



wwetb

Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board

Waterford and Wexford Education and Training Board

Disposal of Fixed Assets Policy

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Responsibility for Implementation	All WWETB Employees	Responsibility for review and audit	Governance and Compliance



Title

Disposal of Fixed Assets Policy

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Disposal of Fixed Assets Policy

1.0 Purpose

Waterford and Wexford Education and Training Board (herein called WWETB) is, and wishes to be, seen by all as being transparent and likely to achieve a fair market-related price in its disposal of assets. The purpose of this document is to set out WWETB's policy and procedure in relation to the appropriate management and monitoring of the disposal of the WWETB's assets. By providing a transparent and accountable method of monitoring and controlling the disposal of fixed assets WWETB and its staff are free from any conflict of interest which may arrive in relation thereto.

2.0 Scope

This policy represents WWETB's position and covers the disposal of tangible fixed assets. This policy applies to all WWETB Staff members who have access to or use of Assets. Heads of Departments/School Principals or Centre managers who are disposing assets are responsible for ensuring that the process for sale or disposal (including all measures necessary to adequately decommission an Asset prior to disposal) complies with this policy.

This policy does not provide for the disposal of land or buildings. The sale of land and buildings is a reserved function and will require Board approval as well as approval from the Minister for Education in accordance with [Circular Letter 0002/2019](#).

3.0 Responsibilities

3.1 Governance and Compliance

- To ensure the Policy is reviewed and approved by the Governing Body
- To ensure the appropriate standards and procedures are in place to support the policy
- To maintain and enforce the policies, standards and guidelines established within this document
- To investigate and report on potential breaches of the policy
- To consult as appropriate with members of the Senior Management Team on the application of the policy
- Where illegal activities or theft of company assets are suspected, the Governance and Compliance Manager is responsible for reporting such activities to the applicable authorities

3.2 Staff Member Responsibilities

- To familiarise themselves with the terms of this policy
- To ensure the process for selling or disposing of assets complies with this policy
- To ensure appropriate approval levels are sought in advance of selling/disposing of any asset

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4.0 Definitions

For the purpose of this policy, tangible fixed assets are assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes on a continuing basis in WWETB's activities. This means that a fixed asset is an asset intended for continuing use, rather than a short term, temporary asset¹.

Fixed assets are classified under the following major categories:

- Computer Equipment
- Equipment – other (incl. fixtures and fittings)
- Motor Vehicles
- Plant & Machinery

5.0 Policy

It is the policy of WWETB to adhere to the Code of Practice for the Governance of Education and Training Boards when disposing of assets where such assets are surplus to general educational requirements. All reasonable steps should be taken to determine a fair market value. Depending on the value approval should be sought in line with the Financial Approval Levels (see Appendix A for more details).

The method used to obtain a fair market value should be transparent and should determine a reserve value of the asset being disposed of. See Appendix B for Code of Governance section on disposal of assets.

5.1 Procedure for Disposal of Assets

Where an asset is identified for disposal, an agreed list of all surplus and obsolete assets for disposal will be certified by the Principal/Centre Manager and submitted to the relevant authority for approval (see Appendix A for authority levels and Appendix C for example).

On receipt of approval, the Principal/Centre Manager will proceed with disposal ensuring:

- All personal information is removed from equipment/furniture and there is compliance with relevant Data Protection Legislation
- There is compliance with relevant Licence, Patent, Legal agreements etc. (e.g. Software Licences)

¹ A short term temporary asset would typically be one that is intended for use for less than one year



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- There is compliance with Health & Safety requirements
- Unique school references are removed
- Disposals above €1000 should be notified to Corporate Services for consideration in line with our insurances. If in doubt, please refer to the insurance administrator for further guidance.
- Any conflict of interest should be declared and the relevant person should remove themselves from the process
- Any disposal of electrical equipment must comply with the relevant WEEE Directives²
- Disposal will be by transfer, sale, donate or scrap in that order³.

Transfer	Sale	Donate	Scrap
<ul style="list-style-type: none"> • Circulate Details • Transfer by agreement • Update Stock Book/Asset register 	<ul style="list-style-type: none"> • Advertise with offers in writing by closing date • Issue official receipts • Update Stock Book/Asset register 	<ul style="list-style-type: none"> • Must be for educational, charitable or not for profit • Receiving body confirms in writing • Update Stock Book/Asset Register 	<ul style="list-style-type: none"> • In accordance with local Authority requirements • Post 2005 electrical/electronic - supplier to collect • Update Stock Book/Asset register

5.2 Transfer

- The approved lists of items suitable for transfer will be forwarded to other schools/centres or, if relevant, to other departments within WWETB and state a closing time and date for receipt of request(s).
- Transfer to be effected in accordance with agreements reached between schools/centres and approved by the relevant Department.
- Where agreement in respect of transfer of equipment/furniture to one or more centres is not achieved, the decision rests with the relevant Director.
- Stock Books/Asset Register will be updated to reflect transfers in and out.

² Guidance for public bodies is available at <http://www.epa.ie/pubs/advice/waste/weee/>

³ : If it is deemed by WWETB Management excessively onerous or impractical to prepare PCs for transfer / sale / donation (e.g. PCs issues that prevent timely wiping that are the reason for their replacement; licensing implications regarding the operating system) they have discretion to send an asset directly to the final stage (approved/secure scrapping)

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5.3 Sale

All reasonable steps should be taken to determine a fair market value for all items to be sold. This should then be agreed by the appropriate Coordinator/Centre Manager/Principal and approval sought in line with Financial Authority Levels (Appendix A) if required.

The sale of obsolete items can be completed by one of the following methods:

- 1) Display details of items for sale in the school/centre and include in newsletters to families attending the school/centre
- 2) An advertisement in the local paper (this option should always apply to individual items whose disposal value is expected to exceed €1,000 or where the combined total of disposals is expected to be greater than €2,000).
- 3) By means of a Public Auction, should be considered if more expedient and cost effective.

The following rules apply to 1) and 2):-

- Offers to purchase should be requested in writing and state a closing time and date.
- Offers to be date stamped on receipt.
- If the highest offer is not accepted, a written explanation should be submitted to the CE/relevant Director for approval.

The method of sale to be agreed between the relevant Director and the Principal/Centre Manager will depend on the quantities and the value of the items for sale. A form of Identity/Contract for Sale (see Appendix C) should be completed and signed by the purchaser and the Principal/Centre Manager on behalf of the school/centre in advance of handover of items.

Payment shall be in favour of WWETB, in the event of cash payments, cash should be lodged directly to the Board Account. All lodgements should be made without delay. An official receipt will be issued for amount received and a summary of lodgements, reference number(s) and receipts issued will be submitted to the Treasury Department, immediately after lodgement. Stock Books/Asset register will be updated to reflect all sales with the name of purchaser, date of collection and receipt number to be recorded.

5.3.1 Sale to Staff Members

There are also certain situations where staff members may wish to purchase equipment. This is often the case in relation to computers which are no longer in use and out of date.

In this case, the following procedure should be followed:

- The relevant school/centre/department should contact the Finance Department to request an evaluation of the asset(s).

This policy may be updated at any time (without notice) to ensure changes to the WWETB's business practices are properly reflected in this policy. Please ensure that you check the WWETB's intranet for the most up to date version.



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- The Corporate Services Department will approve a price and notify the relevant school/centre/department.
- Similar to above, a form of Identity/Contract for Sale (see Appendix D) should be completed and signed by the purchaser and the Principal/Centre Manager on behalf of the school/centre in advance of handover of items.
- Payment shall be in favour of WWETB. In the event of cash payments, cash should be lodged directly to the Board account. All lodgements should be made without delay. An official receipt will be issued for amount received and lodgements made to the Board's account. Stock Books/Asset register will be updated to reflect all sales with the name of purchaser, date of collection and receipt number to be recorded.

5.4 Donate

Items of equipment can be donated free of charge to institutions/organisations etc. that will use them for training/education/charitable or not for profit purposes. If this method of disposal is used, the receiving body must be asked to confirm in writing that it has received the item(s) in question free of charge from WWETB and that WWETB has transferred ownership of the asset including all associated costs and liabilities. (See Appendix E for sample template).

5.5 Scrap

If surplus equipment/furniture cannot be disposed of by way of Transfer or Sale or Donation and it is deemed obsolete, arrangements should be made to have it scrapped.

- Regard shall be had to the requirements of the local authority.
- In the case of electrical and electronic equipment purchased after August 2005, the supplier should be requested to collect.
- Stock Books/Asset Register will be updated to reflect all items scrapped. Date and method should be recorded.

6.0 Records

A list of disposals, indicating method and proceeds will be submitted to the Chief Executive/Relevant Director as per Centre Register of Disposals (Appendix F). The Centre Register of Disposals shall be certified by the Principal/Centre Manager to confirm compliance with these procedures. The register will be available for inspection if requested by the Board. Records/documentation in support of the disposal shall be held for 7 years.



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7.0 Policy Breaches

All staff members are required to familiarise themselves with the terms of this policy. If a staff member violates this policy, disciplinary actions may follow in line with normal WWETB Disciplinary Policies. The disciplinary action to be taken will depend on the circumstances and the seriousness of the violation.

8.0 Policy Review and Update

The policy contained within these documents will be in place for three years following approval of a review and amendments. An earlier review can take place should exceptional circumstances arise resulting from this policy; in whole or in part, being insufficient for its purpose and/or if there are legislative changes that render this policy obsolete.



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Appendix A: Financial Approval Levels

Table 13: Approval of Capital Write-Off's

Write-Off Value	Approval Level
Over €75,000	Chief Executive/Note to Finance Committee
Up to €75,000	Chief Executive
Up to €15,000	Director
Capital Write-Off's must be carried out in line with the Fixed Asset Policy/Asset Disposal Policy The Write-Off values apply to assets at Net Book Value.	

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Appendix B: Code of Practice for the Governance of ETB's

Property Acquisition, Disposal of Surplus Property, Disposal of State Assets and access to Assets by Third Parties

Code Provisions

8.19 Acquisition or disposal of assets and use of educational assets: An ETB may not proceed to purchase or dispose of land, buildings or other material assets without formal written sanction from the Minister for Education and Skills. Where such sanction is given, an ETB must comply with any conditions contained in the sanction. This also includes long term leases or purchase of right to use (rather than own) an asset. The rollout of the National Development Plan and the achievement of Project Ireland 2040 objectives requires maximum utilisation of all State properties and sites in the control/ownership of an ETB for the purposes of education or training provision including use of capacity within these properties and sites by other education service providers where this has been determined appropriate and necessary by the Department following a consultation process with the relevant ETB. Each ETB is required to cooperate with all parties deemed relevant by the Department in facilitating use of capacity within its properties and sites by other education service providers.

8.20 Circulars and Guidelines: Each ETB is required to comply with the statutory provisions and procedures, as set out in relevant Circulars, concerning the disposal of assets or the granting of access to property or infrastructure for commercial arrangements. The disposal of assets where such assets are surplus to general educational requirements, and where confirmation has been received that the property is not otherwise needed by the state should be by auction or competitive tendering process, other than in exceptional circumstances (such as a sale to a charitable body). In such circumstances, approval from the Department of Education & Skills is required. The method used should be both transparent and likely to achieve a fair market-related price. The reserve value of the asset being disposed of should be determined on foot of a professional valuation, normally by the Valuation Office, and recorded in advance in the ETB's records.

8.21 In addition to any specific guidelines which apply to an ETB as outlined above, all acquisitions, disposals or proposals to share property should be conducted in accordance with current Department of Public Expenditure and Reform circulars and guidelines as follows:

- 11/2015 – Protocols for the Transfer and Sharing of State Property Assets;
- 17/2016 – Policy for Property Acquisition and for Disposal of Surplus Property;
- 02/2016 – Arrangements for Digital and ICT-related Expenditure in the Civil and Public Service.



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Appendix C: Details of Equipment/Furniture for Disposal (Sample)

Year ending _____ School/Centre _____

Details	Stock Book ref	Serial No/Other Ref	Year & Cost of Purchase	Estimated Value	Comments

Signed: _____

Signed: _____

School Principal//Centre Manager

Purchaser

Date: _____

Date: _____

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Appendix D: Contract for Sale (Sample)

The (name of school) offers for sale the under-described machine/machinery/equipment/furniture on the following terms:

- Same is offered for sale 'as is' and on the basis that same has been inspected in advance by the purchaser.
- Same is sold with or without any defects (or safety devices as required by statute) and without any warranties or guarantees (express or implied) on the part of the vendor as to its functionality, effectiveness, safety for use, merchantable quality or fitness for purpose within the meaning of the Sale of Goods Act 1893, and Sale of Goods and Supply of Services Act 1980.
- The vendor does not act in the course of his business within the meaning of the Sale of Goods Act 1893 and the Sale of Goods and Supply of Services Act 1980.
- The vendor accepts no liability whatsoever for any loss or damage howsoever caused or incurred by the purchaser or any other person, as a result of the use by such person of the goods.

(Describe the Machine/Machinery/Equipment/Furniture)

I, (name of purchaser) hereby agree to purchase the above described items on the terms as outlined above and I hereby further acknowledge as follows:

1. I have inspected the goods prior to signing this Contract and I am satisfied as to the present condition and the state of repair of the items.
2. I acknowledge that I am not dealing as a consumer within the meaning of the Sale of Goods Act 1893, the Sale of Goods and Supply of Services Act 1980 and the Consumer Protection Act 2007.

Signed: _____
 School Principal//Centre Manager

Signed: _____
 Purchaser

Date: _____

Date: _____



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Appendix E: Confirmation of Donation (Sample)

I can confirm that _ (name of receiving organisation/ institution) has received the following item(s) of equipment free of charge from Waterford and Wexford Education and Training Board (WWETB) for use in training/education:

List/ Description of equipment:

I acknowledge the transfer of ownership of the asset(s) including all associated costs and liabilities from WWETB to the Receiving Body

Signed: _____
School Principal//Centre Manager

Signed: _____
Receiving Body

Date: _____

Date: _____



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Appendix F: Centre Register Disposals of Equipment/Furniture (Sample)

Year Ending _____

School/Centre _____

Details	Stock Book Ref	Serial No/Other Ref	Year & Cost of Purchase	Transfer to:	Sale (Name of buyer, Value, R/N)	Donate to:	Scrap: (Method)

I certify that disposals have been carried out in accordance with the approved procedures of the WWETB & that stock books have been updated.

Signed: _____
 School Principal/Centre Manager

Date: _____