



St John Vianney Catholic School

Love one another as I have loved you



Disposal of Equipment Policy

Mission statement

“St John Vianney School is an academic community which is characterised by the Gospel Spirit of Peace, Justice and Love. All that we do and say in our school will be dominated by Jesus’ words “Love one another as I have loved you”. Our school rules are based on this statement and carried in “our hearts and our heads” and reflected in the life and work of our school”.

St John Vianney Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff and volunteers to share this commitment.

Ensure that only equipment that is surplus to the school’s requirements, obsolete or uneconomical to repair, is disposed of; Comply with the Financial Regulations contained within the FMS Scheme and Finance Manual;

Realise the maximum re-saleable value giving priority to schools and departments within Coventry City Council.

Procedures for Sale

On identification of item/s to be sold which have been bought from budgets under the Governing Body control, approval by the Headteacher should be obtained. A value is then to be set.

1. Order of priority for item/s with a realisation value of less than £100:

- a. Advert to be placed via e mail (which is distributed to other schools and other council departments) with a price attached or offers invited;
- b. Notice to be placed on the weekly diary for staff bids;
- c. Notice to be placed on view for pupils/parent bids;

2. Item/s with a realisation value of between £100-£1000, written offers from at least three schools or City Council Departments or individuals to be obtained. The highest offer will be accepted.

a. if less than three offers received, the highest of those making bids to be accepted, and a record kept (for audit purposes) of action taken to advertise the sale and the parties invited to make an offer.

3. Item/s with a realisation value of over £1000, tenders to be invited from interested parties by inserting a public notice* in the local newspapers, specialist journals or national circulating tender invites* from other schools and City Council Departments. The highest offer will be accepted.

*The public notice requirements and tender receipt processing will be taken from the guidelines in Section 10 paragraph 11.1.3.2 of the City

Council's Finance Manual. Disposal of Equipment Policy – Jan 2014

The hard drive of IT equipment should be reformatted to delete all data. Should the sale be inclusive of the operating system and software programmes, written approval must be received from each Licencing body permitting transfer programmes to another owner.

The cost of reinstalling software i.e operating system, programme) should be taken into consideration in the sale price.

A debtor invoice should be issued to the purchaser (to include VAT at the rate in force at the time of the sale) and payment received in full and final settlement prior to the equipment being released.

Disposal details should be entered in the inventory/equipment register.

Sales to be reported to Governors retrospectively.

All income in respect of such sales to be paid into official funds.

Procedures for Write-Offs

On identification of item/s to be written off, which have been bought from budgets under the Governing Bodies control, a schedule should be prepared (e.g form LRM31) for approval by the Headteacher and sanctioning by Governors.

Disposal details should be entered in the inventory/equipment register.