Washougal School District 112-6
Executive Responsibilities 10 – Asset Protection
Board Review Date: August 8, 2023

The Superintendent shall ensure district assets are protected, maintained, and used appropriately and shall ensure district policy limits the district's exposure to risk.			
Superintendent Will:	Evidence Requested	Board Notes	In Compliance
Develop and maintain an inventory of district property that: a. protects the property, facilities, theft sensitive assets, and capital assets of the district b. establishes a preventive maintenance schedule for facilities and equipment c. conducts energy assessments and modifications for energy savings d. requires board approval prior to acquisition, encumbrance, or disposal of real property	• inventory overview with surplus list and missing item list • overview of preventive maintenance schedule, highlighting major expenditures like roofing or turf replacement (presented as part of ER 9) • energy comparison year-to-year, overview of any energy saving projects • list of property transactions		X
Establish fiscal procedures to protect the district's financial assets that: a. provides insurance coverage against theft, casualty, and liability losses b. ensures only bonded personnel have access to funds in excess of $5,000 c. ensures purchases are in accordance with state and board policy on procurement d. follows generally accepted accounting principles for government in receiving, processing and dispersing funds	• name of insurer (ESD112) and coverage in place • public official bonds in place • financial approvals and authorization are required for fiscal transactions following board policies and generally accepted accounting principles		X
Minimize risk and liability for the district, Board, and staff by: a. training staff on legal issues and seeking legal counsel when warranted b. protecting intellectual property, information, records, and files from loss or damage	• list of trainings provided to staff on common legal pitfalls • overview of safeguards for records and intellectual property		X