



Aidanfield

Christian School

Board of Trustees

Policy - Asset Protection

Assets may not be unprotected, inadequately maintained or unnecessarily risked. Accordingly, the Principal may not:

- Fail to insure assets.
- Allow unauthorised personnel to handle funds or School property.
- Subject plant and equipment to improper wear and tear or insufficient maintenance or inappropriate use.
- Fail to ensure the implementation of the 10 year property maintenance plan.
- Fail to protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication.
- Receive, process or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards.
- Invest or hold operating capital insecure accounts, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions.

BOT Chair Sign:

Adopted on :

September 2021

Date of Review

2024