



# Medway Anglican Schools Trust Write off/Asset Disposal Policy & Procedures

March 2019

Version and Date		Action/Notes
1.0	March 2016	Draft for approval by MAST Board
1.0	March 2019	Reviewed and Approved by MAST Board
1.0	March 2022	Reviewed

## PROCEDURES

1. Items for write off/disposal should be listed on the write off/disposal authorisation form, detailing model and serial number, a brief description of the item, and the reason for write off/disposal.
2. The form should be signed and dated by the member of staff requesting write off/disposal, and then passed to the Headteacher for authorisation. The Headteacher should be satisfied that the items are to be written off/disposed of and should then enter on the form the method of disposal (e.g. scrapped, sold/offered via the weekly newsletter, sold by tender (if usable computers for example)).
3. When authorised, the form should be returned to the School Business/Finance Manager for filing with the inventory. The inventory and the insurance should be updated accordingly, and the items disposed of as authorised.
4. The Headteacher should then inform Local Governors of the items written off/disposed of and this should be recorded in the minutes of the Local Governing Body meeting, stating that Governors have ratified the decision. Details of the items should also be minuted. A copy of the authorised write off/disposal form attached to the minutes should suffice for this purpose.
5. The School Business/Finance Manager should complete the MAST Asset Disposal form.

6. MAST Asset Disposal form to be authorised by Headteacher and passed to MAST CFO.
7. MAST CFO update the MAST Fixed Asset register held for financial statements purposes.

This Policy will be reviewed by the MAST Board on a 3 year cycle and must be signed by the Chair of Directors. A copy will be sent to each school and the Chair of the Local Governing Body and Headteacher should sign and date a copy.

Policy Reviewed:	March 2022
Next Review:	March 2025
Signature of Chair of Director's Board:	
Signature of Chair of Local Governing Body:	Signature of Headteacher: