

4.2

POLICY ASSET PROTECTION

"To live, learn and love with Jesus, being the best we can be"

Assets must be protected, adequately maintained and not subject to unnecessary risk. The Board of Trustees is responsible for over viewing the programming and funding of general maintenance of the school grounds, buildings, facilities and other assets to provide a clean, safe, tidy and hygienic work and learning environment for students and staff. Accordingly, the principal must:

1. Ensure all assets are insured
2. Only allow authorised personnel or groups to handle funds or school property
3. Ensure plant and equipment is not subject to improper wear and tear or insufficient maintenance or inappropriate use
4. Maintain an up to date asset register for all items of furnishing, plant machinery, equipment, text and library books costing more than \$500.00
5. Ensure the implementation of the 10 year property maintenance plan
6. Engage sufficient property maintenance staff for the school within budget limitations
7. Receive Board approval for maintenance contracts over \$1000 for any one contract
8. Conduct competitive tenders for all contracting
9. Protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication.
10. Receive, process or disburse funds under controls that are sufficient to meet the board-appointed auditor's standards
11. Invest or hold operating capital in secure accounts, or in interest bearing accounts except where necessary to facilitate ease in operational transactions

Updated April 2019