

Assets Management Policy

Preamble

Fixed and capital assets worth more than R2 000 are regarded as assets in terms of this policy. The responsibility to implement and adhere to this policy shared between management and our office administrator.

a. Purpose

The purpose of this policy is to ensure that facilities, equipment and learning materials support the learning process and is appropriate to the learning services that are to be provided by the organization.

b. Scope

The policy defines the roles and processes in ensuring that facilities, equipment and learning materials are conducive and appropriate for learning:

1. Accurate Records of Fixed Assets
2. Additions to Capital Assets
3. Depreciation of Capital Assets
4. Disposal of Fixed Assets

c. Reference

South African Qualification authority Criteria and Guidelines for Providers: 2001.

d. Definition

None

e. Acquisition of KTRC assets

- Donations from registered and recognized entities and individuals. These donations should be declared and acknowledged by KTRC.
- Procurement processes. Assets shall be procured in accordance with the KTRC procurement systems.

f. Assets records

- All KTRC assets shall be recorded in the assets register of the organization
- Assets records shall be kept accurate and up to date
- Accurate records should be maintained of the cost and accumulated depreciation of all capital assets including property and equipment.

Board of Directors

- The acquisition of capital assets are controlled so that no unauthorized acquisition and disposal have been made and that records of each acquisition are accurate, complete, and recorded in the appropriate period.

These control measures apply:

- The office administrator should inspect goods for conformity with specifications on purchase of orders
- All capital assets should be identified upon their receipt by the use of a pre-numbered tag
- The tag should be permanently affixed in a readily visible area.

g. Policy: Physical Resources Management Policy and Procedure

Office Facilities

KHANIMAMBA TRAINING AND RESOURCE CENTRE will lease training space and a lease agreement will be entered into between the leaser and the organization as a lessee. The leaser will be responsible for management, upgrading and maintenance of the office facilities including the following:

- Provision of parking space including parking for disabled people.
- Ensuring accessibility into the building as per Occupational and Health standards and requirements
- Maintenance and cleaning of ablution facilities
- Garden maintenance and cleaning of the surroundings

Learning venues

KHANIMAMBA TRAINING AND RESOURCE CENTRE will conduct learning facilitation on mobile basis or in-house at the client facilities or premises. Venues will be hired to facilitate learning as required. The following criteria will be used to select venues for learning facilitation:

- Appropriateness for the type of learning to be followed
- Availability of training equipment
- Parking facilities
- Adequacy of space to accommodate all learners
- Proper illuminations
- Compliance with Occupational Health and safety requirements
- Proper ventilation
- Air-conditioning
- Ablution facilities
- Availability of refreshments etc.

Equipment

Training equipment like laptops, data projectors, flip charts stands, overhead projector, overhead screens etc. Will be managed on a pool basis and therefore shared among personnel within the organization. Each individual wishing to utilize any equipment in pursuance of company work will make a written requisition three days before the date of use.

Such persons in possession of company equipment are responsible for the safe keeping of the equipment. Should the equipment be stolen while in their possession, such persons should report the theft to the nearest police station within 24 hours after noticing such misdeed? In cases of theft resulting from absolute negligence from the person in possession of the company equipment, such person will be able for replacement of the equipment at values or at any fair price to be determined by management.

In case of accident or malicious damage of equipment, such person in possession of company equipment will report to management of the organization within 24 hours after the damage. Malicious damage, negligence or any damage that may not be regarded as accidental will result in the person liable for repairs or replacement of the equipment.

Training equipment will be kept in a proper operational condition to ensure uninterrupted learning experience and unnecessary breakdowns and trouble shooting.

Learning materials/resource

Learning materials will be upgraded and adapted on a continuous basis to relevancy and appropriateness to learners and economic sector. Quality materials should be produced at all times that is not offensive and discriminatory or causes incitement among group of learners.

Procedure for reporting theft and damage

In cases of theft or damage to equipment or any property in possession of any person offering services on behalf of the company, a report must be submitted with 24 hours after such theft or damage.

In case of theft or malicious damaged to company property in possession or responsible at time of such damage or theft report the case at the nearest Police station within 24 hours. Failure to report such a case will result with the responsible person liable for replacement or repairs of the equipment.

Procedure

- Record the property number on the tag in the detailed fixed asset ledger
- Record the location of the asset installation in the detailed fixed asset ledger
- Maintain accounts and complete detailed fixed asset ledger
- Post asset additions, disposals and period depreciation to the detailed ledger
- Reconcile the detailed fixed asset ledger to the general ledger for asset cost and accumulated depreciation annually.
- Management should review the result of the reconciliation before any adjustments to the account are recorded. Such review should be evidenced by a signature.

Addition to Capital Assets

- All additions to capital assets should be properly authorized by management
- Capital assets include property, plant and equipment assets having an estimated useful life of at least two years following the acquisition date
- Capital assets should be reported at historical cost
- The cost of a capital asset should include capitalized interest and ancillary charges necessary to place the asset into its intended location and condition for use.
- Items with useful lives less than two years or of small monetary value, less than R2 000 per unit cost, are reported as an expense or expenditure in the period in which they are acquired
- Control over non-capitalized capital-type is maintained by adequate control procedures.

General: Property, plant and equipment are generally categorized by the following broad assets types:

Asset type	Estimated Useful Life
Capital leases	Lease term
Land	Inexhaustible
Buildings	10 to 65 years
Vehicles and equipment	3 to 10 years
Furniture and equipment	10 to 15 years

Procedure:

- Record additions of capital assets in the detailed fixed asset sub-ledger
- Investigate and resolve differences found in the reconciliation

Depreciation of Capital Assets

- The cost, less salvage value, of all exhaustible capital assets should be allocated and depreciated over the estimated useful lives using the straight-line method
- The useful life should be determined when the asset is acquired
- Amortization of capital leases is included in depreciation expense
- Depreciation expense that can be specifically identified with a function should be included with its direct expense in the statement of activities.

General:

Capital assets are generally categorized by the following broad asset types

Asset type	Estimated Useful Life
Capital leases	Lease term
Land	Inexhaustible
Buildings	10 to 65 years
Vehicles and equipment	3 to 10 years
Furniture and equipment	10 to 15 years

Procedure:

- Record depreciation expense of capital assets
- Reconcile depreciation expense and accumulated depreciation in the detailed fixed asset sub-ledger to the general ledger.
- Investigate and resolve differences found in the reconciliation
- Results of the reconciliation should be reviewed and approved by the Director of Finance before any adjustments before adjustments are recorded. Such review should be evidenced by a signature

Disposal of Fixed assets

- Disposal of capital assets should occur only after proper authorization has been given
- Control over the disposition of property should be maintained not only to preserve the accuracy of the records but also to ensure that assets are safeguarded, improper disposal is avoided, and the best possible terms are received for disposal

Procedure

- Complete a Disposal Form for all disposals
- Management will review the Disposal Form
- Verify that the retirement/disposal is properly approved and documented
- Remove the cost from the appropriate asset account; the related accumulated depreciation, including depreciation to date of the disposal; and the profit or loss, adjusted for the cost of removal, should be recorded as income(gain) or expense (loss) item
- When the disposal is via a trade-in of a similar asset, the acquired asset should be recorded at the book value of the trade-in asset plus any additional cash paid. In no instance should the cost exceed the fair market value for the new asset
- Fully depreciated assets should remain on the property records with the related accumulated depreciation as long as the property is still in use.

Signed at: _____ on this ____ day of _____ 2025

Management signature
signature

Board of Directors' representative