



## CHIVIRIKANI PRIMARY SCHOOL

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# SCHOOL POLICY

## Losses and Damages to Property

**EFFECTIVE DATE:** \_\_\_\_\_

### REVISION HISTORY:

As amended on:

11 October 2016 - Section 18(2)(a) of the Public Finance Management Act 1999

### PURPOSE

To ensure that all losses and damages according to Section 18(2)(a) of the Public Finance Management Act 1999 are appointed in writing to a Central Control Officer.

### AIM

- To ensure that our school report all damages and losses done to State Property.
- To do stock take from time to time in accordance to our Inventory Policy and record losses.
- To ensure that our school building is maintained and that any damages due to violence, vandalism etc. are reported in writing to our relevant LCO.

## **PROCEDURE**

- Any official (staff member) that becomes aware of a loss or damage to state property must immediately report such a loss or damage to the financial officer or principal so that it is done in writing and sent to the relevant LCO (Loss Control Officer) at the Department of Education.
- Keep a loss register at the financial officer of all losses and damages recorded.
- Investigate each incident involving a loss or damage, or have it investigated, get statements etc.
- Copies of all entries of loss or damages should be forwarded quarterly to the Central Loss Control Officer even if there is a nil return.
- The attached form must be completed in a loss register:

**LOSS REGISTER SHEET**

**SCHOOL NAME:** \_\_\_\_\_

DATE OF LOSS	DATE CASE RECEIVED / REPORTED	DEPT. LOSS REGISTER NUMBER	FILE NUMBER	DETAILS OF LOSS	AMOUNT OF LOSS	AMOUNT RECOVERABLE	AMOUNT WRITTEN OFF	AUTHORISATION NUMBER	AUTHORISED BY	REMARKS / FOLLOW-UP
				<b>TOTAL:</b>	R	R	R			

**CHECKED AND VERIFIED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

