



ASSETS AND DISPOSING POLICY

Adopted by Governing Body: 01.04.14

Reviewed by Governing Body: 17.03.2020

Cycle of review: 3 years

Statutory Policy: No

INTRODUCTION

Pitcheroak School is required to establish systems of control to ensure that assets and resources used by the School are recorded and adequately safeguarded against loss or theft. Records of some assets and stocks must be kept for accounting purposes but the systems of control should extend to other assets particularly if they are attractive and portable items. This policy will also discuss the procedures for dealing with obsolete equipment.

The aims of the policy can be summarised as follows:

- To provide the means for the disposal of redundant or surplus assets.
- To achieve the best possible outcome for Pitcheroak School by gaining the best available net return when selling and to ensure the School is even-handed, open and honest in all dealings.
- To ensure that a best value outcome to the School is a major consideration when disposing of assets.
- Asset disposal decisions, and the reasons for taking them, must be documented. Not only does this assist in audit and other examinations, but it highlights successes and problems for future reference.
- Non-disposal of obsolete equipment only takes up space, potentially incurs on-going maintenance costs and deprives the School of income without any offsetting benefit. The School should therefore dispose of such equipment in line with the processes set out below.
- To consider the identification of any risks and areas most susceptible to fraud.

SYSTEMS OF CONTROL

The system of control for assets incorporates the following features:

Capital Asset definition

Capital assets are defined as tangible and intangible assets that have initial useful lives that extend beyond a single reporting period.

Other assets

Records are maintained at the discretion of the Business Manager and Finance administrator for all items below the capitalisation threshold that should be safeguarded from loss. These items are part of the annual physical inventory discussed below. These items include computer equipment that falls below the established thresholds and any other assets specified by the School Business Leader.

Procedure:

Purchase of Assets

All fixed assets purchased with a value over £100 or classed as a desirable item must be entered into the asset register.

Approval for purchase of assets must follow the School's purchasing policies.

The asset register will include the source of funds for the asset.

The asset register will detail the following:

- asset description
- asset number (if appropriate to record)
- serial number
- date of acquisition
- asset cost
- location of asset
- name of member of staff responsible for the asset (if appropriate to record)

Gifts of Assets

All gifts of assets above £100 will be recorded on the asset management system.

Security of Assets

All fixed assets recorded in the register are permanently marked as "Property of Pitcheroak School", as far as this is practical. The asset register for ICT equipment is kept up to date and reviewed and audited frequently. Items used by the School but not owned by the School should be recorded as such.

Depreciation of Assets

All assets are audited regularly and items that are of low value or not suitable for the School's business requirements it is possible that they may be disposed of in accordance with the criteria below.

Disposal of Assets

Assets may be available for disposal for a number of reasons, e.g.

- Beyond repair
- No longer complying with Health and Safety requirements
- No longer required due to changed procedures or functions
- Not capable of running required software

All requests for disposal must be submitted to the Headteacher and then reported to the Governing Body.

The best possible value must be obtained in the disposal of assets.

The school car will be valued using a specialist car pricing website such as Autotrader.

The School has a responsibility for data protection in the disposal of IT assets and all hard drives and other storage devices that contain data and software are removed using an appropriate disk wiping application prior to disposal.

Acceptable methods of disposal are

- Private Sale - To ensure a fair price is received, a market valuation should be obtained. The sale should be publicised appropriately, via advertising or e-mailing and could be sold to the first person to make an offer or via sealed bids, as appropriate.
- Donation to an appropriate organisation - All donations received for assets must be reported to the Governing Body.
- Recycled or Destroyed - Items with no market value or no use to another organisation should be appropriately and safely destroyed.

General disposal procedures

- Identify asset for disposal
- Determine market value
- Headteacher approve disposal
- Select the best disposal method

- Record disposal in the asset register
- Report disposal if appropriate to the Governing Body

Sale or donation of ICT equipment – specifics

- All hard disc contents should be erased and re-installed
- The recipient of the equipment should be advised in writing that Pitcheroak School will not be liable for and Health and Safety issues surrounding the use of the equipment

Disposal Limits

The Secretary of State's consent must be obtained before the disposal of any asset for which grant of over the value for the time being specified by the Secretary of State was made, or where land or buildings has been transferred from the LA at no cost to the School.

The School is expected to re-invest proceeds from sales of assets for which capital grant was paid in other School assets. If sale proceeds are not reinvested then the School must repay a proportion of the sale proceeds to the DfE (Capital Grant funded assets) or LA (transferred assets). These requirements are detailed in the Funding Agreement.

Except with the consent of the Secretary of State, the School shall not dispose of assets funded (whether in whole or in part) by the Secretary of State for a consideration less than the best price that can reasonably be obtained.

The School shall provide 30 days notice to the Secretary of State of its intention to dispose of assets for a consideration less than the best price that can reasonably be obtained, whether or not such disposal requires the Secretary of State's consent

Disposal of equipment to staff is not encouraged, as it may be more difficult to evidence the School obtained value for money in any sale or scrapping of equipment. In addition, there are complications with the disposal of computer equipment, as the School would need to ensure licences for software programmes have been legally transferred to a new owner.

Disposal of land must be agreed in advance with the Secretary of State.

Loan of Assets

School property must not be removed from School premises without the authority of the Headteacher. A record of the loan must be recorded on the asset management system and booked back to the School when it is returned.

Responsibility

Overall responsibility for the asset register is owned by the School Business Leader, who will make any decisions related to accounting for and disposing of assets subject to approval by the governors, as necessary.