

The Right Door for Hope, Recovery and Wellness

|  |                    |              |  |
|--|--------------------|--------------|--|
| Chapter Title<br><br>Fiscal                                  | Section #<br><br>F |              | Subject #<br><br>239   |
| Subject Title<br><b>Advanced Payments and Reimbursements</b> | Adopted<br>9/25/17 | Last Revised | Reviewed<br><br>11/26/18; 12/16/19;<br>12/14/20; 12/20/21;<br>12/19/22 |

**POLICY**

This policy shall apply to the advanced payment process associated with federal awards of The Right Door for Hope, Recovery and Wellness.

**1.0 Application**

The Right Door for Hope, Recovery and Wellness shall limit advance payments to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements necessary to carry out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements and shall be for allowable direct and indirect costs. The payment must be made in a timely manner to contractors in accordance with the contract provisions.

**References**

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Title 2, Subtitle A, Chapter 2 of the Code of Federal Regulations (2 CFR 200.305).

|  |      |  |  |
|--|------|--|--|
|  |      |  |  |
| Deborah McPeek-McFadden, Board Chairperson | Date |  |  |