



Safety Asset and Asset Endorsement Meeting Standing Order

Parties Involved

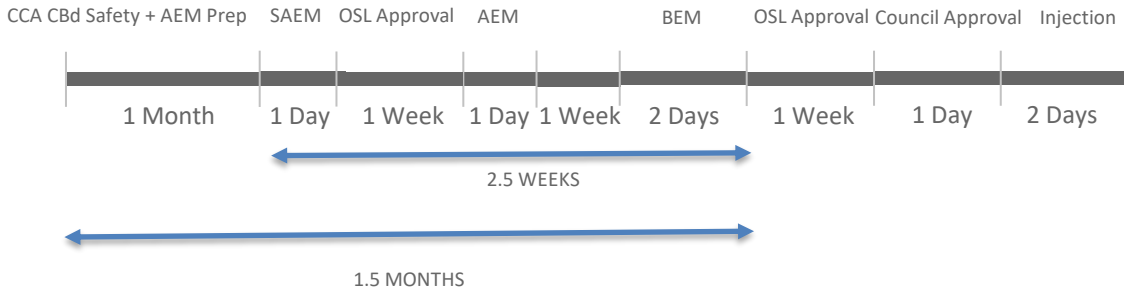
- a. The **Asset Management Committee** consists of **SMUSAs Operations Secretary**, and the **Operations Secretaries all CCA CBds**, and **Deputy Operations Secretary** of the **SMUSA Executive Committee**.
- b. The **Operations Secretary** of the Asset Management Committee shall act as **Chairman** for both the Safety Assets and Asset Endorsement Meeting.
- c. No parties other than members of the Asset Management Committee can attend the Asset Endorsement Meeting, with **exceptions of Deputy Operations Secretaries** of the **CCA CBds**.

Timeline and Duration of Asset Endorsement Process

- a. The SMUSA financial year is from **1st January to 31st December**, and the budgeting period is split into 2 periods in a year -- **Term 1**: 1 Jan – 31 July; **Term 2**: 1 Aug – 31 Dec.
- b. SMUSA Operations should set meeting dates for both the **Safety Assets and Asset Endorsement Meetings** at least **3 months in advance**.
- c. Safety Assets should be conducted **at least 1 week before the start of AEM** to ensure sufficient time for the Finance Committee in preparation for the proposal of AEM budget, and for further preparation on the AEM itself by the Operational CBds.
- d. **AEM** typically commences **1 week before the start of BEM**. Hence, all documents for safety assets should be **submitted 1 week before** the commencement of both **Safety Assets and Assets Endorsement Meeting**.

- e. Such documents include but are not limited to SMUSA's **SAEM and AEM template** together with the **CBd's asset inventory list** of the preceding year.

f. **Anticipated Timeline**



- g. Asset Endorsement Meeting may be **conducted over multiple sittings**, which must **not last beyond 10 hours each**. Each sitting must be **conducted anytime between 8AM to 11PM**. The meeting, in a worst case scenario, **should NOT** continue **beyond 12AM** the next morning.
- h. The **SMUSA Operations Secretary** has the **rights to end the meeting** should it **exceed** the permitted time given under **all circumstances**.

Safety Assets Endorsement Meeting (SAEM) Guidelines

Safety items are items that pose a certain **threat** or **danger** to the person(s) if the item is not in usable condition and serves the purpose of **protecting** against harm.

List of Common Safety Items:

There should be a **standardised budget of \$25** for all first aid related items for **all** clubs to ensure consistency and fairness, **unless specified** and holds a **valid justification** such as **competition** requirements. Please **elaborate on the details of competition** and its requirements. A **clear breakdown of all the items** needed in the first aid kit should be given, subject to the approval of the SMUSA Operations Secretary. This budget consists of 2 parts, the price of **basic Guardian first aid kits** and **additional essentials** needed for treatment of injuries.

1. **Safety or First Aid Kit.** It is assumed to be a standardised pricing of **\$17.90** from Guardian for **all** clubs unless specified to require specific first aid pertaining to the CCA itself and approved. A reference of the first aid kit has been attached below.

Guardian Basic First Aid Kit Travel



by [Guardian](#)

3 for 2 Mix & Match

\$17.90



- 1 +

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1 set | Item code 168872

- Quality ABS Plastic Container
- Plastic Plasters (10pcs)
- Absorbent Cotton Swabs (1 pcs - 5 cm x 5 cm x 15gm)
- Wide open wove (w.o.w.) bandage (1 Roll - 7.5 cm x 5.5 cm)
- Safety Pins (12 pcs)
- Adhesive Roll Plaster (1 Roll - 1.25 cm x 1m)
- Small Non Foldable Sissors
- Gauze Swabs (1 pcs - 5cm x 5cm x 8ply x 8pcs)
- First Aid Book
- Usage Card

The **essentials** needed for the treatment of injuries. It consists of **one bottle of antiseptic spray** and a **box of plasters**. References of the antiseptic spray and plaster have been attached below, along with the pricings for each item.

[Home](#) / [Bandaging & First Aid Supplies](#) / [Antiseptics & Ointments](#) / [Healing Sprays](#) / [First Aid Antiseptic Spray, bottle, 2oz.](#)

First Aid Antiseptic Spray, bottle, 2oz.

First Aid Antiseptic Spray, bottle, 2oz.

Item/SKU:2513

Our Price: **\$4.38**

Qty: < 1 >

Add to Wishlist Add to Compare



Images

HANSAPLAST
Universal Water Resistant Strips 40 Pieces

S\$4.30



Quantity Discount

Buy 1 S\$4.30 Save S\$0.00	Buy 2 S\$6.45 Save S\$2.15
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★★★★★ 4 reviews

- 1 + [Add to Bag](#)

2. For specific clubs that require safety equipment **not highlighted in Point 1 and 2**, items requested are **automatically considered as safety assets** due to the nature of the CCA that poses a pre-existing level of risk. Safety equipment for such clubs are categorised as **equipment that may put the members in danger of physical harm** if the safety equipment is not purchased.
3. However, the **final quantity** for each requested item is **subjected** to the safety assets/asset endorsement meeting **budget and pricing per item**. Such clubs include but are not limited to Sailing, Windsurfing and Diving. Some examples would be ropes and harness.
4. **All other assets** requested by the CCA CBds would be **subjected** to the SMUSA **Operations Secretary's approval**, and to the **full agreement of all CCA CBds**.

Process of Safety Assets Endorsement Meeting (SAEM)

Before SAEM Meeting

- a. The SMUSA Secretary ought to know that **safety items should be the top priority** before all other financial expenses and thus **allocate as much budget to it as possible**, before considering the rest of the items in AEM.
- b. **SMUSA Operations Department** ought to come up with their **own definition of safety assets** and **propose** this to all the **CCA CBd Directors**. It should be discussed and **unanimously agreed** upon. This is to be used as the **basis for all discussions** and **decisions** made.

- c. **Clubs** are needed to **justify their rationale for it being a safety item**, including, but not limited to the **purpose, usage justification, pricing and quantities**.

During SAEM Meeting

- d. There would be **no budget** given for safety assets. This is solely based on an approval basis. However, the **% budget of AEM is highly dependent** on this. Thus, much discretion is needed when approving.
- e. The SMUSA Operations Secretary starts facilitating the discussion by **letting each CBd explain the context** of the item requested.
- f. **Round 1: Ranking of Individual Items**
Clubs are required to **rank each item** in accordance to the **1st item being the most urgent**. Clubs are to indicate their **5 most important** assets and **justify the reason for their choice**. Hence, in situations when there is a need to cut down, the **least urgent will be cut down first**.

- g. **Round 2: Ranking of Categories**

Items will be categorised into 3 categories. If needed, **rank 3 items** are to be **cut down first** followed by rank 2 and rank 1.

Rank	Categories
1	Maintenance (Prioritised)
2	Replacement
3	New Purchases

- h. Items that are **uncertain are passed on first** and the **CCA CBd checks in** with their **relevant club contacts** for the information. Afterwhich, it shall be discussed again once the information is made available.

After SAEM Meeting

- i. The **finalised list of safety assets** approved is subjected to the discretion of SMUSA's Operations Team. The SMUSA Operations Department is to **consolidate all the relevant brief justifications** regarding the **rationale for decisions made** during SAEM and discussions into the excel template called **SMUSA Ops Safety Assets & AEM Template**.

- j. The SMUSA Operations Secretary is **responsible for all asset purchase decisions and should be able to justify their thought processes** when questioned by the Office of Student Life or the Finance Committee (SMUSA Finance Secretary and all CBd Finance Secretaries). The **justifications need not be written down in black and white**, verbal confirmation is sufficient.
- k. The list is then **sent to OSL for review and approval**. Upon approval, it is then sent to the SMUSA Finance Secretary, who passes it on to the Office of Finance for processing of the budgets.
- l. After the lists of safety assets are confirmed by the Finance Office, the Finance Committee will discuss the budget allocation. The **Finance Secretary will pass a percentage % budget**, as well as the **amount allocated**, that is to be used for AEM.
- m. All CCA CBd Operational Directors are to **communicate and brief their own finance secretaries** on the **approved items and decisions** made to manage expectations and ensure that all are on the same page.
- n. At the same time, CCA CBd Operational Directors are to **start preparing their request lists for AEM** after knowing the results of SAEM.

Asset Endorsement Meeting Policies/Guidelines

Do note that all these guidelines are just a rough estimate based on the previous AEM and has to be tweaked if needed.

1. All assets should be requested prior to the commencing dates and discussed during the 2 meetings. The SMUSA Operations director **reserves the rights to revoke any asset purchases** not included in the initial budget proposal submitted for BEM.
2. All items must gain at least **75% approval** from the management team before it is considered to be under the AEM budget. However, the **SMUSA Operations Secretary reserves the right to disapprove or approve** any of the items, should the need for a final decision arise. This should **not be abused** and applies only **mainly in special circumstances** such as a **balanced vote, or extreme conflicting viewpoints**.
3. All asset and equipment requests have to state a clear **purpose** for usage of requested item eg. Daily usage for CCA and are **justified** in terms of the **reason for purchase** eg. Replacement of worn-out equipment.

4. All justifications include the **rationale** for it being **requested as a safety item** or an **asset**. It should also include the **reason for usage** and clarification of **purchasing certain brands**, if applicable.

5. All clubs should also elaborate on any **technical terms** used, as different clubs may have different definitions based on the nature of their club. **Any other detail** deemed useful to the deciding committee must be written down.

Process of Asset Endorsement Meeting (AEM)

Before AEM Meeting

- a. All 3 steps **namely collation of documentation, approval from OSL** or relevant person(s) in-charge and finance committee's **% budget** must be **completed** first **before proceeding** on with **AEM**.

- b. The SMUSA Finance Department **allocates a fixed given budget (in percentage %)** out of the Budget Endorsement Meeting (BEM) for AEM. The purpose is to **keep it well within the overall given budget** as possible, so that the funds for the next semester's AEM are not affected or reduced.

During AEM Meeting

- a. First, to come up with a **rough allocation budget guide** for each CCA, considering their **CBd size** (Number of clubs) and their **club size**. **Other considerations** are to be provided by the **CCA Operations Directors** themselves for Eg. Activeness of club etc, in line with the nature of their CCA Clubs.

This is to allow for the budget allocation of each club itself.

CBds	Ranking Criteria
ACF (23 Clubs)	No. of active members
SSU (31 Clubs)	Performance in last year events / Competition
SICS (23 Clubs)	No. of active members
SMUX (6 Clubs)	No. of active members

- b. **Round 1: Ranking of Individual Items**

Clubs are required to **rank each item** in accordance with the **1st item being the most urgent**. Hence, in situations when there is a need to cut down, the least urgent will be cut down first.

o. **Round 2: Ranking of Categories**

Items will be categorised into 3 categories. If needed, **rank 3 items** are to be **cut down first** followed by rank 2 and rank 1.

Rank	Categories
1	Maintenance (Prioritised)
2	Replacement
3	New Purchases

- c. To allow for **club expansions or leisure activities**, there shall be a **New Purchase Fund of \$500** allocated to each CBd, just for New Purchases. On top of that, there will be an **additional \$500 allocated to 1 CBd** for New Purchases on a **rotational basis** (In total, \$1000 for that CBd in that semester). Any New Purchase Funds that are **not used by the CBd** will be **allocated to the other CBds** for New Purchases.

Rank	Categories	Considerations
1	Maintenance (Prioritised)	Case by Case Basis depending on club regulations, condition of current asset, price, as well as reserves/income.
2	Replacement	Case by Case Basis
3	New Purchases (Priority of additional \$500 on rotational basis e.g. Term 1 prioritise SICS items first then following term SMUX then following term ACF, then last term SSU)	ACF: \$500 SSU: \$500 SMUX: \$500 SICS: \$500 + \$500 ** Additional budget on top of allocated amount is subjected to the availability of budget left after both maintenance and replacement .

These criteria are not bound by and can be altered by the SMUSA Operations Committee if required.

- d. The SMUSA Operations Department shall go through the individual list and do a **first round of cutting**, followed by a **second round** of discussion and cutting.

Round 1 Process	Round 2 Process
- First round striking out irrelevant items like S&A costs such as printing or writing supplies or marketing costs etc.	- The ranking of top 3 categories , in descending order (best to worst).

<p>(Marketing costs are assets such as art supplies or marketing collaterals).</p> <ul style="list-style-type: none"> - Come up with a rough allocated budget for each of the CCA CBds according to the specified total given AEM budget. - The ranking of top 3 items. 	<ul style="list-style-type: none"> - Implementing the New Purchases Fund for expansion and leisure.
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- e. The requested list of assets should be **checked against the asset inventory list** of the **preceding year** submitted by the CBds. The check takes into consideration the **current quantity** of the item as well as the **quantity purchased** for that certain item in the past year. This would give a rough gauge on the amount that is appropriate or should be approved, based on the historical data.
- f. For all items, several considerations should be taken before deciding on the acceptance of a certain request or agreement on the item quantity. Such include but is not limited to the **number of people it benefits** or whether the **club is capable of self-sustaining** in terms of reserves (If the club is able to generate their own income). This is to see if the item is then worth the investment as the more they are **able to self sustain, more budget** should be given.

After AEM Meeting

- g. The finalised list of assets approved is **subjected** to the **discretion** of SMUSA's Operations Team. The SMUSA Operations Department is to **consolidate all the relevant justifications** and discussions into the template given. The list would then be **sent to OSL** for their perusal.