

## PROPERTY POLICY FOR PRESCHOOL

The Council realises the importance of school property as the largest financial asset, therefore, there is a need to insure, maintain and review in accordance with best practice ensuring that is constantly meeting needs and provide for future growth.

Property must be protected and adequately maintained. Accordingly, the principal may not:

- fail to insure properties.
- 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 Council-appointed auditor's standards.
- invest or hold operating capital in insecure accounts, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions.
- allow the grounds and buildings to become unkempt.

The principal is delegated the responsibility to property manage the school. He/she will develop the following procedures;

- Property Security
- Property Procedure
- 10 year Property Development Plan (Capital Expenditure)

Signature of Chairperson, Wa Ora Montessori School \_\_\_\_\_ Date \_\_\_\_\_