

# Applecroft School



## Assets & Disposal Policy

<b>Person Responsible:</b>	<b>Finance &amp; Business Manager</b>
<b>Review Cycle:</b>	<b>Annually</b>
<b>Reviewed Date:</b>	<b>January 2026</b>
<b>Next Review Date:</b>	<b>January 2027</b>

# Assets and Disposal Policy

## 1) Introduction:

### **School Vision:**

'To be a positive and inspiring community that nurtures each individual and empowers leaders for life.'

### **School Mission Statement:**

'Nurturing Potential, Inspiring Minds, Changing Lives'

### **School Values:**

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience

### **Statement of Intent:**

Applecroft School invests a significant amount of capital in the acquisition of fixed assets. Therefore, controls have been put in place to ensure that fixed assets are recorded correctly and safeguarded against loss and theft.

### **Systems of control:**

The system of control for assets incorporates the following features:

Capital assets are defined as tangible assets that have initial useful lives that extend beyond a single reporting period. 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 an appropriate price-level index.

Assets costing **£500** or more are capitalised as tangible fixed assets and entered in the schools fixed asset register. Portable and attractive items that are non-consumable items valued at under **£500** but over **£100**, which are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale, are also recorded in the fixed asset register.

All capital assets given to the school are recorded in the accounts as income in the period in which the asset was given to the school. The value placed on gifts in kind will either be a reasonable estimate of their gross value to the school or the amount actually realised. Gifted assets are treated and recorded in the fixed asset register in the same way as purchased assets.

Capitalised items are transferred to a capital code in the balance sheet at the end of each financial year with a corresponding entry for depreciation to expenditure.

### **Security of Assets:**

All assets, including capital assets, are recorded on the schools equipment register and are permanently marked as the "property of Applecroft School" as far as this is practical. The equipment register is kept up to date and reviewed regularly. Physical counts against the register are undertaken annually. This count is performed by someone other than the person responsible for the register. Differences between counts and the register are investigated and any significant differences reported to the Board of Trustees.

### **Depreciation of Assets:**

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its expected useful life using a straight line method of depreciation at the following rates:

- Leasehold Land - no depreciation as land does not depreciate over time.
- Leasehold Buildings - 50 years (the generally accepted useful economic life for buildings).
- Leasehold Improvements - 50 years (to match the depreciation of the leasehold buildings).
- Furniture & Equipment (fixtures and fittings) - 5 years
- ICT Equipment - 3 years

### **Disposal of Assets:**

For an asset to be disposed of the following must be considered:

- Requests for disposal must be made to the Headteacher who will report to the Board of Trustees
- The best possible value must be obtained when disposing of assets

- Disposal authorisation should include justification that the asset has become obsolete to the school. Assets judged to be obsolete should be destroyed, recycled or sold for maximum value.
- Disposal of assets to staff above a value of £50 will be notified to the Governors.
- The Secretary of State's consent must be obtained before the disposal of any asset in accordance with the write-off limits detailed in the Academy Trust Handbook.
- If within any one fiscal year (Sept-Aug) the school disposes of items which collectively attracted a grant of more than £20,000 then the DfE must be informed.
- Funds gained as proceeds from the sale of fixed assets must be maximised. If the sale proceeds are not reinvested, the school will repay to the Secretary of State the same proportion of the proceeds as equates to the proportion paid for the acquisition of the fixed asset. The proceeds from the sale of assets acquired with a grant from the Secretary of State cannot be used as the school's contribution to further grant-aided projects or purchases.