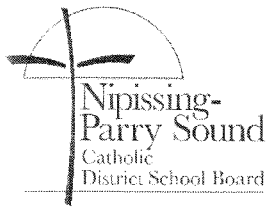


BOARD POLICY



POLICY: EL 7

SUBJECT: ASSET PROTECTION

POLICY STATEMENT

The Director of Education shall not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

The Director of Education shall not:

1. Allow Board members, staff, and the organization itself to be inadequately insured against theft, casualty and liability losses.
2. Allow unbonded personnel access to material amounts of funds.
3. Subject plant and equipment to improper wear and tear or insufficient maintenance.
4. Unnecessarily expose the organization, its Board of Trustees or staff to claims of liability.
5. Conduct procurement without clear and objective selection criteria and transparency about the process.
6. Operate without adequate safeguards to protect intellectual property, information and files from loss or significant damage.
7. Receive or disburse funds under controls insufficient to meet the standards of the Board-appointed auditor.
8. Hold funds in non interest-bearing accounts except where necessary to facilitate ease in operational transactions.
9. Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of Ends.
10. Engage in banking services for operations with any institution other than a chartered bank.
11. Acquire, encumber or dispose of real property.
12. Allow the Catholic community to be unaware of the importance of maintaining the registered school support record and unsupported if they wish to be registered as separate school supporters.

Monitoring: January	Method: Internal	Frequency: Annually
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Approval Date: 2005 11 29 (NPS 220-05)	Effective Date: 2016 06 01
Revision Date(s): 2008 03 25 (NPS 28-08) 2012 01 31 (NPS 12-12) 2013 04 30 (NPS 72-13) 2016 05 31 (NPS 74-16)	Review Date(s): 2016 01 26 2017 01 31



 Chair of the Board



 Secretary of the Board

Distribution: