

Asset Protection Policy

Purpose:

The objective of the policy is to ensure the school's physical and financial assets are afforded adequate protection at all times.

Guidelines:

It is the Principal's responsibility to ensure the school's assets are protected and properly maintained at all times, the Principal will:

- 1 Maintain a Fixed Asset register. This will contain the information specified in the "Financial Information for Schools" handbook.
- 2 Insure school property.
- 3 Ensure only authorised personnel will be able to handle funds or school property.
- 4 Ensure school equipment will not be subjected to improper wear and tear or insufficient maintenance or inappropriate use.
- 5 Work with the property manager to ensure the implementation of the 10 year property and maintenance plans.
- 6 Ensure Intellectual property, information and files are protected from loss or significant damage or unauthorised access or duplication.
- 7 Ensure funds are received, processed or disbursed under controls that are sufficient to meet the auditor's standards.
- 8 Ensure the school doesn't invest or hold operating capital in insecure accounts or in non-interest bearing accounts except where necessary to facilitate ease of access for operational transactions.
- 9 Implement theft and fraud protection procedures that meet the requirements and standards as set out in the Crown Entities Act 2004.

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