



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

Status: Approved	
Recommended	Yes
Statutory	
Version	v1.0
Adopted v1.0	Sep 2014
Reviewed	13th March 2024
Next Review	March 2027
Advisory Committee	Audit
Linked Documents and Policies	Academies Handbook

An Daras Multi Academy Trust

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 the Parago ASSET ID number, 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/Head Teacher for authorisation. The Executive Head teacher/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 Trust Finance & Procurement Officer 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 Chief Finance Officer/Trust Finance & Procurement Officer 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.

An Daras Multi Academy Trust

Asset Disposal/Write off Form

Academy

CONTACT PERSON FOR ENQUIRIES

TELEPHONE EMAIL ADDRESS

DESCRIPTION OF ITEM

ASSET REGISTER DESCRIPTION:

MANUFACTURER: SERIAL NO.:

YEAR OF ORIGINAL COST

DISPOSAL

TYPE OF DISPOSAL: (please circle 1 Sale 2 Charity 3 Write Off 4 Internal Transfer

DATE OF DISPOSAL: BUYER'S DETAILS:

1. SALE VALUE: (before VAT)

2. FOR ASSETS TO BE TRADED-IN, PLEASE

3. REASON FOR WRITE-OFF:

Obsolete	Stolen	Converted to
Lost	Unrepairable	Uneconomic to

4. PLEASE ADVISE TO WHERE THE ASSET WILL

PROPOSED BY:

SIGNATURE:

DATE:

AUTHORISED BY
TRUSTEES:

SIGNATURE:

DATE:

ASSET REGISTER UPDATED IN FINANCE DEPT
BY:

DATE:

NOTES FOR COMPLETION

The purpose of this form is to provide as much information as possible about the asset being disposed, assisting in the accurate amendment of the Trust Parago FA system and Insurance Records.

Please read the following fully before completing this form

- **APPROVALS** - this form must be proposed by the Exec Headteacher/Head Teacher and approved by a Trustee.
- **YOUR DETAILS** - all fields are to be completed.
- **DESCRIPTION OF ITEM** - asset register number and full details of the items as far as known.
- **DISPOSAL DETAILS** - a description of the type of disposal that is proposed. If it is to be 'written-off', under what circumstances?
- **Is it to be sold or traded-in? If so, with whom are you proposing to deal? What was the value and what are some of the details of the new asset? Details of the proceeds of sale and payment processing.**

OTHER INFORMATION

To comply with the requirements of the Waste Contract and Implementation of WEEE (Waste Electrical and Electronic Equipment) and Hazardous Waste Regulations, please ensure that all relevant waste electrical and electronic equipment is separated from other wastes and is disposed of following Health & Safety recommendations.