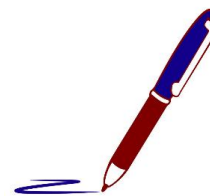


## **People's Forum for Rebuilding Democracy (PFRD)**



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## **Asset Management Plan (2025–2030)**

### **1. Introduction**

The People's Forum for Rebuilding Democracy (PFRD) operates a nationwide presence with 30 branches across Kenya. An effective Asset Management Plan (AMP) is essential to ensure that party assets are properly acquired, recorded, safeguarded, maintained, and utilized to support political, administrative, and operational functions.

This Extended Asset Management Plan (2025–2030) provides a structured framework to guide the lifecycle management of all assets owned, leased, or controlled by PFRD.

### **2. Purpose of the Asset Management Plan**

This plan aims to:

- Ensure proper identification, classification, and documentation of all PFRD assets.
- Strengthen internal accountability and compliance with Kenyan laws, including the Public Finance Management Act (PFM) and relevant political parties' regulations.
- Provide guidelines for asset acquisition, maintenance, valuation, tagging, disposal, and risk control.
- Support long-term sustainability, cost-effectiveness, and transparency in resource utilization.

### 3. Scope of the Plan

PFRD currently operates **26 offices established since 2023**, comprising:

- **1 National Headquarters** located in Mombasa
- **1 National Secretariat Office** located at *Juja City Mall, Kiambu County*
- **8 Regional Offices**
- **26 branch and sub-branch offices countrywide**

These offices form the administrative and operational base for the implementation of the Asset Management Plan.

#### 3.1 Coverage of the Plan

The AMP applies to:

- All PFRD national, county, and branch offices.
- Movable and immovable assets (furniture, ICT equipment, vehicles, buildings, office supplies, political campaign equipment, etc.).
- All officials and staff responsible for asset handling and reporting.

### 4. Asset Governance Structure

#### 4.1 Governance Roles

- **National Executive Council (NEC):** Oversight and approval of major acquisitions and disposals.
- **Finance & Administration Department:** Custodian of the Asset Register; responsible for monitoring, reporting, and compliance.
- **Branch Coordinators:** First-line custodians of branch-level assets.
- **Asset Management Committee (AMC):** Conducts periodic audits, verifications, and valuations.

#### 4.2 Asset Management Committee Composition

- Finance Director (Chair)
- Procurement Officer
- ICT Officer

- Internal Auditor
- Branch Representative (rotational)

## **5. Asset Categories**

PFRD assets fall under the following classes:

1. **Office Furniture & Fittings** – desks, chairs, shelves.
2. **ICT Equipment** – laptops, desktops, printers, networks, power backups.
3. **Vehicles & Transport Equipment** – party-branded vehicles, motorbikes.
4. **Buildings & Office Premises** – headquarters, leased offices.
5. **Campaign Equipment** – public address systems, tents, branding materials.
6. **Intangible Assets** – software, licenses, digital systems.
7. **Other Miscellaneous Assets** – any other party-owned items.

## **6. Asset Lifecycle Management**

### **6.1 Acquisition Procedures**

All acquisitions must follow approved procurement guidelines:

- Needs assessment conducted by branch or national office.
- Budget approval by the Finance Department.
- Procurement through competitive sourcing.
- Inspection and acceptance committee to verify quality and quantity.

### **6.2 Asset Tagging & Identification**

- All assets must be tagged with unique asset codes.
- Asset barcodes/QR codes to be used where possible.
- Asset labels shall include: category, code, description, location, custodian.

### **6.3 Asset Register Maintenance**

The Asset Register must capture:

- Asset description

- Serial numbers
- Acquisition cost
- Supplier details
- Custodian
- Location
- Condition
- Depreciation schedule
- Date of last verification

#### **6.4 Asset Movement & Transfers**

Transfers must be approved in writing by the Finance & Administration Department. A Movement Form shall be used and updated in the Asset Register.

### **7. Asset Maintenance & Repairs**

#### **7.1 Preventive Maintenance**

- Regular servicing of ICT equipment every 6 months.
- Annual maintenance for furniture and office fixtures.
- Vehicle service per manufacturer schedule or every 5,000 km.

#### **7.2 Corrective Maintenance**

- Repairs done upon reporting defects.
- Maintenance logbook to record all repair history.

#### **7.3 Service Contracts**

- Engage licensed service providers for ICT, electrical, and mechanical systems.

### **8. Asset Valuation & Depreciation**

- Assets to be valued during acquisition and periodically every 3 years.
- Depreciation to follow standard accounting principles.
- Revaluation done for high-value assets (vehicles, buildings).

## **9. Asset Verification & Audit**

### **9.1 Annual Physical Verification**

- Conducted once a year across all branches.
- Verification reports submitted to the NEC.

### **9.2 Surprise Audits**

- Internal Auditor may conduct unannounced audits where risk is identified.

### **9.3 Reconciliation**

- Discrepancies between physical count and register must be explained within 14 days.

## **10. Risk Management Framework**

<b>Risk Type</b>	<b>Mitigation Measures</b>
Theft or loss	Secure storage, tagging, insurance, access control
Misuse or misallocation	Staff sensitization, approvals, monitoring
Fire, disaster	Insurance, fire safety equipment, backup systems
Obsolescence	Scheduled upgrades, proper maintenance
Data loss	ICT backup protocols, cybersecurity measures

## **11. Insurance of Assets**

- High-value assets (vehicles, ICT equipment, buildings) must be insured.
- Political risk insurance to be considered for campaign equipment.
- Insurance records to be kept updated annually.

## **12. Asset Disposal Procedures**

Disposal may occur due to:

- Obsolescence
- Irreparable damage
- Theft or loss
- Replacement

#### **Approved Disposal Methods**

- Public auction
- Trade-in
- Donation (upon NEC approval)

#### **Disposal Documentation**

- Disposal Request Form
- Disposal Committee Report
- NEC approval minutes
- Update in the Asset Register

### **13. ICT Asset Management and Digital Systems**

PFRD maintains a **digital Asset Management System (AMS)** used for capturing, recording, updating, and monitoring all assets across its offices. The system integrates **RFID (Radio Frequency Identification) technology** to enable:

- Automated asset identification and tracking
- Real-time verification and location monitoring
- Reduction of manual errors during audits
- Faster and more accurate reconciliation between physical and digital records

All assets are tagged using RFID labels, and authorized personnel use handheld or fixed RFID readers for periodic verification and updates.

- Implement an Asset Management Software for real-time tracking.
- User access controls and audit logs for accountability.
- Regular backup of asset records (weekly/monthly).
- Integration with inventory and procurement systems.

## **14. Training and Capacity Building**

PFRD will conduct:

- Annual training for branch managers on asset controls.
- Orientation for new staff on asset policies.
- ICT training on the asset management system.

## **15. Monitoring, Evaluation, and Reporting**

### **Quarterly Reports**

Each branch must submit:

- Asset movement reports
- Condition assessment updates
- Maintenance reports

### **Annual Reports**

The Finance Department will compile an annual Asset Status Report for NEC review.

## **16. Policy Compliance and Enforcement**

Non-compliance with asset procedures may attract:

- Administrative disciplinary action
- Financial recovery measures
- Reporting to the Registrar of Political Parties (in severe cases)

## **17. Plan Review and Updates**

This Asset Management Plan will be reviewed every **three years** or upon major structural change within PFRD.

## **18. Conclusion**

This Extended Asset Management Plan ensures that PFRD maintains high standards of accountability, efficiency, and transparency in managing its resources. Proper implementation will enhance operational effectiveness and support the party's long-term strategic goals.

## **17. POLICY APPROVAL**

**Signed:**

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*Party Leader / National Chairperson*  
**People's Forum for Rebuilding Democracy (PFRD)**

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*Secretary-General*  
**People's Forum for Rebuilding Democracy (PFRD)**