



## An Daras Multi Academy Trust

# Write Off/Asset Disposal Policy and Procedures

The An Daras Multi Academy Trust (ADMAT) Company

An Exempt Charity Limited by Guarantee

Company Number/08156955

<b>Status: Approved</b>	
Recommended	Yes
Statutory	
Version	v1.0
Adopted v1.0	<b>Sep 2014</b>
Review	<b>22 Feb 2018</b>
Next Review	<b>Feb 2021</b>
Advisory Committee	ADMAT Audit
Linked Documents and Policies	EFA Academy Financial Handbook

## Procedures

1. Items for write off/disposal (all IT equipment and any single item over £300) 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 Executive Head Teacher for authorisation. The Executive Head teacher 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 to charity etc.).
3. When authorised, the form should be returned to the Academy Business Manager for filing with the inventory. The inventory hosted on the PARAGO cloud system should be updated accordingly and the items disposed of as authorised.
4. The Executive Head teacher should then inform the Board of Directors Finance and Strategic Development Committee of the items written off/disposed of and this should be recorded in the minutes of the committees meeting stating that the Directors 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 would suffice for this purpose.