RLT BOARD OF TRUSTEES ON  
12<sup>TH</sup> DECEMBER 2016

Signature of Chair:

A handwritten signature in black ink that reads 'Bob Downing' with a horizontal line underneath.

This policy is to be reviewed annually.



## **THE ROWAN LEARNING TRUST**

### **WRITE OFF POLICY**

#### **1. WRITE OFF OF EQUIPMENT AND STORES**

##### **General**

In order to ensure the correct treatment for the write off of school equipment and stores the following policy has been adopted by the Rowan Learning Trust.

Any item in excess of **£100** purchase price must be entered into the purchasing Faculty/Department's inventory.

The inventory record at faculty/departmental level should be updated on a regular basis to reflect the date, and reason for write off.

Write offs will be divided into two categories and treatment of each is as follows:

##### **Category 1**

##### **Write off of unserviceable, surplus or obsolete equipment and stores**

Unserviceable equipment not of sufficient value to be recorded on the inventory may be written off at the discretion of the Head of Faculty/Department.

Items recorded on the inventory cannot be disposed of or removed from the inventory records without the initial authorisation of the Headteacher and in accordance with the limits set below.

##### **For inventory items with a current value below £500**

Equipment below this value will be recorded in the inventory book at faculty/departmental level.

The method of disposal of any surplus damaged or obsolete equipment or stores which has a value below **£500** shall be delegated to the Headteacher, and reported retrospectively to the Finance Committee annually and minuted accordingly. In such circumstances unserviceable or scrap stock may, at the Headteacher's discretion, be broken down for cannibalising rather than sale.

The inventory record should be updated on a regular basis to reflect the date, and reason for write off.

##### **For inventory items with a current value in excess of £500**

The method of disposal of any surplus damaged or obsolete equipment or stores which has a value in excess of **£500** shall be such as to ensure maximum income

to the school and should be sold if possible. All such sales should be reported to the Finance Committee and minuted accordingly.

A master list of equipment disposed of with an 'at point of disposal value' in excess of **£500** should be kept by the Finance and Resources Manager.

The application form to be used for the Headteacher to write off equipment from the inventory is attached as Annex A.

## **Category 2**

### **Write off missing equipment and stores**

The application form to be used for the Headteacher to write off the equipment from the inventory is attached as Annex A.

The Headteacher will report to Finance Committee on an annual basis any equipment and stores written off during the course of the year valued between **£100** and **£5000**.

The Local Governing Body will then ratify the annual report of written off equipment and stores from both categories.

Write off of equipment valued in excess of **£5000** shall be in accordance with the School's Scheme of Delegation.

### **Retention of records**

All approved application forms should be retained for 6 years.

## **2. SECURE WRITE OFF OF ICT ASSETS**

Student computers can be disposed of via Innovent with no initial data destruction necessary by the school. Staff computers must have their hard drives wiped using a tool called "DBAN" using a 3-pass zero wipe method before they are sent to Innovent. A record of this, including the hard disk serial number, will be recorded centrally by the member of staff performing the wipe.

November 2016



**THE ROWAN LEARNING TRUST**

**Annex A.**

**Faculty/Departmental Request to write off equipment in excess of £500**

SCHOOL \_\_\_\_\_

FACULTY/DEPARTMENT \_\_\_\_\_

TYPE OF EQUIPMENT \_\_\_\_\_

DATE PURCHASED \_\_\_\_\_ PURCHASE PRICE \_\_\_\_\_

APPROX VALUE NOW (if any) \_\_\_\_\_

REASON FOR WRITING OFF \_\_\_\_\_

SIGNATURE OF HEAD OF DEPARTMENT \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF HEADTEACHER \_\_\_\_\_

DATE \_\_\_\_\_

## **TO ALL HEADS OF DEPARTMENT**

### **WRITE OFF OF EQUIPMENT**

Any equipment to be written off with a value between £100 and £500 requires the Faculty/Department inventory to be signed by the Headteacher and details of the equipment concerned must be provided to the Finance and Resource Manager.

Any equipment to be written off with a value in excess of £500

Any equipment written off during the course of the year valued over £100 must be reported to Governors annually.

**Insert name**

**Insert date**

*Insert school name*  
**ANNUAL LIST OF WRITTEN OFF STOCK IN EXCESS OF £500**

Item	Dept	Serial No	Date purchased	Purchase cost	Reason for write off	Decision	Date

*Insert school name*

**ANNUAL LIST OF WRITTEN OFF STOCK BELOW £500 but in excess of £100**

Item	Dept	Serial No	Date purchased	Purchase cost	Reason for write off	Decision	Date