

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Fiscal Resources	F		235.1
Subject Title Security & Control	Adopted 12/15/99	Last Revised 3/16/17	Reviewed 3/15/05; 4/20/10; 1/29/14; 3/16/17; 12/18/18; 2/14/20; 2/9/21; 3/17/22; 2/20/23; 3/15/24; 2/11/25

PROCEDURE

Application

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

1. Intent

A physical inventory shall be conducted periodically of all assets.

2. Inventory

2.1. Designated personnel shall conduct a physical inventory of all assets to record and verify location of assets every two years or as needed on a more frequent basis.

2.2. Asset listing is to be maintained in a database.

2.3. Assets are to be categorized within the database for easy filtering for categorical reports.

2.4. Any reconciling inventory item that appears unusual should be investigated.

3. Negotiable Instruments

3.1. Blank checks, postage meter key, petty cash, undistributed endorsed checks, etc. are to be inventoried periodically and verified against records at least quarterly or as needed on a more frequent basis.

3.2. Any reconciling inventory item that appears unusual shall be reported to the CFO and CEO and shall be investigated.

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Kerry L Possehn, Chief Executive Officer	Date		