

## The Right Door for Hope, Recovery and Wellness

Chapter Title	Section #		Subject #
Fiscal Resources	F		220
Subject Title <b>Assets</b>	Adopted 7/31/90	Last Revised  7/25/16	Last Reviewed 5/16/05; 6/26/06; 8/25/08; 7/27/09; 7/26/10; 8/22/11; 7/23/12; 7/22/13; 9/22/14; 7/27/15; 7/25/16; 8/28/17

### **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 that all The Right Door for Hope, Recovery and Wellness fixed assets are accurately recorded on an inventory list.

#### 2.0 Policy

- 2.1 All agency fixed assets shall be accurately inventoried and tracked, to enable internal control for insurance purposes, proper valuation for financial depreciation, security against unauthorized loss, maximization of their useful life, and proper disposition when obsolete.
- 2.2 A full physical inventory of all agency fixed assets shall be conducted every two (2) years per A-87 guidelines.
- 2.3 All agency fixed assets, including leased facilities, shall be properly maintained to maximize their value and their useful life.
- 2.4 Fixed asset/equipment donations shall be acknowledged in writing by the Chief Executive Officer and shall be listed in The Right Door for Hope, Recovery and Wellness fixed asset inventory.
- 2.5 Fixed Asset Disposal: All fixed assets must be disposed of in accordance with A-87 guidelines.

#### **References**

CARF Standards, Sections:  
Financial Planning and Management  
Board Governance

The Office of Management and Budget (OMB) circular A-87 "Cost Principles for State, Local, and Indian Tribal Governments

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Melissa McKinstry, Board Chairperson	Date		