



Rudolf Steiner School Trust Otago

Asset Protection Policy

1. Assets must be protected, adequately maintained and not put at unnecessary risk. The Proprietors Trust (Rudolf Steiner School Trust Otago) is accountable for the safe keeping of school resources.
2. The Management Team is responsible for :
 - (a) Ensuring all assets are insured appropriately
 - (b) Only allowing authorised personnel to handle funds or school property
 - (c) Ensuring that plant and equipment are adequately maintained and used appropriately
 - (d) Ensuring the 10 year property maintenance plan is implemented
 - (e) Protecting intellectual property, information and files from: loss, significant damage, unauthorised access and unauthorised duplication
 - (f) Ensuring that funds are received, processed and disbursed under controls that meet the Trust and Kindergarten auditor's standards
 - (g) Investing any funds in excess of those required day to day in secure interest-bearing accounts
 - (h) Ensuring that a fixed asset register is kept of all assets purchased for over \$500 with a useful economic life of over one year.
3. Disposal of any assets which cost over \$1,000 must be approved by the Proprietors Trust.
4. All staff and members of the Trust are informed of this policy and consulted with prior to any changes. The school community is informed of this policy through the parent handbook.

Redrafted May 2023

Signed: Kussi Hurtado

Name: Kussi Hurtado

Dated: 14 / 09 / 23 Review Date: / /