

**NOBLE USE SERVANTS EVANGELISM TEAM**  
**AND ASSOCIATES**

**ASSET MANAGEMENT POLICY**

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## 1.1 Definitions of terms

**Asset:** An asset is a resource, tangible or intangible, controlled by the entity as a result of past events which is expected to be used during more than one reporting period and from which future economic benefits or service potential will flow

**Asset Management:** Management of the assets of the team as required by the policy which inter alia includes the compilation of an asset registers

**Carrying Amount:** The amount at which an asset is included in the statement or financial position after deducting any accumulated depreciation and any impairment losses thereon.

**Cost:** The amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire an asset at the time of its acquisition or construction

**Depreciation:** This is the systematic allocation of the cost of use of an asset over its useful life.

**Asset Register:** An asset register is a list of the assets owned or controlled by an entity. It contains pertinent details about each asset to track their value and physical location. Asset Register preferably in computerized format and maintained strictly in accordance with this document, which shall reflect all the assets of the team

**Residual value:** The estimated amount that the team would currently obtain from disposal of the asset after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life

## 1.2 Purpose

The Asset Management Policy provides direction for the management, accounting and control of Non-current Assets (Fixed Assets) owned or controlled by the team.

## 1.3 Policy

### 1.3.1 The National Assets and Logistics committee:-

- a) Shall be composed of the Assets and Logistics Director and four other members appointed by the NEB from the non-student members and or associates.

- b) Shall be in charge of the general oversight of all assets in the team including those under the operational management of other committees.(Assets control)
- c) Shall coordinate and discuss projects

### 1.3.2 Asset Control

Purpose;

- i. Shall ensure that complete records of asset items are kept, verified and balanced regularly.
- ii. Shall ensure that all movable assets are properly tagged and accounted for.
- iii. Shall conduct annual asset verification by checking selected movable assets and compare this inventory with the Departments asset sign-offs of the previous year.
- iv. The asset verification report shall reflect any discrepancies between the articles found during verification and the record referred to in the point above
- v. Shall ensure that the Asset Register is balanced annually with the general ledger and the financial statements.
- vi. Shall ensure that the relevant information relating to the calculation of depreciation is obtained from the departments and provided to the Finance department in the prescribed format.
- vii. Shall ensure that asset acquisitions are allocated to the correct asset code.
- viii. Shall ensure that, a completed asset disposal form, counter signed by the Asset Control Section, is presented.
- ix. Shall ensure that a verifiable record is kept of all obsolete, damaged and unused asset or asset inventory items received from the departments.

#### 1) Disposal of Asset

In compliance with the principles and prescriptions of the team Finance Policy in Article 7.2 and 7.3, the transfer of ownership of any asset shall be fair, equitable, transparent, and competitive.

#### 2) Write offs

An asset even though fully depreciated, shall be written off only on the recommendation of the personnel in charge of certain departments controlling or using the asset concerned, and with the final approval of the National Executive Board.

### 3) Proceeds on disposal of assets

When assets are disposed of whether by disposal or written off the asset values needs to be readjusted and offset against the proceeds. If the proceeds of the disposal are less than the carrying value recorded in the asset register, such difference shall be recognized as a loss in the cost center of the Department concerned. If the proceeds of the disposal, on the other hand, are more than the carrying value of the asset concerned, the difference shall be recognized as a gain in the cost center of the Department concerned

### 4) Maintenance of Assets

Regular maintenance can prevent or minimize unplanned and expensive breakdowns. Maintenance plans must therefore be drawn up to ensure minimum maintenance standards and execution to achieve the optimum use of assets as planned

### 5) Acquisition of Assets

The assets procurement shall be in compliance with Article 5 of the Finance Policy-procurement policy

In making the decision to acquire an asset the following fundamental principles should be carefully considered:

- a. The purpose for which the asset is required is in keeping with the objectives of the team and will provide significant, direct and tangible benefit to it.
- b. The asset has been budgeted for.
- c. The purchase is absolutely necessary as there is no alternative asset that could be upgraded or adapted.
- d. The asset is appropriate to the task or requirement and is cost effective over the life of the asset.
- e. The asset is compatible with existing equipment and will not result in unwarranted additional expenditure on other assets or resources.

- f. Space and other necessary facilities to accommodate the asset are in place and sufficient.
- g. The most suitable and appropriate type, brand, and model etc. has been selected.

### 1.3.3 Instruments management

- 1) **Utilization** -All assets should be used for the purposes they were acquired.

Asset performance should be regularly reviewed to identify under-utilized and under-performing assets.

#### 2) **Coverage**

This policy document covers all the public address instruments and any other asset of the team meant for public address facilitation.

#### 3) **Ownership**

The instruments outlined in article 2 are properties of NUSETA. Under no circumstance shall any individual, member or non-member, claim partial or full ownership of any team's instrument.

#### 4) **Management**

The National Assets and Logistics Committee shall be charged with managing NUSETA instruments.

#### 5) **Storage**

The instruments shall be stored at a place agreed upon by the National Executive Board

### 1.3.3.1Hiring the instruments

#### 1) **To NUSETA chapters**

- i) Chapter chairs shall write a letter to the National Executive Board through the chair not less than three weeks before the date the chapter expects to have the instruments. The letter shall contain among other things;
  - The instruments the chapter would like to borrow
  - The intended place of use
  - The time period of use

- Expected means of transport
  - Date and time the team expects to return the instruments.
- ii) The National Executive Board shall discuss the request and shall be at liberty to either approve or disapprove the request
  - iii) The NUSETA chair shall write to the chapter chair to notify him/her of the decision reached.
  - iv) Instruments shall only be released after signing of an INSTRUMENT RELEASE FORM which shall be filled in triplicate.
  - v) Maintenance shall be done at a fee not exceeding 2000
  - vi) Pick up shall be organized and done by the one of the pre-approved Hiring chapter Executive Committee members
  - vii) Transportation cost shall be met by the hiring chapter.
  - viii) At least one of the Assets and Logistics Committee members or an appointed personnel by the committee shall accompany the instruments for the period of use at the cost of the hiring chapter.
  - ix) A local expert within the hiring chapter must be present for physical handling of the instruments.
  - x) The instruments shall be returned undamaged to the storage place on or before the agreed date.
  - xi) In case of a delay exceeding 24 hours, a 25% of the hiring fee shall be charged per day.
  - xii) In case of damage, the chapter shall meet the repair cost and such repairs shall be done in the presence of at least one of the Assets and Logistics Committee members.
  - xiii) In case a damage is beyond repair or there is loss of an instrument, the chapter will be expected to replace the instrument with an exact or an amount equivalent to the instrument's market price at the time of payment

## **2) To non-chapters**

- i) The chair/head of the hiring team shall write a letter to NUSETA addressed to the National Assets and Logistics Director at least 30 days before the intended collection date outlining among other things;

- The hiring team's name
  - The intended place of use
  - The time period of use
  - The team desire to hire
  - Intended use
  - Intended date and time of returning the instruments
- ii) The National Executive Board shall discuss the request and shall be at liberty to either approve or disapprove the request.
- iii) The NUSETA chair shall write to the team's head at most two weeks after receiving letter notifying him/her of the decision reached.
- iv) Instruments shall only be released after signing of INSTRUMENT RELEASE FORM which shall be filled in triplicate.
- v) Hiring shall be done at a fee subject to
- Specific instruments hired
  - Number of instruments
  - Number of days hired
  - Area of use
  - Intended purpose
- vi) The standing charges per unit item, time and number of instruments shall be defined in the LENDING COSTS DOCUMENT
- vii) Transportation cost shall be met by the hiring team
- viii) At least one member of the Assets and Logistics Committee or an appointed personnel by the committee shall accompany the instruments for the period of use at the cost of the hiring team.
- ix) A local expert must be present for physical handling of the instruments.
- x) The instruments shall be returned undamaged to the storage place on or before the agreed date.



- xi) In case of delay exceeding 12 hours, a 20% of the hiring fee shall be charged per day and the team's head shall write to the chair explaining the reasons for the delay.
- xii) In case of damage, the Assets and Logistics Committee shall assess the damage. If the damaged instrument can be repaired, the cost shall be met by the hiring team and the repair shall be witnessed by at least two members of the technical team. If the instrument is damaged beyond repair, the hiring team shall be expected to replace the damaged item with an exact replacement or an amount equal to the instrument's market price at the time of payment. A similar replacement shall be made in case there is a loss of an instrument.

### **3) To individuals**

The instruments shall not be hired to individuals

#### **1.3.3.2 Disposal and replacement**

- i) In case an instrument is obsolete, worn out or out of service, the Assets and Logistics Committee shall notify the National Executive Board
- ii) Disposal and replacement shall be done in compliance to article 7.3 of the Finance Policy.
- iii) The executive shall report such during the general meeting