

## The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal Resources	Chapter # F		Subject # 225.4
Subject Title <b>Disbursements from Bank Accounts</b>	Adopted 12/15/99	Last Revised 4/28/16	Reviewed 2/24/14 4/20/10 06/06/06 04/18/06 03/15/05 4/14/15 4/28/2016

### PROCEDURE

#### Application

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

#### 1.0 Intent

Payments for goods and services are organized so that no unauthorized payments are made. Payment for all goods and services has been authorized by the Chief Executive Officer (CEO) through a system of authorization processes that delegate authority to the Chief Financial Officer (CFO).

#### 2.0 Preparing Checks and Bank Transfers

2.1 A determination that the transaction is valid shall be accomplished by reviewing the following supporting documentation as applicable:

- Invoices (together with receiving reports and purchase orders)
- Payroll records
- Petty cash vouchers
- Remittance advice
- Check requisitions

2.2 Supporting documentation shall be signed by authorized management, following the Expenditure Authority procedure.

2.3 Checks and bank transfers shall be prepared by persons other than those who initiate or approve documents that generate disbursements.

2.4 Checks and bank transfers shall be designed or completed in such a way as to make subsequent, unauthorized alteration difficult, such as using protective paper, check imprint, etc.

2.5 The following is prohibited:

- Check payable to “bearer” or “cash”
- Signing blank checks
- Altered checks and bank transfers

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Fiscal Resources	F		225.4
Subject Title	Adopted	Last Revised	Reviewed
<b>Disbursements from Bank Accounts</b>	12/15/99	4/28/16	2/24/14 4/20/10 06/06/06 04/18/06 03/15/05 4/14/15 4/28/2016

**3.0 Check Signing**

- 3.1 Checks may be signed only by board approved signatories.
- 3.2 The Chief Financial Officer shall examine the original supporting documentation to ensure that each item has been checked and approved in accordance with procedures.
- 3.3 The check-signer key shall be locked during periods of non-use.
- 3.4 The copies of the checks shall be distributed as follows:
  - Vendor gets the negotiable copy
  - Copy is attached to voucher documentation

**4.0 Disbursement of Checks**

- 4.1 After signing, all checks shall be locked in the safe until the accounts payable release day.

**5.0 Cancel Supporting Documents**

- 5.1 The supporting documents shall be canceled by stamping “Paid” and recording the check number to prevent duplicate payment.

**6.0 Maintenance of Check Control Log**

- 6.1 A separate record of checks being processed shall be maintained by using a control log.
- 6.2 All checks shall be sequentially pre-numbered to establish that all checks have been accounted for as part of a valid transaction.
- 6.3 The usage of checks shall be accounted for by recording the quantity of checks to cash disbursement records. This is to be performed by an individual other than those who have custody of un-issued checks.
- 6.4 Supplies of un-issued checks are to be kept in the safe.

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal Resources	Chapter # F		Subject # 225.4
Subject Title <b>Disbursements from Bank Accounts</b>	Adopted 12/15/99	Last Revised 4/28/16	Reviewed 2/24/14 4/20/10 06/06/06 04/18/06 03/15/05 4/14/15 4/28/2016

Robert S. Lathers, Chief Executive Officer	Date		