

HARRIS MIDDLE SCHOOL

**REDUNDANT EQUIPMENT
POLICY**

AUTUMN TERM 2009

CHAIR OF GOVERNORS: _____

MINUTED: _____

DATE OF REVIEW: **AUTUMN TERM 2010**

Harris Middle School

Redundant Equipment Policy

The Governing Body has the authority to declare equipment, furniture or other assets or stores surplus to requirements and to arrange for their sale or write off, provided the items concerned were purchased in full or part from its delegated budget (Suffolk LMS Scheme Annex C 15).

Where the estimated disposal value of surplus or redundant assets (equipment) or stores is less than £2000 or sale is to be by public auction or competitive tendering, authority for disposal can be given by the Headteacher.

The prior approval of the Governing Body will be required (in accordance with Suffolk LMS Scheme C 16) where:

- The estimated disposal value is above £2000 and the sale is not to be by public auction or competitive tendering
- The estimated disposal value is above £5000 and following advice from the County Director of Strategic Management
- The sale is to be to a Governor or employee of the County Council

A list of equipment disposed of will be presented to the Finance Committee on an annual basis. This list will show, so far as may be known, the item, department, date of manufacture or purchase, values when new and when made redundant (estimated where necessary) and disposal value.

The school's inventory will be amended to show disposals and such entries will be endorsed by the Headteacher.

The net income (i.e. excluding VAT) from sales of surplus or redundant assets or stores purchased from the school budget will be credited back to the school budget.