

PROPERTY SECURITY AND BANKING YEAR END REMINDERS

- **ITEMS TARGETED FOR THEFT** - computers, printers, fax machines, A.V. equipment, musical instruments and power tools.
- **RELOCATE TARGETED ITEMS** -
 - a) Out of portables.
 - b) Out of access - away from heavy traffic areas.
 - c) Out of construction areas into a secure location with burglar alarm, screened windows, and/or motion detectors, if possible. (Wherever possible store items above floor to reduce dampness effect or in case of flood.)
- **INVENTORY LISTS** should be updated for easy identification of missing items.
- **LOCK ALL DOORS AND WINDOWS** - Only active, supervised rooms should be unlocked.
- **CLOSE CURTAINS** - The sight of accessible target items is an invitation to thieves.
- **PERSONAL PROPERTY** - The Board's insurance policy does not cover property owned by staff or students. Personal property should be locked in desks, cupboards or lockers during the school year but should be taken home for vacation periods.
- **FINANCIAL DOCUMENTS** - Store all financial documents, blank cheques and bank books securely at the school over the summer. Deposit all cheques, cash and petty cash at the bank before summer break.
- **SCHOOL BANKING REMINDER** - School banking monthly reconciliations as well as CSAC financial information for the interval from September 1 2011 to August 31, 2012 is required by the end of September 2012 for inclusion in the Board's August 31, 2012 year end financial statements.

(Any questions related to risk management issues may be directed to John Gardiner, 222-8282, ext. 2101.)