

The Right Door for Hope, Recovery and Wellness

Chapter Title	Section Title	Section #		Subject #
Fiscal Resources	General	F		235
Subject Title		Adopted	Last Revised	Reviewed
Security & Control		7/29/02	1/30/23	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; 11/27/17; 12/17/18; 1/27/20; 1/25/21; 2/28/22; 1/30/23; 1/29/24; 1/27/25

POLICY

Application

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

1. 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. Policy

2.1. Assets

2.1.1. All capital resources with a cost of \$5000.00 or more shall be inventoried 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-253 Disposal of Equipment and Property Purchased using Federal Funds.

2.1.2. Blank checks, receipts, vouchers, 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

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Nancy Patera, Board Chairperson			Date