



HOLYBROOK PARISH COUNCIL

Low Value Asset Disposal and Write-Off Policy

Introduction

Holybrook Parish Council may, from time to time, deem it appropriate to loan, sell, gift, write-off or otherwise dispose of low value assets owned by the Parish Council.

This policy covers such disposal and refers to general surplus stock items purchased, replaced equipment, broken or otherwise damaged general use assets and general assets that are surplus to the requirements of the Parish Council.

This policy is inclusive of financial disposals such as the write-off of bad debt but does not cover depreciation or other asset value reductions as may be determined by normal accountancy practices.

This policy does not cover the disposal of fixed assets such as buildings, property or land or other general high value assets. For the purposes of this policy low value assets are deemed to be assets with an original purchase value, either singularly or collectively, of less than £2,000 or aged assets with a depreciated value of less than £2,000.

Policy Statement

Decisions regarding the write-off of bad debt shall be a matter for Full Council approval (ref: Financial Regulations item 9.4) and will be considered on a case by case basis. The Council will cease to transact with any company or hirer who becomes a bad debtor.

An annual stocktake (each February) will be completed by Council Staff (Clerk and Administration Assistant). On completion of the stock take a report will be provided to the Finance Committee to include details of any items either recommended for disposal (when above the Clerk's authority limit) or disposed of and not replaced (within the Clerk's authority limit).

The Parish Clerk may authorise the disposal of low value assets up to a value of £500. The Finance Committee may authorise the disposal of low value assets up to the value of £2,000 with Full Council being notified of all decisions. The disposal or loan of assets having historical value shall only be authorised by the Parish Council.

When authorising the disposal of low value assets, due consideration shall be given to the means of disposal namely; sale, gifting (e.g. to charitable organisations), loaning or scrapping. Assets capable of data storage (e.g. PC's) must have the data storage unit (e.g. hard drive or memory card) removed prior to disposal. Data storage units must be professionally destroyed and any contained data rendered inaccessible.