Halfway Bush School
Audit Committee Report: Asset Protection Policy and Resources Procedures

Reported to the BOT on:

Resources Procedures Checklist

Item	Y es	No – with comment
Recommendations highlighted in the annual audit have been actioned (Procedure 4.1 and 4.2)	☐	☐
If an allegation of theft or fraud has been received, procedure 4.3 has been followed (Procedure 4.3)	☐	☐
The gift register has been maintained (Procedure 4.4)	☐	☐
If staff have received travel reimbursements, Travel procedure 4.5 has been followed (Procedure 4.5)	☐	☐
School policy and MOE guidelines have been followed in the event of a Foreign Fee Paying student being enrolled (Procedures 4.7 and 4.8)	☐	☐
Maintenance from the 10YPP has been carried out in accordance with the MOE property management handbook (Procedure 4.9)	☐	☐
The monthly building check has been completed (Procedure 4.9)	☐	☐

Results and Trends:

Recommendations to the Board:

Signed: ___________________________________ Audit Committee Chair