



**FLEET, FUEL AND ASSET MANAGEMENT POLICY**

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## **1. INTRODUCTION**

### **1.1. BACKGROUND OF YMCA**

The Young Men's Christian Association (YMCA) of Liberia is an ecumenical movement comprising individuals and institutions that are committed to utilizing the teachings of Jesus Christ as the guidance in their endeavors to foster development among them and their communities, empowering them for social transformation. Since its founding in 1881 and up to present, the YMCA has operated as a youth and community development organization. The organizational programs are mainly geared towards developing young people in the areas of spirit, mind and body. To this target, YMCA implements programs of youth leadership development, peace building and civic education, health promotion, livelihoods and entrepreneurship training and education and life skills, among others.

YMCA has nearly one and a half century experience of service in Liberia. This period spanned from the forming of the nation, through the impact of two world wars, up to the end of the second republic. During this time, YMCA was known mainly for sports, recreational activities, and leadership development programs. During the Liberian civil wars from 1990 – 2003, the Liberia YMCA implemented programs of emergency assistance with feeding, literacy and recreational programs for disadvantaged children, feeding and support to displaced people, rehabilitation programs for ex-combatants and child soldiers, transit program and feeding for refugees, health service and school feeding, among others.

As an organization, we remain dynamic in our program interventions in order to meet the needs of young people and our program focus of the Liberia YMCA continues to be the development and training of young people through intellectual, physical, spiritual and skills-building programs. As a result of these programs, thousands of young people have developed knowledge, attitudes and skills and are now contributing to the development of their communities

#### **Vision**

Empowering young people for the African renaissance.

#### **Mission**

YMCA of Liberia is committed to unite and empower young people through self-development and service to the community as an extension of the Kingdom of our Lord and Savior, Jesus Christ.

## **Core Values**

*Initiative*

*Respect*

*Integrity*

*Inclusiveness*

*Commitment*

### **1.2. Definition**

Fleet management can be defined as the procedures in place to ensure effective utilization and maintenance of motorized asset

#### **This guideline has the following objectives:**

1. To ensure proper utilization, maintenance and follow up of the YMCA fleet
2. To control and manage the cost of the fleet

These procedures will govern all YMCA motorized assets (vehicles, motorbikes, generators,

## **2. General guidelines**

### **2.1 Asset Registration**

Once the motorized asset has been acquired (new or used) either by way of procurement or donation, the asset will be registered and given a YMCA code in compliance with the YMCA Asset management procedures.

The asset must visibly display the code and YMCA stickers. In addition, full information about Fleet items should be made available in one single location (file). Therefore the following processes must be followed:

#### **The Operations Officer has to:**

- I. Open a new folder for the fleet item
- II. File a copy of the Purchase/Donation Documents
- III. File the Registration documents (Vehicles)
- IV. Create a vehicle/ Asset Information folder
- V. Archive the Vehicle/Asset file in the Logistics department

## **3. Vehicle Management**

### **3.1 Movement Planning**

#### **3.1.0 Cars & Trucks**

The Operations Officer is responsible for planning the schedule of vehicle movements. Planning is essential for the coordination of all vehicle movements. It helps to efficiently

pool similar movement requests thus maximizing the use of resources while minimizing running costs.

This planning assists in establishing the availability or lack of enough vehicles as per the received requests or scheduled maintenance stops. The movement planning has to be prepared every week. Usually the Operations Officer collects travel information especially for long distance journeys from the different departments and services for the coming week.

The Operations Officer plans the vehicles according to the needs and according to the vehicle specificity (load capacity, driver experience, condition of the vehicle, communication asset).

The Operations Officer also has to consider the maintenance and repairs schedule for the vehicles as provided for by the mechanic.

It may not be possible to satisfy all the needs; in this case the Operations Officer has to move to the head of departments for sets of priorities. If the base requires additional vehicles or in case of a breakdown, the rental of temporary support vehicles is an option which has to be approved by the National General Secretary and the contracts processed by the Procurement Officer.

The weekly movement planning has to be prepared on paper or electronically. The day before the actual travel date, the planning will be written on a notice board accessible by all employees. It is essential to ensure good communication between the various departments and to give feedback as soon as a change occurs.

### **3.1.1. Motorcycles**

Movement planning for motorcycles is directly managed by the Project Coordinator/Officer to which the motorbike is assigned. If it is at the head office then the Operations Officer will be responsible for the movement planning.

### **3.1.2. Maintenance of the Vehicles**

Mechanical maintenance shall be based principally on preventive rather than curative maintenance. The purpose is to establish a uniform schedule for preventive maintenance for all vehicles, in accordance with manufacturer and context requirement.

Preventive maintenance and periodic inspection procedures help to prevent failures while the vehicle is in operation. Such procedures also reduce reliance on the driver, who may not have all the required skills and knowledge to detect vehicle deficiencies; however drivers are still a vital element for good fleet management.

Generally a driver is not only in charge of driving but he is also responsible for his/her vehicle. A professional driver should have mechanical knowledge to be able

to report and potentially resolve minor mechanical problems before they develop into bigger problems. The maintenance of the vehicles will be performed internally or externally depending on the magnitude of the mechanical problem.

### **3.1.3. Preventive Maintenance**

Therefore, the Operations Officer has to ensure:

- I. The mechanic/driver performs the weekly maintenance check
- II. The maintenance checklist is signed and filed in the vehicle folder once completed
- III. Each vehicle has a maintenance card indicating schedules of every maintenance activity to be done on the vehicle after specific kilometer intervals
- IV. An electronic maintenance follow-up is kept on the office computer
- V. Maintenance activities performed on the vehicle should be recorded in the vehicle maintenance form and its respective costs and filed in the vehicle folder

### **3.1.4. Repairs**

Should a vehicle require routine or specific repairs, the driver should inform the Logistics Manager and give him an estimate of time required to repair the vehicle if spare parts are available in stock. In this case, the following steps will be followed:

- I. The driver informs the Operations Officer of the mechanical problems, and parks the vehicle
- II. The mechanic comprehensively reviews the vehicle problems based on the driver's report
- III. The mechanic makes a professional estimate of the repairs required in terms of the specific spare parts and the duration of the repair
- IV. The Operations Officer will consult procurement department for guidance on acquisition of the spares
- V. Once approved and spare parts procured the repairs will be done, when this is not possible and depending on the mechanic's report, the car will be immobilized until repaired.

### **3.1.5. Parking**

All YMCA vehicles unless on assignment must be parked at the designated parking area. The staff of YMCA assigned vehicle must guarantee the organization that they have secured parking for vehicle assigned to them. In this case, the staff bears responsibility for any incident with the vehicle at such parking.

Always park the vehicles in position to leave in case of emergency.

### **3.1.6. Logbooks**

All YMCA vehicles will be provided with a logbook. The driver is responsible for ensuring that the logbook is completed and signed by the passenger. Should the passenger refuse to complete the logbook, the driver should immediately report

this to the Operations Officer. If the Operations Officer discovers any irregularity in the logbook, the driver will receive immediate disciplinary measures.

### **3.1.7. Car Information Folder**

All YMCA vehicles should have a multi-page document, which includes the vehicle's technical ID form, technical registration, and asset, driver's TOR, driving rules and regulations and accident papers.

### **3.1.8. Safety and Security**

All YMCA vehicles will be with the necessary safety items, including functioning seatbelts (front and rear), first aid kits, fire extinguisher and spare tire. The Operations Officer will check that these safety items are functional and in good condition on a weekly basis.

All YMCA drivers are expected to abide by country speed and traffic regulations. But in any case, the speed limit is 100km/hr. Any non-respect of safety measures will lead to immediate disciplinary measures against the driver and (if relevant) the Operations Officer.

### **3.1.9. Other Assets Management**

Other motorized assets such as generator can be allocated to fixed locations (project site) with very minimal re-locations. Hence, proper records and maintenance schedules should be made. The identity of the authorized operators for such asset should be clearly identified in order to avoid the risk of accidents and misuse of the asset.

Specific attention should be given to the instructions contained in the asset manual or user guidebook during their operation and maintenance. A copy of this book should be made available near the utilization point of the asset.

## **4. Generators**

Generators in any YMCA premises should be operated by either the mechanic or the guard on duty for that premise. These operators should be trained on how to operate and trouble shoot for basic technical problems. This will ensure effective use of the generators and avoid inconveniences especially for very small technical problems. As with vehicles, all generators will have a log book, completed by the operators.

### **4.1. Maintenance of the Asset**

The same basic principles of preventive maintenance for vehicles should be applied to all motorized asset.

The maintenance of the asset will be performed internally.

#### **4.2. Preventive Maintenance**

The mechanic/ technician have to base the maintenance program for the asset in accordance to the user's manual that accompanied the asset during purchase.

The Operations Officer has to ensure that the following is done:

- I. The mechanic performs the weekly maintenance check
- II. The maintenance checklist is signed and filed in the asset folder once completed
- III. Each asset has a maintenance card indicating schedules of every maintenance activity to be done to it after specific number of hours used intervals
- IV. An electronic maintenance follow-up is kept on the office computer
- V. Maintenance activities performed on the asset should be recorded in the asset maintenance form and its respective costs and filed

#### **4.3. Repairs**

Should the asset require routine or specific repairs, the mechanic should inform the Operations Officer and give him an estimate of time required to repair the asset if spare parts are available in stock.

In this case, the following steps will be followed:

- I. The asset operator informs the Operations Officer of the mechanical problems
- II. The mechanic/technician comprehensively reviews the asset's problems based on the operator's report
- III. The mechanic makes a professional estimate of the repairs required in terms of specific spare parts and the duration of the repair.
- IV. The Operations Officer will consult Logistics department to approve the repairs based on the available budget
- V. Once approved and spare parts procured the repairs will be done, when this is not possible, and depending on the mechanic/ technician's report, the asset will be immobilized until repaired.

#### **5. Fuel billing**

A direct link for any vehicle/ asset and its fuel cost must be established through an internal invoicing system. The Operations Officer therefore should maintain an effective tracking of fuel costs:

- Every vehicle/asset must use a fuel slip to request fuel
- The fuel slip will be approved by the Finance & Administrative Director and acknowledged by either the storekeeper or fuel supplier and a copy of the fuel slip filed
- The fuel will be sourced from YMCA's storage or fuel supplier with whom YMCA has signed an agreement.

The Operations Officer will compute the monthly fuel consumption per vehicle/asset with reference to the fuel slips per vehicle/asset.

- I. All the corresponding fuel slips will be archived in YMCA for at least 5 years.

## **6. Maintenance and Repairs**

Similarly, maintenance and repair costs should be tracked per vehicle/asset so that efficiency levels can be monitored and cost control measures adopted.

Therefore, for every maintenance and repair activity the following steps should be respected:

- I. Maintenance and repairs have to be approved by the Operations Officer
- II. A maintenance and repairs form should detail all the work done on the vehicle or the asset and their corresponding costs
- III. The form will then be signed by the mechanic and the Operations Officer and filed

### **6.1. Drivers Management**

Besides the infrastructure in the fleet department, the Operations Officer is responsible for managing the driver's and their daily working schedules.

It is recommended, especially for vehicles, that a specific driver be allocated to a specific vehicle i.e. a driver will be designated to a particular vehicle and will only be relieved by the pool driver (if any) during off duty or leave days. This will encourage respect of the vehicle by the driver and also determine the driving skill of the drivers based on their driving history. Otherwise, it is not easy to establish responsibility for careless driving behavior.

**Therefore, the Operations Officer should ensure the following:**

- I. Every YMCA driver meets the minimum competency levels and has valid driving documents
- II. Every vehicle is designated to a specific driver and a junior (pool) driver relieves him when off duty or on leave
- III. A driver's shift roster is made on a weekly basis and made available to all the drivers at the logistic office.
- IV. Ensure that driver's driving hours do not exceed 8 continuous hours per shift
- V. Ensure that the drivers obey YMCA driving and government traffic regulations

## **7. Accidents & Liability**

Drivers are responsible for immediately reporting all accidents or damage to YMCA vehicles to the Operations Officer. Reports must also be made to the police as well. If all paperwork is not submitted in a timely manner, the claim to the insurance companies may be denied and YMCA is responsible for the cost of repairs.

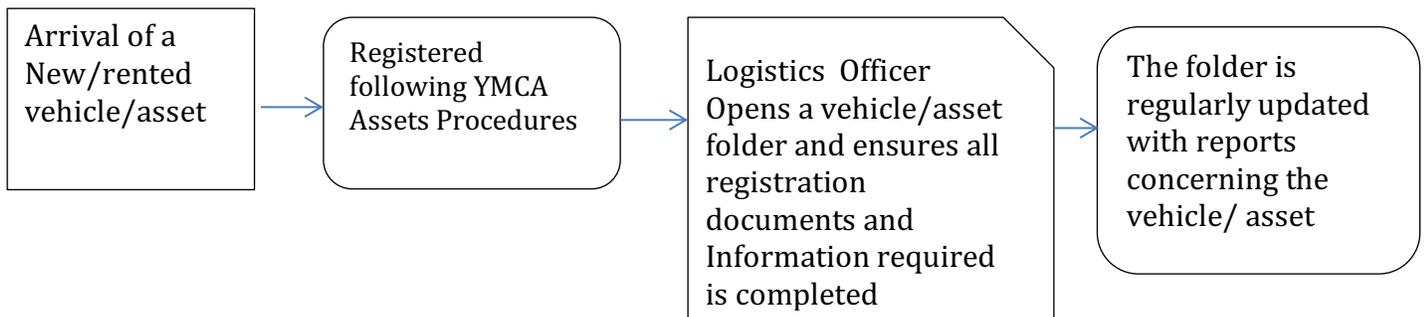
The driver should consult with the YMCA Operations Officer to confirm the appropriate accident reporting procedure. Each YMCA vehicle will have an accident kit in the glove

compartment advising employees of the procedures to be followed in the event of an accident. All procedures included in the accident kit need to be followed.

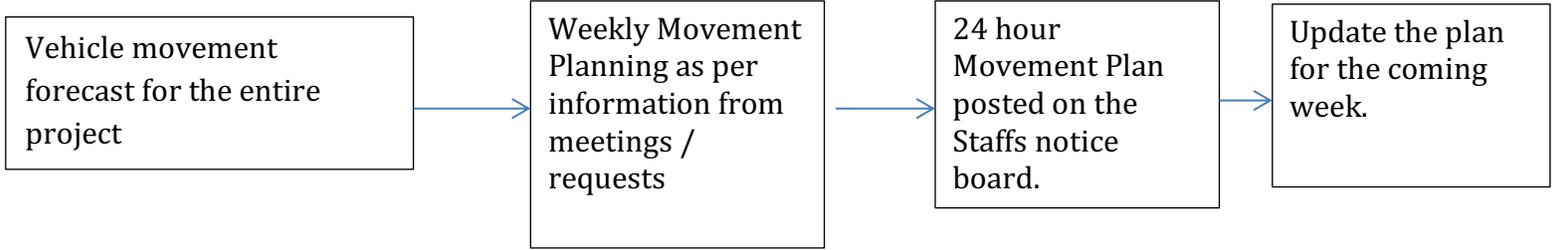
According to the instructions in the kit, the driver of the vehicle must follow these procedures after an accident involving a YMCA vehicle:

1. Contact the nearest law enforcement agency to notify them of the accident.
  - Obtain relevant information required from other parties involved to complete the Accident/Incident Report,
  - Ask for the case number and when the police report will be available,
  - Drivers are required to seek a police report wherever possible for all vandalism or hit-and-runs that exceed \$200
2. Report the accident immediately to the appropriate supervisor, Operations Officer and security staff.
  - If there is any bodily injury, immediately contact the Operations Officer. If after hours or on the weekend, call and leave a message with the driver's name and number where he/she can be reached
3. Complete the Vehicle Accident/Incident Report Form the same day including a supervisor signature and return to the Operations Officer within two (2) working days.
  - This accident report form may be found in the glove box of the vehicle, or may be obtained from the Logistics' office.
  - If the driver is unable to complete the accident report form, the supervisor is responsible for completing it. It is extremely important that the information is accurate and all blanks are completed, including the driver and supervisor signatures.
  - If a YMCA employee is injured, the appropriate forms should be completed by the employee or the employee's supervisor if the employee is unable to complete the forms.
4. Obtain and submit a copy of the police report to YMCA's Operations Officer.
  - If the police do not respond or do not complete a Motor Vehicle Accident report, but there is an injury, vehicle damage of \$200, contact the Operations Officer.

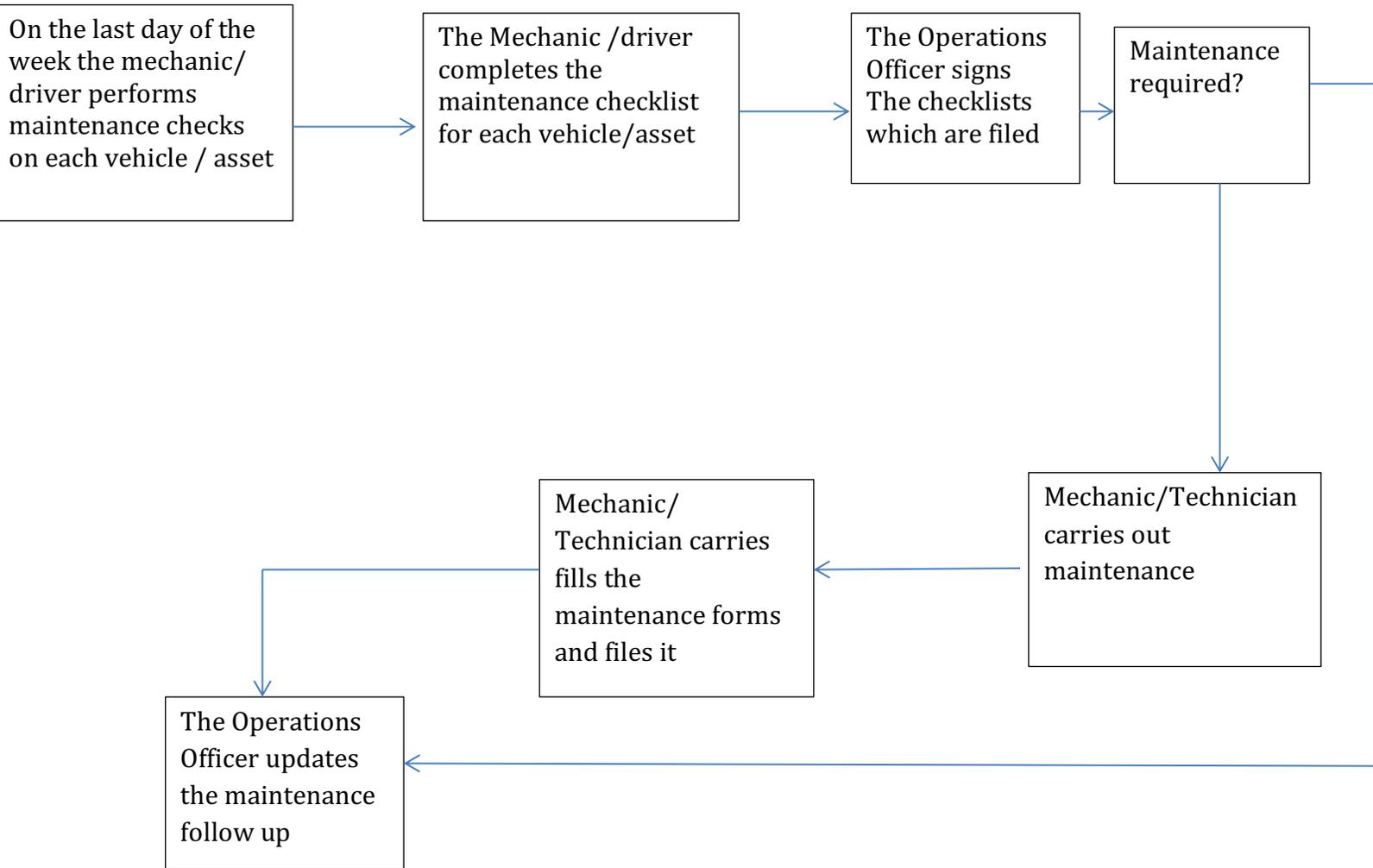
### **Motorized Asset Registration**



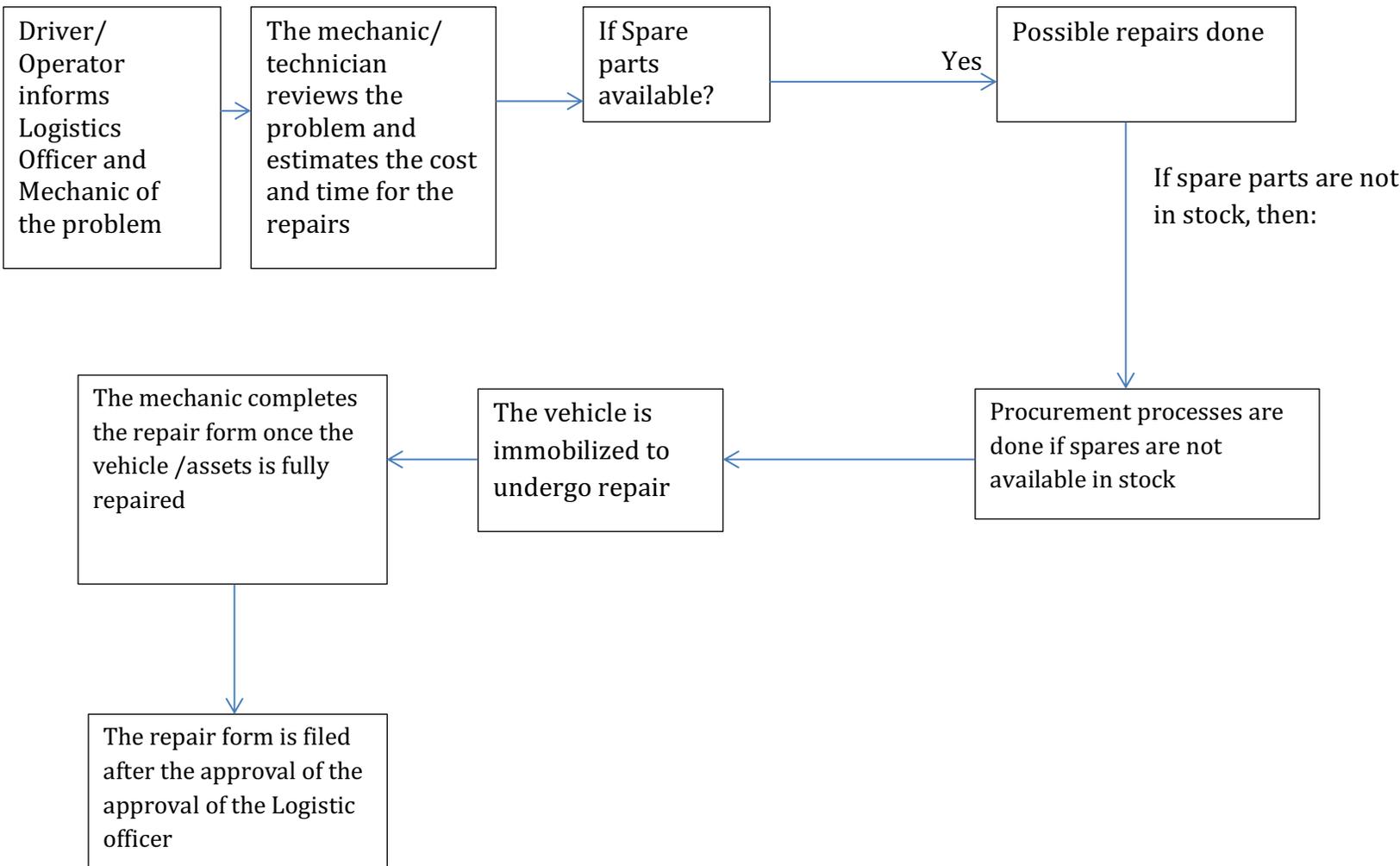
**Vehicle Movement Planning**



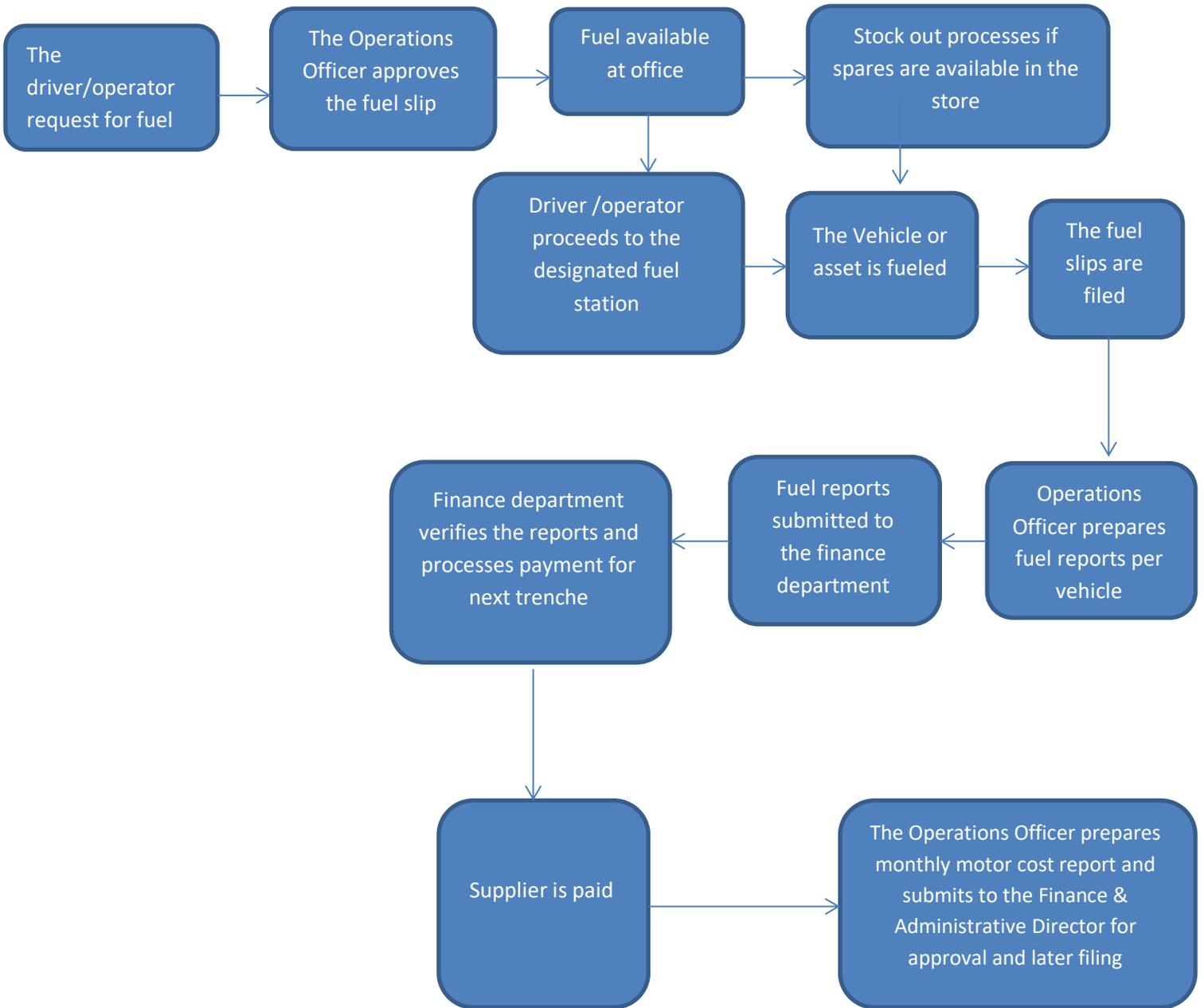
**Maintenance of fleet and Asset**



## Repair of the fleet



**Fuel Billing**



## 8. Filing and Documentation

We need to document everything we do for our motorized asset. Thus, we should have a clear and self-responsive filing system. As soon as we buy a motorized asset, we need to gather the following documents in one file that is made for each motorized asset. This file will be labeled and shall have the following information:

1. Individual motorized asset follow-up
2. Purchase document
3. Registration document
4. Monthly fuel consumption
5. Repair Forms
6. Motorized Asset Maintenance Sheet
7. Generator and Motorcycles maintenance Sheet
8. Logbooks

In addition, a specific folder should be created for monthly reports:

1. Monthly Motorized Assets Report

## 9. Form user guide

### 9.1. Individual Motorized Asset Follow Up

#### I. Inventory

- YMCA No.: The code of the motorized asset is identified within the YMCA inventory (e.g. C- 34). should there be any change in the inventory number it should be written there as FROM

dd/mm/yy TO dd/mm/yy.

- II. **Identification No.:** This is the CHASSIS, ENGINE and BODY number that you can obtain from the vehicle.
- III. **Model:** the mode of the motorized asset (e.g. Mitsubishi Pajero) and the year of manufacture
- IV. **Starting date and out of inventory:** The date YMCA started to use this motorized asset and the date when the motorized asset is removed from the inventory

#### V. Purchase

- Date: date the motorized asset was purchased
- Location: where the motorized asset was purchased
- Contract: any contractual documents linked to the purchase of the motorized asset

#### VI. Registration

- Original registration: Indicate if the motorized asset had a different registration when purchased (e.g. from another country)
- Existing registration: indicate the existing registration number
- Individual Motorized Asset Folder

#### VII. Fuel consumption/repair/ cost follow-up

## **VIII. Log books**

- Tick the boxes according to the availability of log books

## **IX. Locations follow up**

- Here you just have to write the abbreviation of YMCA where the vehicle was used for most of the month

## **X. Financial Allocation**

- In this table, insert the code of the project on which the vehicle is allocated.

## **XI. Monthly Fuel Consumption**

- Fuel Slip (: This form is used for daily fuel purchase/release. Two copies should be completed (quantity, price in on-going agreement), one copy to be sent with the driver to the fuel station or to the storage and second will be kept in the operations department to fill the
- Monthly Fuel Consumption until liquidation of invoices with the supplier. You can refer to the Fuel Reporting System.
- Monthly Fuel Consumption Form: This form should be updated daily based on fuel slips, in order to have a quick summary of fuel consumption per car at the end of each month.

## **XII. Repairs follow up**

XIII. To follow all maintenance and repairs, it is essential to use repair/maintenance forms. In this part of the file, repair forms that have been completed by mechanics and contain the details of repairs/maintenance along with a copy of the Purchase Order should be kept. At the end of each month, the total cost for repairs and maintenance can easily be calculated.

### **9.2. YMCA monthly running cost**

This report is a summary of all follow ups and total of fuel consumption along with repairs. This has to be printed on a monthly basis and the costs entered.

#### **9.2.1. Logbooks**

On a monthly basis, all drivers have to copy their log book and submit it to logistics. The copy is filed in the folder for each individual car.

#### **9.2.2. Monthly Motorized Assets Report**

This is a key control tool for repair and fuel consumption. Two main points that need to be carefully considered here, the fuel consumption and the fuel cost.

Form description:

- YMCA no: Motorized asset number specified by YMCA while registering the motorized asset in the inventory
- Base/Month: Initials for the month that the report presents the costs
- Project Assignment: Code of the project to which the motorized asset is assigned
- Driver Name: name of the driver who drives the vehicle
- Model: Type of motorized asset like Corolla, Hilux etc.
- Fuel type: what type of fuel does the motorized asset engine consume? Diesel or petrol

- Total km or hours/month: How many kilometers/hours the vehicle has done.
- Quantity (liters): how many liters of fuel the engine has consumed.
- TOTAL FUEL COST: fuel consumed (quantity in liters) multiplied by cost of fuel per liter.
- Rental cost: If we have rented a motorized asset then in addition to fuel or maintenance costs, the rental costs shall be added in this cell.
- Maintenance/repair costs: when a motorized asset is repaired the cost written in the repair form or maintenance sheet has to be written here
- TOTAL COST: Sum of fuel cost, rental cost and repair/maintenance cost.
- Remarks: In the event that the motorized assets receive fuel from other sources other than the known sources, this should be mentioned here.

### **9.3. ASSET MANAGEMENT GUIDELINE**

#### **9.3.1. Introduction**

The definition of an asset changes from one donor to the other. YMCA will use the following definition (encompassing main donor definitions): an asset is a durable good with an initial purchase price equal or above 75 USD, or alternatively classified as sensitive.

#### **10.3.2. Categories of Assets**

All YMCA assets are divided into 4 categories:

- a) Information Technology (IT)
- b) Communication
- c) Energy
- d) Transportation

Please refer to the table below for details of each asset category:

#### **10.3.4. Information and Technology**

- a) Laptops LAP
- b) Desktops DES
- c) Printers, copy machines, scanner PRI
- d) Other hardware and peripherals HAR
- d) Software SOF
- e) Communication
- h) Internet equipment INT
- l) Phone, cells TEL
- j) SIM cards SIM

#### **10.3.5 Energy**

- a) Generators GEN

- b) UPS, stabilizers UPS
- c) Converters CON
- d) Solar panels SOL

### 10.3.6 Transportation

- e) Cars CAR
- f) Trucks TR
- g) Motorbikes MOT
- h) Bicycles BIC

### 10.3.7 Theatre Equipment

- a) Guitar-TE-GUI
- b) Keyboard-TE-KB
- c) Drums-TE-DR
- d) Speaker-TE-SP
- e) Mixer-TE-MX
- f) Amplifier-TE-AM
- g) Studio Computer-TE-SC
- h) Studio Interphase-TE-SI
- i) Studio Mic-TE-SM
- j) Mic Stand-TE-MS
- k) Keyboard Stand-TE-KS

### 10.3.7. Coding of Assets

Each of YMCA's assets must have a number or codes that provide us with information about the nature and an audit trail of the asset. For example, instead of talking about a car with blue color, purchased in June 2002 with the driver name xx, we simply say C-24. When assets have codes, they are easily identifiable.

YMCA Assets must be coded in the following way: **County Code/Family/Number, i.e. 20/LAP/01** means laptop number 1 in Montserrado. These codes must be physically and conspicuously marked using permanent ink and stencil on the individual asset, adding a YMCA sticker where applicable.

- The first two digits of the asset code are made up of the county code in order to distinguish items that are the same in each YMCA county.
- The second part of the asset code is made up of the first 3 letters of an asset family, i.e. a mobile phone is MOB, and a printer is PRI, a camera CAM. Below are exceptions

### 10.3.9. Code Family

C Car

T Trucks  
H Heavy Asset  
M Motorbikes  
HF High Frequency Radios  
VHF Very High Frequency Radios

• **Asset registration**

Operations Officer is in charge of registering and following the assets at YMCA field offices. The Operations Officer is in charge of registering and following the assets purchased as well as managing the creation of asset codes and consolidating the Monthly Asset Follow-Up.

In case YMCA purchases assets with the intention of an immediate handover to a third party (e.g. a motorbike for a local association implementing an activity), YMCA has to register this asset and clarify in the sub-contract whether this asset will be given to the third-party at the end of the project or given back to YMCA.

In case a donor lends an asset to YMCA for the duration of the project, this asset still has to be registered within the asset list as YMCA will have to give it back at the end of the project. ***At no time should there be a difference or discrepancy between the asset reality and the asset list.***

**9.4. Property/final ownership of the asset**

There are many cases and you should in all cases properly read the contract with the donor thoroughly.

As soon as an asset is purchased or received at YMCA, the Operations Officer in charge has to:

- Inspect the delivery: documentation, quantity and quality:

If a supplier has no documentation or discrepancy between documentation and delivery, the Operations Officer in charge has to immediately call the Procurement Officer to solve the problem if packing boxes have been opened or damaged a further inspection should be done. Damaged materials should not be accepted but returned to the supplier for replacement.

- Mention, if any, the observations or remarks made by the Procurement Officer or noticed by the Storekeeper, before signing the reception voucher. This signature transfers responsibility from the local supplier to YMCA
- Retain the original copy of the reception voucher and submit to procurement department for filing. Give the duplicate copy to the supplier.
- Update (or create) the Asset Registration Card. In case the asset is purchased and received at area level, the Operations Officer has to ask the Finance & Administrative Manager for an asset code.
- Include all the necessary documents: Asset registration card, copy of the invoice/YMCA payment voucher, Warranty certificate, Customs papers (if applicable), Repair request form, Waybill of the different movements of the asset, Out of inventory form/reports, when an asset is destroyed, lost or sent/donated to another

- Store the items.
- When the assets are handed over to staff (for instance a handset to a Operations Officer), the recipient has to sign which contains detailed information about the asset.

**The following conditions apply if assets are given to YMCA staff:**

- User is in charge of safety of the assets
- In case the asset is lost, the user will be held responsible and has to reimburse the original price of the asset if it was later determined he/she in the line of duty.
- In case the asset is damaged due to negligence of the user, the user will be charged for repair costs
- Any day to day problems with the asset will be followed by technical staff
- The user is obliged to return the assets at the end of contract to YMCA Logistics Department in order to get his exit form signed.

The National General Secretary/Executive Director through the Operations Officer has to approve any transfer of assets from one area to another. A copy of the waybill should be filed. In case of loss or damage to or donation of any asset, logistics has to determine the causes of the loss /damage and fill the out of inventory form. The asset file will be kept in archive.

Every month, when the Operations Officer reviews and updates the Monthly Assets Follow Up, he prepares a narrative report highlighting what has been done in the past month for each category of assets including the loss and damages and what will be done in the next month in terms of repairs, relocations, IN and OUT of assets etc.

**Monthly Asset Follow-Up**

As mentioned earlier, we have a categorized inventory of all asset used in each YMCA office. The inventory needs to be updated on a monthly basis by the Base Logistician and is then consolidated by the capital logistics department.

Every month, when the capital logistic departments reviews and updates the asset follow up, the capital Logistician prepares a narrative report highlighting what has been done in the past month for each category of assets and what will be done in the next months in terms of repairs, relocations, IN and OUT of assets etc. The report focuses on the 4 asset categories.

Apart from the narrative asset follow-up, an excel spreadsheet needs to be completed. The Excel asset follow-up should have the following format:

- **File 1: IT**
  - Sheet 1: Laptop
  - Sheet 2: Desktop
  - Sheet 3: Printer
  - Sheet 4: Scanner
  - Sheet 5: Internet Asset

- Sheet 6: Digital Camera
- Sheet 7: UPS
- Sheet 8: Others

· **File 2: Communication**

- HF
- Telephones
- Other

· **File 3: Energy**

· **File 4: Transportation**

- Sheet 1: Cars
- Sheet 2: Trucks
- Sheet 3: Heavy Asset
- Sheet 4: Motorbikes
- Sheet 5: Generator
- Sheet 6: Others

**The assets have to be registered in the following way in the asset follow-up table:**

- Type: What type of asset is it? For example, for telephones, Samsung a mobile, a landline phone etc.
- Brand: which company manufactured the asset, e.g. Toshiba, Toyota.
- Serial Number: enter the serial number found on the asset as given by the manufacturer
- Model: what model is the asset, e.g. if the brand is Toyota, the model could be Corola
- YMCA No.: Enter YMCA code of the asset
- User: who is currently using the asset
- Operation start date: when did YMCA start to use the asset
- Sub-Area: In which sub-area office is the asset currently used
- Donor/Project code: on which project is the asset has been purchased, e.g. (it has to be noted that the asset current allocation is to be reported into Allocation Table
- Accessories: does the asset have any accessories, like a headset or mouse for laptop
- Purchase docs: indicate whether you have the invoices, warranties, custom docs etc.
- Price in US\$: Indicate the price of the asset
- Remarks: additional information about the asset, for example for a phone the phone number, for a laptop the hardware specifications
- Location of the asset, i.e. where it was in the previous months. This also needs to be updated on a regular basis.

**10. Filing and documentation**

For a better management and follow up of assets, a proper filing system has to be developed. A file for each category or family of assets should be developed which will track the items while they are being used by YMCA. The folder should be labeled as following:

**For each asset, there should be the following documents:**

- a) An asset registration card
- b) A copy of the invoice/YMCA payment voucher
- c) Warranty certificate
- d) Customs papers (if applicable)
- e) Repair request form
- f) Waybill of the different movements of the asset
- g) Out of inventory form/reports, when an asset is destroyed, lost or sent/donated to another

**Note:** For motorized assets some of these documents overlap. In this case, the missing documentation should be added to the existing motorized assets files under fleet management instead of creating entirely new files under the asset management framework. In doing this, you will have complied with the procedures.

## **11. Utilization of Program/Project Vehicles**

- I. Standards of Use: Program/project vehicles are intended to transport staff, consultants and official visitors of the program only; an authorized rider may be considered only upon signing of waiver form.
- II. Program/project vehicles may however be used to pick up/drop off team members (staff consultants) only if and when the vehicles and drivers are not needed for the program/project business. Personal use rate would apply according the definition of personal use of program/project vehicles.
- III. No one other than the assigned drivers and the team members to whom the cars are assigned are authorized to drive the project vehicles. Spouses and/or dependents are not authorized to drive project vehicles at any time.
- IV. No driver or team member shall operate a vehicle under the influence of drugs or alcohol. No open alcoholic containers will be allowed in any program/project vehicle.
- V. Personal use of the Program/Project Vehicles: Personal use of the program/project vehicles is defined as use for personal errands. Personal use at any time Monday – Friday would be determined by entries in the vehicle log books.
- VI. A personal use charge for personal use of program/project vehicle is computed by using a personal use factor or flat rate as follows:
- VII. Personal use factor (or personal usage percent): computed by dividing personal miles into total miles (personal miles driven divided by the total miles driven multiplied by 100) or
- VIII. Flat rate: A flat rate of 35 cents (or US\$0.35) per mile of personal miles driven.
- IX. The procedures for computing and deducting personal use charge are:
  - a) By the 30<sup>th</sup> of each month, each Driver reports the total mileage split into program/project and personal miles driven to the Operations Officer

- b) The Operations Officer multiplies the personal use factor by the total value of fuel/gas used during the month, or multiply the flat rate by personal miles driven
  - c) The lowest amount from the personal use factor or the flat rate is deducted from the month end salary of the employee involved.
- X. Storage during Non-working Hours: In accordance with YMCA administrative policies on vehicle plying and parking time, all vehicles of YMCA shall be parked at a safe YMCA gazetted parking lot by 10:00PM latest; and in a place easily accessible to individual team members. However, vehicles are not to be stored at Driver's residence or elsewhere.
- XI. Driver Utilization: Drivers' normal working hours are from 7:00a.m. to 7:00p.m. Monday through Friday.
- XII. Utilization of project Drivers for personal use of vehicles will be a personal cost of the team member as arranged between them

### **11.1. General Rules**

- I. All files with original documents should be in the head office and each field office will have a copy of the documents for the assets.
- II. Ideally, on a quarterly basis, a physical inventory of the assets must be done with a complete update of all files; organized by the Operations Officer for all categories of assets in all country bases. The resulting physical inventory report is then signed by the Operations Officer and Finance & Administrative Director and filed.
- III. Approval from the National General Secretary/Executive Director is required for any asset transfer between head office and field offices. A waybill and the asset file should move with the item transferred. A copy of the waybill should be sent to the head office for filing.
- IV. In case of repairs, the asset will be sent with a repair form and a waybill
- V. Each asset will receive an identification code which should be physically stuck or written on it.
- VI. The codes will be provided by logistics department.
- VII. Each field office has to inform the logistics department at the head office before purchasing any assets.
- VIII. In case of loss or damage to or donation of any assets, the "out of inventory form should be completed and signed by Operations Officer and the logistics manager and for donated assets, we require signed papers from that organization confirming the receipt of the assets
- IX. In case an asset is lost or destroyed due to negligence by staff he/she will be held responsible and is supposed to reimburse the cost of the asset.

- X. Any donated/lost/damage asset should be recorded on the same Asset sheet under a separate table called Asset out of Inventory. This way we ensure a written track of the asset.