

Draft



Ahmadiyya Muslim Jama'at Canada

Inventory Control Policy

Revision 1.0

December 1, 2008

**Issued by: Department of General Secretary &
Department of Ja'idad**



To: All Presidents of local Jama'ats
All Secretary Ja'idad of local Jama'ats
All General Secretary of local Jama'ats
All Regional Umara'

CC: National Secretary Ja'idad
Amir Jama'at Ahmadiyya Canada

Date: December 3, 2008

From: National General Secretary

Assalamo alaikum wa Rahmatullah wa Barakatuhu!

Please find enclosed a draft Inventory Control Policy. Please follow the guidelines described in this document and suggest if any changes are required.

You are also requested to work on the current inventory of items that the Jama'at may have and send the complete list of moveable and immovable properties in your Jama'at to National Markaz by January 31, 2009.

Please use the forms attached at the end of this documents.

Should you have any questions, please contact the national Secretary Ja'idad or myself.

Wassalam!

Dr. Aslam Daud
National General Secretary

HIGHLIGHTS

- Personal or private use of any property/equipment of Jama`at is not allowed.
- Removal of any equipment or Jama`at property without approval of designated authority is not permitted.
- All losses to the equipment borrowed will be the responsibility of the borrower.
- President, General Secretary and Secretary Ja`idat of a respective Jama`at are responsible for the all the inventory with in the possession of a Jama`at. Secretary Ja`idat will be primarily responsible for the control and handling of inventory.
- Each Jama`at shall establish a local storage area for the inventory of the property possessed by the Jama`at. If it is not feasible to do so, multiple Jama`at's can share a storage area with prior approval from the National Markaz.
- National Marzak will establish a central storage area. This area, in any circumstances, shall not be used by the local Jama`at(s). The central storage will be used only for equipment required for Eid prayers and Annual Convention, along with record keeping and excess inventory. The central storage will not be used for storing day to day use items.
- The General Secretary of a Jama`at will maintain records of all movable/immovable inventory of the respective Jama`at in compliance with the following rule of Tahrik Jadid:

315. *He shall keep record of the following:*

(a) *Inventory of all the properties and belongings of the Jama`at.*

(b) *Jama`at's Annual Accounts and the Auditor's Report thereon.*

- Responsibilities of Secretary Ja`idat towards Inventory are indicated in the following rules of Tahrik Jadid:

427 *He shall be responsible to look after, maintain and manage all the movable (except money) and immovable estates and properties of the Jama`at.*

428 *He shall maintain a complete record of all estates and properties of the Jama`at.*

429 *He shall arrange acquisition/sale/lease/loan etc. of all estates, as per directions received from the Majlis `Amila.*

430 *He shall send, in July every year, a report to National Markaz of all changes in the movable and immovable estates and properties of the Jama`at along with the complete inventory of the Jama`at property. The report shall also be signed by the Regional Amir/President.*

- Respective department secretaries are responsible for all equipment/property in use by the department. For example Secretary Audio/Video is responsible for all Audio/Video equipment being used by his department and Secretary Diyafat is responsible for all utensils and cooking related equipment within the inventory of the respective Jama`at. An updated list of all inventory must be submitted to the General Secretary of Jama`at on a regular basis.
- All equipment loan requests by an auxiliary organization or another department should be made in writing with signatures of the head of the organization.
- Recovery of the damaged/lost equipment/property is the responsibility of the head of the requesting organization and shall be made via restoring the equipment/property to the condition at lending or if the recovery is impossible, replacement with an equivalent or better equipment/property or by cash.
- Designated inventory storage areas/locations shall be established at National and Local levels.
- The release of equipment from a local inventory storage area/location shall be made with prior approval from the Regional Amir or his designated representative, if the property is shared among the Jama`ats within a region.

1. GENERAL

1.1 The furniture and equipment inventory of Ahmadiyya Muslim Jama'at is controlled in compliance with the procedures of the Department of Ja'idad and rule of Tahrir Jadid.

1.2 The President, General Secretary and Secretary Ja'idad of a respective Jama'at are accountable for all real and personal property possessed by the Jama'at. This accountability can be delegated by the President to designated Property Administrator(s), appointed with the approval of the National Markaz.

1.3 In the event of a change in Property Administrator(s), the inventory of equipment and furniture will be verified by the Regional Amir. It will be the responsibility of the Property Administrator(s) to satisfy that all items of property are present in good condition before accepting the responsibility for the property. Upon leaving the department, the Property Administrator must ensure as well that the property is in good, working condition close to the condition upon receiving responsibility.

1.4 Property acquired by the Jama'at must be located, tagged with an inventory tag with inventory number and location information and entered into the computerized program for property inventory (controlled locally, linked to central system). Department of the National General Secretary or National Secretary Ja'idad should be consulted for the provision of the inventory number for an item.

2. DEFINITIONS

2.1 Accountable Property Managers

Each organization will delegate in writing, an Accountable Property Manager for the equipment assigned to their departments. By this delegation, Accountable Property Managers are responsible for the physical possession and control of all equipment entrusted to their activities. Unless a Property Manager is assigned, the Secretary Ja'idad or his delegate will act as the Property Manager.

2.2 Property Administrator

The Property Administrator, who reports directly to the respective Secretary Ja'idad/President of the Jama'at and the property Manager of the Organization (if any), and indirectly to the Regional Amir, is responsible for the overall management of the designated equipment and is responsible for the maintenance and control of the central inventory system in a designated storage area. Until the Property Administrator is assigned, the Secretary Ja'idad or his delegate will act as the Property Administrator.

3. INVENTORY

3.1 An annual physical inventory audit of all Jama'ats/organization is conducted by the designated Auditor, and a report is submitted to the National Markaz in accordance with the Audit Plan and guidelines...

3.2 Each of the Property administrators is responsible for the equipment and furniture assigned to him. A listing of all furniture and equipment assigned to each department should be provided at least annually to National Markaz. The list must be verified by the Regional Amir, noting specifically any exceptions and a signed copy returned to the Property Administrator, with a copy to the National Markaz. The

3.3 National Markaz will conduct an audit of all property at least once annually. Inventory audit should be conducted by a team of two or more individuals, including Property Administrator and be performed by the use of a barcode scanner or manually.

4. PROCEDURES

To assure that Jama'at's inventory records and inventory control are maintained, the following procedures are prescribed:

4.1 NEW EQUIPMENT AND FURNITURE

All equipment and furniture meeting the criteria for inventory control will be tagged with an inventory bar code control number/Tag upon its arrival at the respective local storage area by the respective Property Administrator or by the designated inventory control staff, previously obtained from the Department of the National General Secretary/National Secretary Ja'idad.

4.2 TRANSFER OF EQUIPMENT OR FURNITURE

Jama'at's property must not be transferred from the storage without proper authorization. Permanent transfer of property between storage areas will require completion of a Notification of Transfer (**Attachment A**). The form must be signed by the Head of the requesting organization, Property Administrator of the storage where equipment is being transferred from and approved by the respective Regional Amir. The Property Administrator shall maintain the records of requisitions.

4.3 REMOVAL OF JAMA'AT PROPERTY FROM THE STORAGE

A Property Removal Permit (**Attachment B**) is required before any Jama'at equipment or furniture may be removed from the storage on temporary basis. Removal of property without such written authorization is considered a procedural non-conformance and will be considered inappropriate, subject to disciplinary action. The Property Administrator shall maintain the records of requisitions.

If Jama`at's property is removed from the premises, the individual/organization removing property must assume financial responsibility via filled **Attachment B**. Property Administrator(s) will challenge removal of Jama`at property by the office bearers who do not have a permit.

4.4 EQUIPMENT TO BE DISCARDED

When equipment becomes obsolete, broken beyond reasonable repair, or otherwise useless, the Property Administrator responsible for the equipment should notify the Secretary Jai'dad, the President and the Regional Amir and initiate the Property Deletion Request (**Attachment C**) and submit it to the National Markaz for approval. The equipment shall be replaced, as needed with the exact or better equipment, with prior approval of National General Secretary/National Secretary Ja'idad. The inventory **number shall be sought for the equipment different from the original item**, even minor in specifications. The like-to-like replacement can be assigned the same inventory number of the original item.

4.5 TRADE-IN EQUIPMENT

When equipment is to be traded-in with or for new equipment, a description of the item or items to be traded-in, including the inventory number, shall be shown on the requisition for each purchase of such new equipment. Prior approval from the Regional Amir is required before trade-in.

4.6 EQUIPMENT LENT TO ANOTHER AUXILIARY ORGANIZATION

An auxiliary organization, loaning equipment to another auxiliary organization/office bearers, borrowed from the inventory of a Jama`at, will maintain a written request on file which will include the inventory number, description, serial number, purpose of the loan and duration of loan. Property Removal Permit (**Attachment B**) must be filled out by the lending organization. It shall be noted that loaning to another organization/office bearer does not relieve the primary loaning organization of the responsibility of the property. The primary loaning organization shall be held accountable if damage is occurred due to negligence of the secondary loaning organization.

4.7 DAMAGED, MISSING, OR STOLEN PROPERTY

Organization/Personnel are required to report any damaged, stolen, or missing items immediately to the Property Administrator for proper action. Each Property Administrator will notify the Secretary Jai'dad, the President and the Regional Amir and the head of the borrowing organization (who signed Attachment A) within 24 hours of identifying missing equipment. Stolen property must be reported to the Department of `Umumi/ Secretary Jai'dad, the President and the Regional Amir within 48 hours of identifying a theft of property/equipment. Recovery of the damaged/lost equipment/property is the responsibility of the head of the borrowing organization and shall be made via restoring the equipment/property to the condition at lending or if the

recovery is impossible, replacement with an equivalent or better equipment/property or by cash

4.8 DELETION OF INVENTORY

If property must be deleted from the inventory (due to loss, theft, destruction, etc.), the Property Administrator shall notify the Secretary Jai'dad, the President and the Regional Amir and provide with justification for the deletion request. If the request is determined to be appropriate, the Regional Amir will communicate with the National Secretary Ja'idad and National General Secretary and secure the approval prior to deleting the property from the inventory.

5. SURPLUS AND SALVAGE PROPERTY

5.1 Items of surplus/salvage that are not transferred between organizations must be transferred to the National Central Storage (warehouse). The items will be assigned to the respective local storage locations, as requested by the Property Administrators and approved by the National Markaz.

5.2 Surplus items will include inventory and non-inventory items. Items such as vehicles and large equipment will be listed with a designated minimum price. The price posted will be acquisition cost less depreciation or salvage value, whichever is greater.

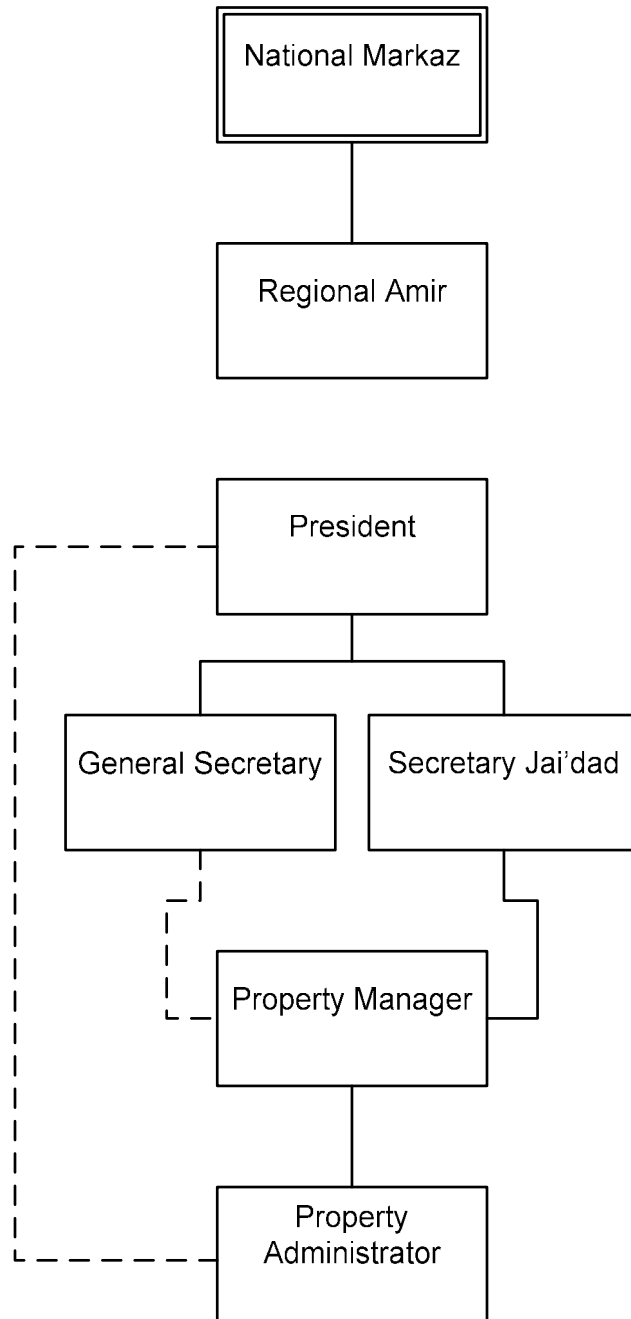
6. USES OF JAMA'AT PROPERTY

Jama'at property shall be used for official business only. No member of the Jama'at shall use any such property for his or her own personal benefit or pleasure. Any off-site use of Jama'at equipment must have proper authorization and prior written approval of the Regional Amir, as indicated above.

7. GIFTS OF PROPERTY OR EQUIPMENT

All gifts or offers of property or equipment to the Jama'at must be reported to the Secretary Jai'dad, the President and the Regional Amir by the Property Administrator for formal acceptance. When the Regional Amir approves in writing of the acceptance, gifts/offers, these will be given an inventory number and will be tagged by the Property Administrator, if possible.

Inventory Control Organization Chart



Attachment A
Notification of Transfer



Ahmadiyya Muslim Jama'at Canada
NOTIFICATION OF TRANSFER

TO: _____

Regional Amir _____ Region

It is requested that the property identified on this form be permanently transferred.
(Sign and return this form to National General Secretary Office)

FROM: _____
Transferring Organization

TO: _____
Receiving Organization

Inventory records will be adjusted to reflect the following change/s.

#	Inventory Number	Property Description	New Location (Address/Room)	Currently Used By
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Transferring Personnel	
Signature	
Name	
Department	
Phone	Date (dd-mmm-yyyy)
Signature: Accountable Property Manager	

Receiving Personnel	
Signature	
Name	
Department	
Phone	Date (dd-mmm-yyyy)
Signature: Accountable Property Manager	

Signature: Regional Amir

Date (dd-mmm-yyyy)

Original: National General Secretary Office/National Secretary Ja'idad
Copy: Regional Amir
Property Administrator

Attachment B

Inter-Organization Property Loan



Inter-Organization Property Loan

This completed and signed form documents the loan of the following property:

(Attach separate sheets if necessary)

1. #	Asset Number	Description (Please include serial number, where applicable)
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

This is a (check one):

☐ Short-term loan (less than 7 days) to be returned on or before: _____

☐ Long-term loan (greater than 7 days) to be returned on or before: _____

Receiving Personnel/Organization:

I, _____, understand that I am responsible for the property listed above while it is on loan to me. I will exercise reasonable care of this equipment and safeguard it against theft, damage and misuse. I will use this equipment only for activities benefiting Ahmadiyya Muslim Jama'at. I will return the property by the date listed above. If damaged, I will repair or replace the property, with equivalent or better, as applicable.

Receiving Dept. Accountable Property Manager Signature

Date

Lending Department

Lending Dept. Accountable Property Manager/Administrator Signature

Date

Original: National General Secretary Office/National Secretary Ja'idad
Copy: Regional Amir
Property Administrator

Attachment C

Report of Missing Or Stolen Property



Ahmadiyya Muslim Jama'at Canada

REPORT OF MISSING OR STOLEN PROPERTY

Organization/Sub Department: _____

Date: _____

Asset #: _____

Serial #: _____

Asset Description: _____

Agency #: _____

Acquisition Cost: _____

Acquisition Date: _____

Date of Discovery: _____

Current Condition: Excellent ☐ Good ☐ Fair ☐ Poor ☐

Names(s) of last person(s) in custody of asset:

Circumstances Regarding Property: Missing ☐ Stolen ☐

Please explain:

Investigation: The following investigative steps must be completed Note Date Completed

- Physical search of last known location and surrounding area.

- Question last person(s) in custody of asset.

- Follow up on leads. If asset was transferred to another department, contact department and attempt to confirm transfer

- Organization Head contacts organization members to solicit aid in searching for asset and takes corrective actions to more fully secure assets. (Attach documentation.)

Signature: To be completed by Organization Head:

Please check one box. If applicable, indicate "unable to determine" here:

☐ Our investigation of the circumstances surrounding the disappearance of the Jama'at's property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property was through negligence of the person(s) charged with the care and custody of this property.

☐ Our investigation of the circumstances surrounding the disappearance of the Jama'at's property listed herein indicates that the person(s) charged with the care and custody of this property was (were) not negligent.

Date

Accountable Property Manager Signature

Date

Organization Head Signature

For Review by National General Secretary Office / National Secretary Ja'idad

Date

Regional Amir Signature

Date

National Secretary Ja'idad Signature

Attachment D

Inventory Report



Ahmadiyya Muslim Jama'at Canada

Date: _____

INVENTORY REPORT

Jama'at: _____

#	Inventory Number	Property Description	Location (Address/Room)	Currently Used By
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Signature: To be completed by Organization Head:

Date

Accountable Property Manager Signature

Date

Organization Head Signature

For Review by National General Secretary Office

Date

Regional Amir Signature

Date

National Secretary Ja'idat Signature