DISPOSAL OF SURPLUS ASSETS

Background

Procedures must be in place for the disposal of surplus assets of the school district and its schools.

1. Subject to the *School Act*, assets and supplies surplus to requirements may be disposed of without incurring costs for sale or storage.

2. In general, surplus assets and supplies shall be sold publicly or, if valueless, shall be scrapped.

3. Principals or department heads will determine if an asset is surplus to the needs of the school or department. Determination as to whether or not an asset is surplus to the needs of the school district will be made by the responsibility manager or the appropriate Assistant Superintendent.

4. The means of disposal will be determined by the Secretary Treasurer.

Guidelines

1. An asset may be declared surplus if:

   1.1 As a result of changing curriculum, regulations, or school district policy, it is no longer in use in district schools.

   1.2 Because of age or technological advances, it no longer meets educational specifications.

   1.3 When a standardization program has been undertaken, it is of a type that is not compatible with other units in use.

   1.4 The condition of the asset is such that the cost of repair is not warranted.

   1.5 Because of an increasing incidence of lost time for repairs, it is decided to replace it.

   1.6 The quantity on hand exceeds anticipated requirements of three years.

2. An asset having an original cost of less than $10,000 may be declared surplus at the discretion of the responsibility manager or assistant superintendent.

3. An asset having an original cost in excess of $10,000 shall be declared surplus by the board on the recommendation of the Superintendent of Schools.

4. Notwithstanding Guideline 2 above, declaration of any land and buildings as being surplus shall be made by the Board.

Procedures

1. Method of Disposal

    1.1 Assets may be disposed of by:

        1.1.1 Public sealed tender.

        1.1.2 Auction – general or on consignment.

        1.1.3 Fixed- or variable-price public sale.

        1.1.4 Trade-in.

        1.1.5 Private sale.

        1.1.6 Scrapping.

        1.1.7 Return to original vendor.

    1.2 The following factors shall be considered when any asset is declared surplus:

        1.2.1 Whether the potential gain to the school district will offset advertising and other related costs of a public sale, either by tender or fixed price.

        1.2.2 Whether there is sufficient volume and variety of assets to be disposed of to warrant an auction or other major public offering.

        1.2.3 Whether the amount offered on trade-in reasonably represents the net recovery to the school district under other means of disposal.

        1.2.4 Whether the asset has any significant residual value and whether any market exists for it.

    1.3 Private sale of surplus assets shall be restricted to those assets considered to be relatively valueless or items that have been previously offered unsuccessfully for public disposal.

    1.4 It is the responsibility of Purchasing to ensure that assets are removed from school district premises within a reasonable period of time after bids have been accepted by the school district.

2. Retention of Surplus Assets

    2.1 Nothing in this policy or regulations shall make it mandatory to dispose of surplus assets.

3. <u>Proceeds from Disposal</u>

   3.1 Excepting trade-ins and the return of goods to suppliers, all proceeds from the disposal of surplus assets are credited to the school district.

   3.2 All sales of surplus assets are on a cash-and-carry basis, with no warranties or guarantees being provided or implied by the school district.

4. <u>Employee Purchases of Surplus Assets</u>

   4.1 School district employees may bid on surplus assets in the same manner as any other member of the general public.

   4.2 A bid received from an employee prior to a public offering will be considered as a reserved bid when disposal action is initiated. Only if this reserved bid is the highest received would the asset be sold to the school district employee.

Reference: *School Act, Sections 74 and 85*