



Kenya Medical Association

Championing the Welfare of Doctors and Quality Healthcare in Kenya

ASSET MANAGEMENT POLICY 2019

1. Introduction

The Kenya Medical Association (KMA) is committed to the effective and efficient management of its assets to enhance accountability, sustainability, and optimal utilization. This policy provides a structured framework for the acquisition, maintenance, utilization, and disposal of KMA-owned assets.

2. Scope

This policy applies to all tangible and intangible assets owned, leased, or managed by KMA, including but not limited to:

- Real estate
- Equipment
- Vehicles
- Intellectual property
- Financial assets

3. Objectives

The objectives of this policy are to:

- Ensure proper acquisition, utilization, maintenance, and disposal of assets.
- Safeguard the association's assets against loss, theft, misuse, or damage.
- Promote transparency and accountability in asset management.
- Ensure compliance with relevant legal and regulatory requirements.
- Maximize value for money and efficiency in asset management.

4. Asset Classification

Assets managed by KMA are classified as follows:

- Fixed Assets: Land, buildings, office furniture, medical equipment, vehicles.
- Current Assets: Cash, receivables, inventory.
- Intangible Assets: Intellectual property, patents, copyrights.
- Financial Assets: Investments, endowments, and other financial instruments.

5. Acquisition of Assets

All asset acquisitions must be approved by the KMA Board or a designated committee.

- Procurement shall adhere to KMA's procurement policies and principles of transparency, cost-effectiveness, and due diligence.

- A comprehensive due diligence process shall precede any asset acquisition.

6. Asset Registration and Record-Keeping

All assets shall be recorded in an asset register, detailing their description, acquisition date, value, location, and responsible custodian.

- The asset register shall be updated regularly and reviewed annually to maintain accuracy and compliance.

7. Asset Utilization and Maintenance

Assets shall be used exclusively for KMA activities and shall not be misappropriated for personal use.

- Regular maintenance schedules shall be established to ensure assets remain in optimal condition.
- Depreciation and amortization shall be recorded in accordance with standard accounting principles.

8. Asset Security and Risk Management

Adequate security measures, including insurance coverage, shall be implemented to safeguard assets against loss, theft, or damage.

- Periodic risk assessments shall be conducted, and appropriate mitigation strategies developed.
- Any loss, theft, or damage must be reported immediately and investigated accordingly.

9. Asset Disposal and Write-Off

Assets deemed obsolete, redundant, or beyond economic repair shall be disposed of through approved methods such as sale, donation, or recycling.

- The disposal process shall be transparent, documented, and subject to approval.
- The decision to write off an asset shall be approved by the Board and recorded accordingly.

10. Compliance and Reporting

KMA shall ensure full compliance with relevant legal and regulatory requirements regarding asset management.

- Annual asset audits shall be conducted to ensure adherence to policy guidelines and accountability.

- The Finance and Audit Committee shall review asset reports and make recommendations to the Board.

11. Policy Review and Amendment

This policy shall be reviewed periodically to ensure its relevance and effectiveness. Any amendments must be formally approved by the KMA Board.

12. Implementation and Responsibility

The KMA Board shall oversee the implementation of this policy.

- The KMA CEO and Finance department shall be responsible for the day-to-day management of assets.
- All KMA staff and members are required to adhere to the provisions of this policy.

Approved by:

Dr. Mugambi Joy

Assistant Secretary Kenya Medical Association

Date: 11th November 2019