

THRAPSTON & DISTRICT U3A DISPOSAL POLICY



Assets owned by Thrapston & District U3A, irrespective of funding source, remain the property of the U3A until sold or otherwise disposed of.

RESPONSIBILITY

Trustees are responsible for the sensible disposal of surplus equipment. It should only be sold once it has been determined that the U3A no longer has a use for it.

Consideration by Trustees to include:

- Reuse: (within the U3A)
- Sell: maximising income by ensuring a fair price is received
- Recycle or Destroy: (minimising cost) ensuring that unusable Items should be appropriately and safely recycled or destroyed.

Trustees should record their discussion in the minutes of a full committee meeting, where disposal of the item was detailed on the agenda.

DISPOSAL FORM

All disposals must be recorded on an U3A Asset Disposal Form.

RE-USE

If the item can be used elsewhere in the U3A or is determined to be useful in the event of unforeseen circumstances, then it should be retained in an appropriate location and recorded on the Equipment Register.

SALES

When selling the asset either to members or externally, trustees should look to maximise any income and therefore following areas should be considered.

- Determine a small range for its current value by looking at its initial purchase price and taking into account its age and condition. This applies even if the item has already been written off with depreciation. Trustees will fulfill their responsibilities if they demonstrate that they used their best judgement.
- The item can be offered to members first, but assets transferred to members must be charged for at the same expected from a wider audience. It is not permissible to give assets away to members without charge, or at a discount.

Review Date: Annually in August.

In addition:

An invoice must be created.

The item should be removed from the equipment list and asset register and any sale proceeds recorded in the U3A Accounts.

The new owner must accept responsibility for all aspects of ownership in writing.

RECYCLED OR DESTROYED

Trustees should determine the most appropriate method for item.

LEGISLATIVE REQUIREMENTS

The U3A must take into consideration all legislative requirements before undertaking any kind of disposal. These include:

- WEEE (Waste Electrical & Electronic Equipment) Regulations (Safe disposal)
- Health and Safety considerations [PAT safety guards if fitted when new etc.]

IT ASSET DISPOSAL

Disposal Of IT equipment is a special case since all sensitive data must be removed prior to disposal.

The U3A IT Manager should determine the level of sensitivity of the data stored on the device and identify any U3A licences for software on the device.

The data erasure requirements for the device should be based the sensitivity of the data.

Review Date: Annually in August.