

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Fiscal Resources	F		230
Subject Title Liabilities	Adopted 5/24/99	Last Revised 2/15/16	Reviewed 1/24/05; 7/24/06; 2/28/08; 1/26/09; 1/25/10; 1/24/11; 1/23/12; 3/25/13; 3/24/14; 2/23/15 2/22/16

POLICY

Application

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

1.0 Intent

It is the intent of this policy to ensure payments for liabilities (accounts payable, payroll, and debt) are made only to valid agency employees and vendors. Payments to employees and vendors will be accurate and correct.

2.0 Policy

- 2.1 Detailed, accurate, and complete accounts payable records shall be maintained in the general ledger for all financial obligations of The Right Door for Hope, Recovery and Wellness.
- 2.2 The Right Door for Hope, Recovery and Wellness shall establish that only valid agency employees receive payroll payments, computed according to the agency's pay schedule, except for Board-approved severance packages for terminating employees.
- 2.3 The Right Door for Hope, Recovery and Wellness Board will approve all debt prior to establishment of such debt.

Melissa McKinstry, Board Chairperson	Date		