



Glorious United For
Rural Development

ASSETS MANAGEMENT POLICY

AUGUST 3, 2025

GLORIOUS UNITED FOR RURAL DEVELOPMENT (GLORIOUS WANDA)
www.gurd.org



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GURD Rwanda Organizational Assets Management Policy

1. Purpose

To ensure effective, ethical, and sustainable management of GURD Rwanda's assets, enhancing operational efficiency, resource sustainability, and alignment with the organization's strategic goals of empowering women and girls through education and entrepreneurship.

2. Scope

This policy covers:

- Physical assets (equipment, vehicles, furniture, etc.)
- Financial assets (funds, grants, investments)
- Digital assets (software, databases, and intellectual property)
- Human resources (skills, knowledge, and time of staff and volunteers)

3. Guiding Principles

1. **Accountability:** Every asset is the responsibility of a specific custodian to ensure its proper use and maintenance.
2. **Sustainability:** Asset management practices should contribute to long-term operational sustainability.
3. **Efficiency:** Maximize the utility of all resources to support the organization's mission.
4. **Transparency:** Clear documentation of acquisition, usage, maintenance, and disposal processes.
5. **Equity:** Assets must be managed and distributed fairly, with priority given to programs and beneficiaries in need.

4. Policy Provisions

1. Capital Assets or Durable Assets

These are valuable, long-term assets essential for the organization's operations and sustainability. They are often more costly and require careful management.

Key Characteristics:

- High initial purchase value.
- Long useful life (years).
- Critical to achieving organizational goals.
- Requires regular maintenance to sustain functionality.

2. Supplies (Expendable or Consumable Assets) These are low-value, short-term items consumed during operations or program activities. They are often replaced frequently and do not depreciate.

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Key Characteristics:

- Low purchase value.
- Short lifespan (days, weeks, or months).
- Consumed or used up during normal operations.

4.1 Asset Acquisition

- **Needs Assessment:** All acquisitions must stem from a documented need identified during program planning or operational assessments.
- **Authorization:** Asset procurement requires the approval of the Executive Director or Board, depending on cost thresholds (e.g., small items: below 5,000,000 RwF for the Executive Director to take action and; major items: Above 5,000,000RwF for the Board to decide.)
- **Procurement Practices:** Preference will be given to cost-effective, durable, and environmentally friendly options sourced from inspected vendors.

4.2 Asset Inventory and Registration

- a) Maintain a **comprehensive asset registry** that includes:
 - Asset description, location, and custodian.
 - Purchase date, cost, and expected lifespan.
 - Maintenance and usage history.
- b) Assign **unique asset IDs** to facilitate tracking and auditing.

4.3 Asset Utilization

- **Access Control:** Assign assets (e.g., laptops, sewing machines) to specific users who sign a **responsibility agreement**.
- **Operational Guidelines:** Ensure clear instructions for asset use (e.g., training for digital design tools or machines) to maximize efficiency and minimize damage.
- **Monitoring Systems:** Regularly review usage logs for critical assets like computers and internet-enabled tools.

4.4 Maintenance and Repairs

- a) Establish a **maintenance schedule** for critical assets:
- b) Allocate an **annual maintenance budget** in the operational plan.
- c) Require a **Maintenance Officer** or part-time technician when an emergency happens and designated personnel to report on asset condition over the certain period.

4.5 Security and Safeguarding

- **Physical Security:** Secure storage for high-value items like computers and sewing machines.
- **Digital Security:** Use password-protected systems and data encryption for databases and antivirus updates.
- **Insurance:** Insure high-value and critical assets against loss or damage where possible like cars, motor vehicles etc.

4.6 Disposal of Assets

Develop a **disposal protocol** for assets that are no longer functional: Assess potential reuse, recycling, or donation to partner organizations.

Follow environmentally responsible disposal for electronic waste.

Approval for Disposal: All disposals must be approved by the Board or Operations Manager, and properly documented.

5. Roles and Responsibilities

- I. **Executive Director:** Approves major asset-related decisions and oversees policy implementation.
- II. **Operations Manager:** Manages day-to-day asset tracking, maintenance, and compliance with this policy.
- III. **Asset users:** Ensure proper use, storage, and reporting for assets assigned to them.
- IV. **Finance Department:** Track financial aspects of asset acquisition, depreciation, and valuation.
- V. **Internal Audit Team:** Conduct audits to ensure adherence to the policy and verify asset integrity.

6. Monitoring and Evaluation

- I. **Reporting:** Users (Staff/volunteers) must provide the operations manager with reports on asset condition, usage, and issues.
- II. **Audits:** Conduct thorough audits to reconcile the asset registry with actual inventory and address.
- III. **Performance Indicators:**
 - a) Reduction in asset loss or misuse.
 - b) Increased lifespan and functionality of critical assets.
 - c) Cost savings from timely maintenance and sustainable practices.

7. Penalties for Non-Compliance

Misuse, theft, or negligence related to organizational assets will result in:

1. Warnings or retraining for minor infractions.
2. Financial penalties or termination of duties for significant violations.
3. Legal action in cases involving theft or intentional harm.

8. Policy Review and Updates

This policy shall be reviewed annually based on the assets' updates and nature, or sooner if there are changes in GURD Rwanda's operations, structure, or external compliance requirements.

Approved by:

TUYISHIME Fidèle

NTAKIYIMANA Elie

UMUHIRE Maria Glorioso

Legal Representative

Secretary

Deputy Legal Representative



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Appendix 1: Asset Responsibility Agreement

Asset Responsibility Agreement

Employee/Volunteer Name: _____

Department/Program: _____

Asset Assigned: _____

Asset ID: _____

Terms of Use:

1. The assigned asset is for official GURD Rwanda use only.
2. The user is responsible for ensuring the security and proper maintenance of the asset.
3. Any loss, damage, or theft must be reported immediately to the Operations Manager.
4. Upon completion of the assignment or employment, the asset must be returned in good condition.

User's Acknowledgment:

I, _____, with a post of

_____ agree to comply with the terms outlined above and accept full responsibility for the assigned asset.

Signature: _____ Date: _____

Authorized by: _____ Date: _____

