



## **HERIOT SCHOOL ASSET PROTECTION POLICY**

Assets may not be unprotected, inadequately maintained or unnecessarily risked. The Board of Trustees is responsible for over viewing the programming and funding of general maintenance of the schools 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 shall not:

1. fail to insure assets.
2. allow unauthorised personnel or groups to handle funds or school property.
3. subject plant and equipment to improper wear and tear or insufficient maintenance or inappropriate use.
4. fail to 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. fail to ensure the implementation of the 10 year property maintenance plan.
6. fail to engage sufficient property maintenance staff for the school within budget limitations.
7. fail to receive board approval for maintenance contracts over \$5,000 for any one contract.
8. fail to conduct competitive tenders for all contracting.
9. fail to 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 insufficient to meet the board-appointed auditor's standards.
11. invest or hold operating capital in insecure accounts, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions.
12. fail to ascertain whether any damage reported is vandalism or accidental and deal with as deemed to be appropriate.

*Review schedule: Triennially*