

**Policy 4.02**

**Category: Business Administration**

**Risk Management**

**BACKGROUND**

The CAPE charter school is responsible for the management of numerous kinds of assets. These include, but are not limited to, furnishings, money, financial investments, supplies, instructional materials, intellectual property, information, records, etc.

**POLICY STATEMENT**

1. The CAPE Charter Board believes that the security of all CAPE assets is of vital importance. These assets are crucial to the provision of the CAPE program to those students registered at the school.

**DEFINITIONS**

2. **Management** - the interlocking functions of creating corporate policy and organizing, planning, controlling, and directing an organization's resources in order to achieve the objectives of that policy.
3. **Security** - the state of being free from danger or threat.
4. **Assets** - resources with economic value that provides or will provide a future benefit.
5. **Processes** - a series of actions or steps taken in order to achieve a particular end.

**GUIDELINES**

6. The CAPE Charter Board is responsible for ensuring that all assets of the CAPE Charter Board are secure, protected, and not placed at risk.
7. The Superintendent and the Secretary-Treasurer are responsible for the development and implementation of processes that secure and protect all CAPE school assets.
8. The Secretary-Treasurer shall be responsible for monitoring the daily compliance with this policy.
9. If and when required, the CAPE Charter Board will secure the services of an investment broker who will be charged with the identification of business risks relevant to financial reporting, the significance of risks, the likelihood of occurrence and the making of changes which mitigate the risks to a level which is acceptable to the CAPE Charter Board and to Alberta Education.

**CAPE-Centre for Academic and Personal Excellence  
Policy Manual**

**Policy 4.02**

**Category: Business Administration**

10. The CAPE Charter Board will ensure that all assets are fully insured and regularly assess and review insurance coverage.

---

**References:**

---

Adopted: September 17, 2007

Motion: #2007-09-17-18

Revised: September 30, 2008

Motion: #2008-09-30-21

Reviewed: June 2011

Reviewed: July 9, 2013

Reviewed: September 2018

Reviewed: January 2022