



# African Relief committee



## Asset Management Policy

### 1. Purpose

The purpose of this policy is to establish clear guidelines for the acquisition, use, maintenance, and disposal of assets owned or managed by the African Relief Committee (ARC). This ensures accountability, transparency, and efficiency in managing resources that support humanitarian operations.

### 2. Scope

This policy applies to all ARC staff, field teams, and partners involved in the management of ARC assets, including but not limited to:

Vehicles and transportation equipment

Office furniture and equipment

IT hardware and software

Warehouses, shelters, and field structures

Non-Food Items (NFIs) and hygiene kits designated for distribution

### 3. Guiding Principles

**Accountability:** All assets must be recorded, tracked, and reported accurately.

**Transparency:** Asset management processes must be open to donor and partner verification.

**Efficiency:** Assets must be utilized to maximize humanitarian impact.

**Sustainability:** Assets should be maintained to extend their useful life and reduce replacement costs.

**Compliance:** All asset management practices must comply with donor requirements, ARC financial policies, and local regulations.

### 4. Asset Acquisition

Assets may be acquired through purchase, donation, or transfer.

All acquisitions must be approved by the Operations Coordinator and documented in the Asset Register.

Procurement must follow ARC's Procurement Policy, ensuring competitive bidding and value for money.

### 5. Asset Register

ARC shall maintain a centralized Asset Register that records:

Asset description

Serial number / identification tag

Acquisition date and cost

Funding source (donor/project)

Assigned custodian or department

Current location

Updates to the register must be made within 7 days of acquisition, transfer, or disposal.

### 6. Asset Use

Assets are to be used strictly for ARC's humanitarian operations.

Personal use of ARC assets is prohibited unless explicitly authorized.

Custodians are responsible for safeguarding assigned assets and reporting any loss, theft, or damage immediately.

### **7. Asset Maintenance**

Regular preventive maintenance schedules must be established for vehicles, IT equipment, and other critical assets.

Maintenance records must be kept and reviewed quarterly.

Field teams must ensure proper storage and handling of NFIs and hygiene kits to prevent spoilage or damage.

### **8. Asset Transfer**

Transfers between projects, departments, or field locations must be documented using an Asset Transfer Form.

The Asset Register must be updated accordingly.

### **9. Asset Disposal**

Assets that are obsolete, damaged beyond repair, or no longer required must be disposed of in a transparent manner.

Disposal methods may include sale, donation, or destruction, subject to donor approval.

Disposal must be documented with a Disposal Form and approved by the Operations Coordinator.

### **10. Reporting & Audit**

Quarterly asset reports must be submitted to ARC management and donors as required.

Internal audits of assets will be conducted annually to verify accuracy of the Asset Register.

Any discrepancies must be investigated and corrective actions taken.

### **11. Roles & Responsibilities**

Operations Coordinator: Overall responsibility for asset management and compliance.

Finance Department: Ensures financial records align with asset register entries.

Field Coordinators: Custodians of assets in their respective locations.

All Staff: Responsible for proper use and care of ARC assets.

### **12. Policy Review**

This policy shall be reviewed annually or as required to reflect changes in donor requirements, operational needs, or regulatory frameworks.

  
