Chapter Title	Section Title	Section #		Subject #
Fiscal Resources	General	F		235
Subject Title **Security & Control**		Adopted 7/29/02	Last Revised 12/14/15	Reviewed 1/23/06; 1/22/07 11/20/08; 11/23/09; 11/22/10; 10/24/11; 1/28/13; 1/27/14; 12/15/14; 12/14/15; 12/19/16

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 define the objectives and the major responsibilities for implementing security of technology, information, and assets within The Right Door for Hope, Recovery and Wellness.

2.0 Policy

2.1 Assets

2.1.1 All capital resources with a cost of $300.00 or more shall be inventoried, tagged and included on the fixed asset inventory listing. Capital resources shall not be disposed of except as specifically allowed in current policy as referenced in F-220 Assets.

2.1.2 Blank checks, receipts, vouchers, check signer key, postage meter key, master keys, checks and cash received in mail or in person, and undistributed endorsed checks shall be stored under lock and key or in a fire proof safe when not in use and have access limited to authorized personnel only.

Reference

CARF Standards Manual, Section: Financial Planning & Management

Melissa McKinstry, Board Chairperson	Date		

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