

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal Resources	Chapter # F		Subject # 235.1
Subject Title Security & Control	Adopted 12/15/99	Last Revised 3/16/17	Reviewed 3/15/05; 4/20/10; 1/29/14; 3/16/17

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 Intent

A physical inventory shall be conducted periodically of all assets.

2.0 Inventory

- 2.1 Designated personnel shall conduct a physical inventory of all assets to record and verify location of assets every two years or as needed on a more frequent basis.
- 2.2 Asset listing is to be maintained in a database.
- 2.3 Assets are to be categorized within the database for easy filtering for categorical reports.
- 2.4 Any reconciling inventory item that appears unusual should be investigated.

3.0 Negotiable Instruments

- 3.1 Blank checks, postage meter key, petty cash, undistributed endorsed checks, etc. are to be inventoried periodically and verified against records at least quarterly or as needed on a more frequent basis.
- 3.2 Any reconciling inventory item that appears unusual shall be reported to the CFO and CEO and shall be investigated.

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Robert S. Lathers, Chief Executive Officer	Date		