



Rainbow Education Multi-Academy Trust

Write off Policy

In the event that the Trust/School suffers a loss of property, including assets, resources or other physical items, there is an expectation to undertake a formal write-off process.

What constitutes a loss?

When the Trust/School has lost permanently the possession or use of property

For the purpose of a write off, a Trust/School is considered to have suffered a loss of property when any of the following occurs:

- Accidental damage to an item rendering it irreparable
- An item is stolen, i.e. theft/burglary/break-in
- Fire/storm/flood/malicious damage to property rendering the property beyond repair
- Loss of property for whatever other reasons

Other instances when equipment may no longer be used

In addition to a 'loss', some equipment may no longer be retained, and/or used in the Trust/School for a variety of reasons, including:

- Surplus to requirements
- Unserviceable
- Obsolete
- Unsafe

and subject to trade-in, transfer, sale, donated or scrapped.

What property is subject to write-off?

- Any individual item that is recorded in the Trust/Schools' asset register
- Any individual item not recorded on the Trust/School asset register, but has a replacement value of £100 or more.

What property is not subject to write-off?

Minor items (under £100 each)

Consumable items/stationery that are surplus to requirement, unserviceable, obsolete or unsafe and need to be removed from the Trust/School.

Anything that is not owned by the Trust/School

The following items are not subject to a write-off:



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- Items owned by staff
- Items owned by students
- Items on loan to the Trust/School
- Leased items

Process for a write-off

1. Identify property for write-off (due to loss, damage, surplus to requirements, unserviceable, obsolete or unsafe).

2. Discuss and receive agreement from Head of School if (one or more of the following apply):

- The replacement cost is over £100
- Write-off/removal from Trust/School will leave a gap in provision for one or more classes (and a replacement order may be required).
- There is a possibility that other teachers (current or in the future) would be able to use the resource.

3. When agreement has been given, the Chair of the Trust, or appointee, and member of staff jointly complete and sign the 'Write-Off' form (see appendix).

4. The Chair of the Trust or appointee will then arrange for the inventory to be changed to reflect the write-off.

Authorisation Levels

The Head of School will not inform the Trustees about routine write-offs. However, they will be informed when:

- There is a criminal offence (e.g. theft from Trust/School).
- The write-off of a major item that has a replacement value over £1000.
- The write-off of a number of duplicate items with a total replacement value of over £1000 (e.g. three or more computers).

What to do with written-off property?

The items must be disposed of.

Written-off items and other major assets/resources, which are surplus to requirements, unserviceable or obsolete should be disposed of by dumping, recycling or destroying.

Any other method of disposal (e.g. sale or trade-in) must be approved by the Trust

Where possible, items should be disposed of in an environmentally appropriate way, including recycling.



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Review Schedule: This policy will be reviewed every two years by the Trust

Rainbow Education Multi Academy Trust Write-Off Register

Date	
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Item, including: . Make and serial number . Location in Trust/school	
Does the item contain personal data	
Reason for 'Write-off'	
Method of disposal	
Approx Replacement value	
Write-off Agreed by Head of School	
Replacement required	Yes /No
Signed: staff member and chair of trustee or appointee	