

## The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Fiscal Resources	F		235.1
Subject Title	Adopted	Last Revised	Reviewed
Security & Control	12/15/99	3/16/17	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

### 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		