

<p>Washtenaw County Community Mental Health</p>	<p><i>Policy and Procedure</i></p> <p><i>Asset Protection</i></p>
<p>Author: WCCMH Board of Directors Approval Date: 10-1-2015 Approved By: WCCMH Board</p>	<p style="text-align: center;"><i>Policy Type: Executive Authority</i></p> <p style="text-align: right;">Number 03-006 Page: 1 of 1</p>

The Executive Director may not allow assets to be unprotected, inadequately maintained nor unnecessarily risked.

Accordingly, he or she may not:

1. Fail to insure against theft and casualty losses and against liability losses to Board members, staff or the organization itself in an amount greater than the average for comparable organizations.
2. Fail to provide director and officer liability coverage that protects members in fulfilling their organizational responsibilities.
3. Unnecessarily expose the organization, its Board or staff to claims of liability.
4. Make any purchase: a) wherein normally prudent protection has not been given against conflict of interest b) of material value without having obtained comparative prices and quality.
5. Receive process or disburse funds under controls that fail to meet auditor standards.
6. Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating, or in non-interest bearing accounts except where necessary to facilitate operational transactions.
7. Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission, including changing the name of the organization.