



Operational Policies

2.01 Asset Management Policy

Classification: Finance and Administration

Date: September 2020

Applies to: General Manager

Review Date: November 2023

Approved by: The Board

Purpose:

- To ensure the adequate protection of the tangible and intangible assets of the Kaitiaki Kindergarten Association

Definitions:

- Kaitiaki Kindergartens – is referred to as 'The Association'
 - Head Teachers and Centre Managers- are referred to as Service Leaders
 - Kindergartens and Early Learning Centres - are referred to as services
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Policy

The General Manager will protect and adequately maintain all tangible and intangible assets of the Association. Accordingly, the General Manager will ensure:

Procedures

- All assets, individually more than \$1,000 exclusive of GST, are inventoried in an asset register;
 - Depreciation rates of assets to comply with IRD guidelines.
 - All assets are insured;
 - Systems are in place to ensure only authorised personnel are allowed to handle funds and the organisation's property;
 - Plant and equipment is adequately maintained and used in an appropriate manner;
 - A 10yr property maintenance plan is developed and executed;
 - A 10yr property capital expenditure plan is developed and executed;
 - Intellectual property, information and files are protected from loss or significant damage or unauthorised access or duplication;
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Kaitiaki Kindergartens

- Sufficient controls are in place, in relation to receiving or disbursing funds, to meet the auditor's standards;
- Operating capital is held in accounts which are secure and, except where necessary to facilitate ease in operational transactions, interest earning;
- Protect the Association's public image and credibility at all times.

Signed:

General Manager

Date:

29/7/21

Endorsed by

Signed:

President of the Board

Date:

29/7/21