

**LAKE TAUPO CHRISTIAN SCHOOL
Administration Policy**

Ratified by B.O.T. **Date: June 2018**

Review Date: June 2021

Signed Chairman:

POLICY TITLE: *Assets Register* (Control of Assets)

POLICY NUMBER: 18 NAG'S REF: 4

PURPOSE:

To provide for the efficient control of the schools assets.

GUIDELINES / OBJECTIVES:

1. The school's Assets are recorded in the *Assets Register*. The Register is the responsibility of the BOT.

2. It is the responsibility of the Principal in conjunction with the Treasurer that periodical purchasing of assets are recorded in the *Assets Register*. In practice this task will be attended to during administration of payment of the assets invoice.

3. All school assets must be treated with care. Students who mistreat assets may be made responsible for the costs to repair or replace.

4. Where assets have been damaged or lost, the staff member delegated with the responsibility of their care must be informed, so that they can arrange repair or replacement of the equipment.