



THERE ARE DIFFERENT GIFTS BUT THE SAME SPIRIT 1 CORINTHIANS 12:4

## Write Off Policy

### Disposals

The Head teacher may dispose of surplus, damaged or scrap stock, materials or equipment on the best possible terms, where the value of the materials is estimated to be less than £100.

Where the estimated value exceeds £100, disposal must be referred to the Finance sub Committee for a decision. Three valuations must be obtained where estimated value is in excess of £500

Records of disposal will be kept.

Monies accrued will be allocated back into school budget.

### Write Offs

The Head teacher shall be authorized to write off any debt owing to the school to the value of £100 for any one item provided that she is satisfied that proper steps have been taken to obtain payment. Debts of more than £100 must be referred to the full Governing body after review by the Finance sub Committee.

Records of write offs shall be kept.