

Christ Church Cottingham Asset disposal policy 2018

For the purpose of this policy “assets” refers to any item with an original cost/value of £50 or more.

The safekeeping and maintaining of all assets is the legal responsibility of a charity’s trustees. For this reason, the disposal of all assets owned by Christ Church Cottingham (1147114) or Christ Church Cottingham CIO (1174283) must be approved by a minimum of two trustees.

Approval must be given in writing (either email or in note form) and a copy, detailing the reason for the disposal and signed by the two trustees must be stored on file for a minimum of 6 years following the financial year end of the year in which the disposal is made.

Any disposal of assets without the approval of two trustees is tantamount to theft from the charity and would need to be dealt with accordingly.

Christ Church Cottingham Asset lending policy 2018

The safekeeping and maintaining of all assets is the legal responsibility of a charity's trustees. For this reason, the lending of all assets owned by Christ Church Cottingham (1147114) or Christ Church Cottingham CIO (1174283) must be approved by a minimum of two trustees. This will ensure that assets are not lent in circumstances where they would not be covered by insurance should anything happen to them. No assets shall be lent out to non-members of Christ Church Cottingham or Christ Church Cottingham CIO.

In addition, approval by leadership should minimise disruption to Christ Church and prevent assets being inadvertently promised to different people at the same time.

Approval must be given in writing (either email or in note form) and a copy, detailing the reason for the asset being lent, the time period for the lending and must be signed by the two trustees. This documentation must be stored on file for a minimum of 6 years following the financial year end of the year in which the asset is lent.

All assets must be signed out and signed back in to church within the time frame agreed by leadership.