

#### 4. KOSHISH FIXED ASSETS POLICY



#### Koshish Charitable Trust

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**To be issued by employer to staff governing authorised use of Assets facilities assuming that limited personal use is permitted]**

### 1. INTRODUCTION

To carry out its activities, Koshish Charitable Trust needs material resources. The quality of these resources is dependent upon how they are used. Material resources are in large part durable goods, which need to be well-managed to be maintained in good condition. These goods include stationary, tables, chairs, shelves, computers, Almira, Vehicle and related accessories. The Fixed Assets Policy will aim for:

- 1.1 Precise identification of goods that are part of the asset base;
- 1.2 Sensible use of goods;
- 1.3 Periodic taking of physical inventory;
- 1.4 Effective maintenance of goods;
- 1.5 Replenishment of goods when required.

### 2. Procedures

At Koshish Charitable Trust, the management of material resources is the responsibility of the \_\_\_\_\_ staff. The procedures involved in managing these resources are:

- 2.1 Receiving and recording goods;
- 2.2 Using goods properly;
- 2.3 Maintaining goods;
- 2.4 Taking inventory of goods;
- 2.5 Disposing of goods.
- 2.6 Material resources are managed by means of records or files.

### 3. Asset inventory

The purpose of the inventory is the physical monitoring of the items belonging to a project. The inventory makes it possible to detect differences between information about goods in the records and the actual state of goods.

Inventory is usually done once a year and is the responsibility of the finance division.

### 4. Purpose

- 4.1 The inventory procedure is composed of the following steps:

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4.2 A Creation of record cards on which is found:

4.3 Type of item

4.4 Description of item

4.5 Identification code

4.6 Service user or name of manager

4.7 Assigned location

4.8 Previous placement of item

4.9 Notes on condition of item

4.10 Record updates

4.11 Minutes of physical inventory

4.12 Final removal of an item

4.13 Replacement of an item

4.14 List of annual needs

### 5. Removal of items

The inventory procedure described above permits the identification of dilapidated or defective goods whose presence in office presents more inconveniences than advantages, for various reasons:

5.1 Steep rise in operating or maintenance expenses

5.2 Excessive cost of repair;

5.3 Any other objective reason.

The Secretary should give the authorization to take out of service, transfer or dispose of any items, and that should be noted in the book of assets.

### 6. USE OF ASSETS

The inventory procedure described above permits the identification of dilapidated or defective goods whose presence in office presents more inconveniences than advantages, for various reasons:

6.1 **Generally:** Always use the Assets which contain the appropriate disclaimer notice from [XYZ CO] and do not amend this notice in any way. It is good practice to re-read and check an email before sending.

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- 6.2 **Business use:** Each business email should include the appropriate Koshish's work reference.
- 6.3 **Personal Use:** Although Organization's email facilities are provided for the purposes of our business, we accept that you may occasionally want to use them for your own personal purposes. This is permitted on the condition that all the procedures and rules set out in this policy are complied with. Be aware, however, that if you choose to make use of our facilities for personal correspondence, you can expect very little privacy because Koshish may need to monitor communications for the reasons given in item 9.1.

## 7. MISUSE OF FACILITIES AND SYSTEMS

- 7.1 Misuse of facilities and systems, including its telephone, email and internet systems, in breach of this policy will be treated seriously and dealt with in accordance with disciplinary procedure. In particular, viewing, accessing, transmitting, posting, downloading or uploading any of the following materials in the following ways, or using any of facilities, will amount to gross misconduct capable of resulting in summary dismissal (this list is not exhaustive):

## 8. SYSTEM SECURITY

Security of our IT systems is of paramount importance. We owe a duty to all of our [customers/clients] to ensure that all of our business transactions are kept confidential. If at any time we need to rely in court on any information which has been stored or processed using our IT systems it is essential that we are able to demonstrate the integrity of those systems. Every time you use the system you take responsibility for the security implications of what you are doing.

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##### LIST OF ASSETS

S.No.	Particulars	Quantity
1.	Computer	6
2.	Laptop	1
3.	Mini Laptop	1
4.	Digital Camera	1
5.	Table (big)	1
6.	Writing Table	3
7.	Computer Table	6
8.	Printer	2
9.	Plastic Chair	12
10.	Iron Chair	4
11.	Wooden Chair	1
12.	Almirah	2
13.	Glass Almirah	3
14.	File cabinet	1
15.	Iron Rack	1
16.	Ceiling Fan	2
17.	Table Fan	2
18.	Stand Fan	1
19.	Dari	2
20.	Wall clock	1
21.	Motor cycle	1
22.	Tape recorder	1
23.	Bucket	5
24.	Phone	2
25.	Modem- Internet	2

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