SAMA 82	Controlled Document

The South Atlantic Medal Association (1982)

ASSET MANAGEMENT POLICY

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POLICY CONTEXT & REQUIREMENT

This policy has been developed to protect the organisation, employees, trustees, membership and volunteers by ensuring procedures are in place for the identification, registration, use and disposal of assets

Version Control				
Version	Author	Status	Date	Change Detail
1.0	Alan Dodsworth	Implemented	02/12/2026	N/A
1.1	Alan Dodsworth	Implemented	19/08/2026	New Front Page, Policy Lead & Version Control

1. **General**
   1.1. The management of charitable funds and the assets purchased with those funds is of paramount importance, not only to our members but to the Charity Commission, who we must report to on a regular basis.
   1.2. SAMA 82 shall meet its aims by managing its funds appropriately and effectively.
   1.3. SAMA 82 shall plan and monitor its income and expenditure to meet short, medium and long term plans.
   1.4. Asset Management is the recording and governance of items purchased with our charitable funds. This ranges from tangible items like office IT equipment, furniture and the revenue items both the office and you hold, to intangible items such as trademarks etc.
2. **Definition**
   2.1. For the purpose of this document, an asset is defined as any resource owned by SAMA 82 that has economic value. For accounting purposes, we have defined assets into four distinct types:
      2.1.1. Intangible Assets: items that do not have any physical substance e.g. Trademarks etc,
      2.1.2. Tangible Assets: items that have a physical form such as buildings, office equipment, computer equipment, furniture etc,
      2.1.3. Revenue Assets: items which were purchased by SAMA 82 to sell for fundraising purposes,
      2.1.4. Non-Revenue Assets: items purchased by SAMA 82 specifically to raise awareness and promote the organisation.
      2.1.4.1 Revenue and Non-Revenue Items will be defined by the Asset Manager/Treasurer in conjunction with the Board of Trustees. Ordinarily these will be inexpensive items such as pens, stickers etc.
3. **Recording of Assets**
   3.1. Intangible and Tangible assets are recorded and on a formal Asset Register held and maintained by the SAMA 82 office and overseen by the Asset Manager and Treasurer. This register will detail:
      3.1.1. item: A description of the Item,
      3.1.2. location: The location of where the item is used or stored,
      3.1.3. cost: The cost of the item when purchased,
      3.1.4. depreciation: This is the accounting practice used to spread the cost of a tangible asset over the period of its useful life. The amount an asset depreciates in a given period of time is the representation of how much the value of that asset has been used up,
      3.1.5. value: the value of the item now based on depreciation and condition.
   3.2. Revenue and Non Revenue items are currently held by the office and Area Coordinators throughout the UK.
      3.2.1. Their up to date stock levels are held by the Office and the Asset Manager/Treasurer. Any changes to these stock levels locally must be reported to the Asset Manager/Treasurer.
4. **Donated Items**
   4.1. Any items (such as books etc) which are donated by individuals for the purpose of sale to raise for SAMA 82 immediately become an asset of the organisation and should be recorded as such. Sales of these items must be recorded as donations.
5. **Planning and Monitoring**
   5.1. The use of robust, continually evolving policies, procedures and actions shall ensure:
      5.1.1. that charity funds are spent in accordance with charity objectives,
      5.1.2. assets are bought and sold in accordance with procedure,
      5.1.3. the recording of asset movements will protect SAMA 82 from misuse.
6. **Stock management**

6.1. Regional Coordinators shall:-

6.1.1 be given the opportunity to receive SAMA 82 Merchandise at the start of each year,

6.1.2 sell stock provided at events through the year in their county catchment areas,

6.1.3 complete a sold stock report following an event together with the amount taken and the amount of donations received. **For accounting purposes it is essential that the amount taken and donations are recorded and separate income streams.** See Section 10 of this Policy

6.1.4 complete the order form for yearly requirement,

6.2. The SAMA 82 Office will:

6.1.1 make their decisions on how much stock to provide the Regional Teams based on the previous year's sales figures.

6.1.2 do their best to provide a proficient level of stock quantities and variety of items.

6.1.3 supply a stock form with up-to-date stock selling prices and quantities provided.

6.2 We aim to reduce postage costs by only replenishing stock on a yearly basis, but in the case where you see that your stock is running down, the coordinator or team member will need to notify the SAMA 82 office via email. If the Office can provide further stocks, they will do so.

6.3. Unless officially requested by the SAMA 82 office or Asset Manager/Treasurer unsold stock must not:

6.3.1 be returned to the SAMA 82 office,

6.3.2 transferred to other parties.

7 Stock check and report

7.1 Each regional coordinator must complete a stock check in November each year and on request by the SAMA 82 Office or Asset Manager/Treasurer.

7.2 The stock report shall:

7.2.1 clearly indicate the number of each item in possession of the regional team at any given time,

7.2.2 be returned via email to the SAMA 82 office within 2 weeks of request,

7.2.3 be returned by 30 November for the annual end of year full stock checks.

8 Future merchandise

8.1 Regional coordinators shall inform the SAMA 82 office:

8.1.1 if there are more popular items than others,

8.1.2 Coordinator/Team members start to notice a pattern of sales,

8.1.3 ideas on additional items.

8.2 Regional coordinators shall provide a bid for funding, which includes the full details on the item, supplier, purchase costs, additional costs (i.e. VAT/shipping), selling costs and required quantities.

8.2.1 Any new items of merchandise which have not been available in the previous portfolio will be considered after an appropriate cost/benefit analysis has been completed.

9 Recording income

9.1 The regional coordinator and a selected team member or members must all be present at the money count, to function as a witness to the amounts raised.

9.2 Monies raised at each event will need to be transferred to SAMA 82 at the earliest opportunity.

9.3 Proof of income shall be emailed to the SAMA 82 Office. Details shall include:

9.3.1 name of Regional coordinator who raised and banked the funds.

9.3.2 value of merchandise sold, and date paid into bank account.

9.3.3 value of donations received, and date paid into bank account.

10 Depositing income

10.1 Regional coordinators shall deposit the sum raised into the appropriate bank accounts.

10.2 Merchandise Sales shall be deposited into: -

10.2.1 Account B name - South Atlantic Medal Association (SAMA 82)

10.2.2 Account number – 01514660

10.2.3 Sort Code - 40-40-04

10.2.4 Payment reference – stock/surname/forename

10.3 Donations shall be deposited into: -

10.3.1 Account A name - South Atlantic Medal Association (SAMA 82)

10.3.2 Account number – 81118358

10.3.3 Sort Code - 40-34-10

10.3.4 Payment reference- Donation/surname/forename