

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal Resources	Chapter # F		Subject # 229.3
Subject Title Debts	Adopted 12/15/99	Last Revised 2/1/18	Reviewed 2/24/14; 4/20/10; 9/5/06; 3/15/05; 4/7/17; 2/1/18

PROCEDURE

Application

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

1.0 Intent

All debts shall be appropriately authorized.

2.0 Board Approval

2.1 A resolution will be prepared so as to document the board’s approval of any new debt as well as the extension of any existing debt.

3.0 Debt Approval and Agreement

3.1 A copy of the resolution approving the issuance of the debt will be maintained with the executed copy of the debt agreement.

4.0 Safekeeping of Debt Agreements

4.1 Debt agreements are to be kept in a secure location within the Fiscal Department.

5.0 Record of Debt

5.1 An authorization schedule will be established for all debt agreements and payments recorded to reflect current status of debt balance.

5.2 A periodic reconciliation of amortization schedule to general ledger account balances will be conducted by the CFO.

6.0 Debt Payments

6.1 Payments on debt instruments are to be made on a timely basis.

6.2 Payments are to be recorded in the general ledger to show payments against principal and interest.

Robert S. Lathers, Chief Executive Officer	Date		