



Operational Policy 7 Asset Protection

National Administration Guideline 4

According to legislation on financial and property matters, each School Board is also required in particular to:

- i. allocate funds to reflect the school's priorities as stated in the charter;
- ii. monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989;
- iii. comply with the negotiated conditions of any current asset management agreement and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

Our Commitment

The Miramar Christian School Board will ensure the school's financial and property resources are prudently managed to effectively support our teaching and learning programmes, while providing a healthy and safe environment for our students and staff.

1. Asset Protection

Assets may not be unprotected, inadequately maintained or unnecessarily risked. The School Board 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 may not:

1. Fail to insure assets not related to the ownership of the property/buildings.
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 engage sufficient property maintenance staff for the school within budget limitations.
6. Fail to receive school board approval for maintenance contracts over \$5000 for any one contract.
7. Fail to protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication.
8. Receive, process or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards.
9. Invest or hold operating capital in unapproved or insecure accounts, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions.

