

Chapter Title	Chapter #		Subject #
Fiscal Resources	F		241.1
Subject Title Payback Agreements	Adopted 12/15/99	Last Revised 4/7/17	Reviewed 3/15/05; 6/30/10; 2/24/14; 3/24/15; 4/7/17; 3/18/19; 5/12/20; 4/6/21; 4/21/22; 4/14/23

PROCEDURE

Application

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

1.0 Intent

Appropriate authorization has been obtained prior to issuance of any payback agreement to a person served.

2.0 TRW Loans

- 2.1 Monies are available through donation from the TRW plant in Portland. These monies are distributed by urgency and need of consumer with the intent that the money will be repaid and available once again for other persons served in need.
- 2.2 Availability of account balance must be determined before a payback agreement is initiated.
- 2.3 The person served has the responsibility to pay back all the amount distributed to them.
- 2.4 The person served must sign the payback agreement and the agreement must be authorized by the Chief Financial Officer.
- 2.5 A ledger account shall be set up to record the amount of the loan and activity relevant to the account shall be recorded.
- 2.6 The agreements shall be monitored for timely payments and appropriate action taken according to the guidelines for delinquent accounts if payments are in arrears.
- 2.7 Accounts shall be reconciled to the general ledger control account on a monthly basis.

The Right Door for Hope, Recovery and Wellness

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Kerry Possehn, Chief Executive Officer	Date		