

SE-8: ASSET PROTECTION

Adopted: 07/26/00

Revised: 04/16/02; 03/13/03; 11/13/03; 04/14/05; 10/12/06
04/02/12; 01/08/15; 09/22/16; 05/25/17

Board of School Trustees

CLARK COUNTY SCHOOL DISTRICT

The Superintendent shall ensure District's assets are protected, adequately maintained, at no unnecessary risk, and maximized.

Further, without limited the scope of the foregoing by this enumeration, he/she shall:

1. Maintain required or mandated insurance to protect the District's assets.
2. Allow only bonded personnel access to material amounts of funds.
3. Ensure property, plant and equipment is subject to proper wear and tear and sufficient maintenance.
4. Ensure the organization and its Board and staff are not unnecessarily exposed to claims of liability.
5. Make all purchases:
 - A. Using only the District's central purchasing rules and authorization.
 - B. Wherein normally prudent protection has been given against conflict of interest.
 - C. Wherein preference has been given to Nevada vendors where appropriate.
 - D. In compliance with NRS Chapter 332.
 - E. In any amount only for which funding has been included in the budget with specific Board approval.
 - F. Ensuring that splitting orders to avoid these requirements is not allowed.

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(continued)

6. Protect intellectual property, information, and files from loss or significant damage.
7. Receive, process, or disburse funds under controls, which are sufficient to meet the Board appointed auditor's standards.
8. Maintain and operate physical facilities in a manner that prolongs the life expectancy of the building and provides an appropriate educational environment.
9. Take measures to protect the organization's public image credibility in fiscal matters.
10. Annually certify to the Board as to the District's adequacy of insurance.
11. Invest the District's assets in a manner consistent with NRS Chapter 355 and District Regulation 3214, Investment Program.
12. Design, establish and implement a system of internal controls, in accordance with Generally Accepted Accounting Principles, that effectively mitigates any significant and/or material risks to the District.
13. Provide certification to the Board annually as to the effectiveness of the system of internal controls.