# VIETNAM VETERANS ASSOCIATION OF AUSTRALIA
# SOUTH AUSTRALIA BRANCH INCORPORATED

**Administrative Instruction 04/2011**

**PROPERTY AND MEMORABILIA REGISTERS**

## Introduction

1. There is a legal requirement to maintain a record of property and assets* of the Association. This Administrative Instruction explains the records required.

## Detail

2. Specific detail relating to each type of register is provided under their respective headings and a suggested layout for each register forms part of this Instruction.

## Property Register

3. **Asset Value** A Property Register (or Register of Assets) is used to record the purchase of property from VVAA funds and to record property donated or on loan to the association for its specific use. It is recommended that all assets valued in excess of $100 should be recorded and insured for replacement value.

4. **Depreciation** When an item is recorded in the Property Register it is recommended that depreciation be based on the life of the asset and be set at five years, providing for a depreciation rate of 20% of the original value per year.

5. **Zero Value Assets** Assets that ultimately reach a zero value should be recorded in the Property Register until sale or disposal to ensure control and accountability.

## Memorabilia Register

6. A Memorabilia Register is used to record information relating to articles and memorabilia purchased, donated, or on loan. This record is essential for the resolution of future ownership disputes.

7 For items on loan not covered by insurance and subsequently lost, damaged or destroyed, the cost of any replacement is to be met from general funds.

## Conclusion

8. Assets purchased from VVAA funds, or donated to the Association, are required to be shown within the balance sheet of a patriotic fund and must be recorded on the Property Register.

Authority

State Council Meeting: 20th Feb 2011

*Asset: 'Anything valuable or useful'

# VIETNAM VETERANS ASSOCIATION OF AUSTRALIA, VIC BRANCH INC

## PROPERTY REGISTER

**Sub-Branch/Entity:**

| Asset description | Quantity | Purchase price & date | Donated by & date | On loan from & date | Value At 31/12* | Replacement value |
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# VIETNAM VETERANS ASSOCIATION OF AUSTRALIA VIC BRANCH INC

**MEMORABILIA REGISTER**

**Sub Branch/Entity:**

| **Line no** | **Date** | **Item Description** | **Quantity** | **Purchase Donation or Loan** (Indicate which applies**)** | **Name of donor Or lender** | **Write off Or return date** | **Quantity issued** | **Remarks (**eg, purchased from welfare patriotic funds**)** |
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