Chapter Title	Section #		Subject #
Fiscal Resources	F		220

Subject Title	Adopted	Last Revised	Last Reviewed
Assets	7/31/90	8/27/18	5/16/05; 6/26/06; 8/25/08; 7/27/09; 7/26/10; 8/22/11; 7/23/12; 7/22/13; 9/22/14; 7/27/15; 7/25/16; 8/28/17; 8/27/18; 8/26/19; 8/24/20; 7/26/21; 7/25/22; 7/24/23; 7/22/24

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 ensure that all The Right Door for Hope, Recovery and Wellness fixed assets are accurately recorded on an inventory list.

2. Policy

   2.1. All agency fixed assets shall be accurately inventoried and tracked, to enable internal control for insurance purposes, proper valuation for financial depreciation, security against unauthorized loss, maximization of their useful life, and proper disposition when obsolete.

   2.2. A full physical inventory of all agency fixed assets shall be conducted every two (2) years per 2 CFR 200 Uniform Grant Guidance guidelines.

   2.3. All agency fixed assets, including leased facilities, shall be properly maintained to maximize their value and their useful life.

   2.4. Fixed asset/equipment donations shall be acknowledged in writing by the Chief Executive Officer and shall be listed in The Right Door for Hope, Recovery and Wellness fixed asset inventory.

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2.5. Fixed Asset Disposal: All fixed assets must be disposed of in accordance with   2 CFR 200 Uniform Grant Guidance guidelines.

References:

CARF Standards, Sections:
Financial Planning and Management,
Board Governance

2 CFR 200 Uniform Grant Guidance

Nancy Patera, Board Chairperson	Date		