

Lingfield Education Trust Assets and Disposal Policy

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Policy prepared by (name and designation)	Nick Blackburn CEO
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1 Introduction

Lingfield Education Trust is required to establish systems of control to ensure that assets and resources used by the Trust are recorded and adequately safeguarded against loss or theft. Records of some assets and stocks must be kept for accounting purposes but the systems of control should extend to other assets particularly if they are attractive and portable items. This policy will also discuss the procedures for dealing with obsolete equipment. The aims of the policy can be summarised as follows:

- To provide the means for the disposal of redundant or surplus assets.
- To achieve the best possible outcome for Lingfield Education Trust by gaining the best available net return when selling and to ensure the Trust is even-handed, open and honest in all dealings.
- To ensure that a best value outcome to the Trust is a major consideration when disposing of assets.
- Asset disposal decisions, and the reasons for taking them, must be documented. Not only does this assist in audit and other examinations, but it highlights successes and problems for future reference.
- Non-disposal of obsolete equipment only takes up space, potentially incurs on-going maintenance costs and deprives the Trust of income without any offsetting benefit. The Trust should therefore dispose of such equipment in line with the processes set out below.
- To consider the identification of any risks and areas most susceptible to fraud.

2 Systems of control

The system of control for assets incorporates the following features

Capital Asset definition.

Capital assets are defined as tangible and intangible assets that have initial useful lives that extend beyond a single reporting period.

Capitalisation method

All capital assets are recorded at historical cost as of the date acquired or constructed. If historical cost information is not available, assets are recorded at

estimated historical cost by calculating current replacement cost and deflating the cost using the appropriate price-level index.

Capitalisation thresholds

Lingfield Education Trust has established the following minimum capitalisation thresholds for capitalising fixed assets: £1000.

- ~~Land, Buildings and improvements £50,000~~
- ~~Machinery/equipment/vehicles/ICT £1,000~~

Detailed records shall be maintained for all fixed assets above the established thresholds.

Other assets

Detailed records are maintained at the discretion of the Director of Operations for all items below the capitalisation thresholds that should be safeguarded from loss. These items are part of the annual physical inventory discussed below. These items include computer equipment that falls below the established thresholds and any other assets specified by the Director of Operations.

Procedure:

Purchase of Assets

All fixed assets purchased with a value over £1,000 must be entered into the asset register.

Approval for purchase of assets must follow the Trust's purchasing policies.

The asset register will include the source of funds for the asset.

The asset register will detail the following:

- asset description
- asset number
- serial number
- date of acquisition
- asset cost
- source of funding (% of original cost funded from DFE grant and % funded from other sources)

- expected useful economic life
- depreciation
- current book value
- location
- name of member of staff responsible for the asset

Gifts of Assets

All fixed assets given to the Trust are recorded in the accounts as income in the period in which the fixed asset was given to the Trust. The value placed on gifts in kind should be either a reasonable estimate of their gross value to the Trust or the amount actually realised. The key test is what the Trust would have been prepared to pay to purchase the asset.

Gifted assets are treated and recorded in the asset register in the same way as purchased assets.

Security of Assets

The asset register is to be kept up to date and reviewed regularly. Items used by the Trust but not owned by the Trust should be recorded as such. Physical counts against the register are undertaken annually at or about June 30th. This count is to be performed by someone other than the person responsible for the asset register. Differences between counts and the register are investigated promptly and significant differences are reported to the Board of Directors. Stores and equipment are secured by means of physical and other security devices. Only authorised personnel may access secure storage areas.

Depreciation of Assets

All fixed assets will be depreciated using a straight line method of depreciation at the following rates

- Buildings 50 years
- Leasehold land 125 years
- Plant and Machinery 7 years
- Furniture and Equipment 7 years
- ICT Equipment 3 years

~~Land is not depreciated.~~

Disposal of Assets

Assets may be available for disposal for a number of reasons, e.g

- Beyond repair
- No longer complying with Health and Safety requirements
- No longer required due to changed procedures or functions
- Not capable of running required software

All requests for disposal must be submitted to the Director of Operations and then approved by the Trust Finance, General Purposes and Personnel Committee.

The best possible value must be obtained in the disposal of assets.

Acceptable methods of disposal are

- Private Sale
To ensure a fair price is received, a market valuation should be obtained. The sale should be publicised appropriately, via advertising or e-mailing and could sold to the first person to make an offer or via sealed bids, as appropriate.
- Donation to an appropriate organisation
All donations must be approved by the Board of Directors.
- Recycled or Destroyed
Items with no market value or no use to another organisation should be appropriately and safely destroyed. The asset disposal should be approved by the Director of Operations.

General disposal procedures

- Identify asset for disposal
- Determine market value
- Director of Operations approve disposal
- Select the best disposal method
- Record disposal in the asset register

Sale or donation of ICT equipment - specifics

- All hard disc contents should be erased and re-installed
- The recipient of the equipment should be advised in writing that Lingfield Education Trust will not be liable for and Health and Safety issues surrounding the use of the equipment

Disposal Limits

Disposal of land must be agreed in advance with the Secretary of State.

~~The Secretary of State's consent must be obtained before the disposal of any asset for which grant of over the value for the time being specified by the Secretary of State was made, or where land or buildings has been transferred from the LA at no cost to the Trust.~~

~~The Trust is expected to reinvest proceeds from sales of assets for which capital grant was paid in other Trust assets. If sale proceeds are not reinvested then the Trust must repay a proportion of the sale proceeds to the DfE (Capital Grant funded assets) or LA (transferred assets). These requirements are detailed in the Funding Agreement.~~

~~Except with the consent of the Secretary of State, the Trust shall not dispose of assets funded (whether in whole or in part) by the Secretary of State for a consideration less than the best price that can reasonably be obtained.~~

~~The Trust shall provide 30 days notice to the Secretary of State of its intention to dispose of assets for a consideration less than the best price that can reasonably be obtained, whether or not such disposal requires the Secretary of State's consent~~

Disposal of equipment to staff is not encouraged, as it may be more difficult to evidence the academy obtained value for money in any sale or scrapping of equipment. In addition, there are complications with the disposal of computer equipment, as the academy would need to ensure licences for software programmes have been legally transferred to a new owner.

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Loan of Assets

Trust property must not be removed from Trust's premises without the authority of the Head of School/Headteacher/Executive Headteacher. A record

of the loan must be recorded in a loan book and booked back to the school when it is returned.

If assets are on loan for extended period or to single member of staff on a regular basis, the situation may give rise to a "benefit-in-kind" for taxation purposes. Loans should therefore be kept under review and any potential benefits discussed with the Trust's auditors.

Responsibility

Overall responsibility for the asset register is owned by the Director of Operations, who will make any decisions related to accounting for and disposing of assets subject to approval by the directors, as necessary.

Review Date: Autumn 2017