

## **CONTROL OF CHAPTER, DISTRICT AND REGION PROPERTY**

Each Chapter, District and Region Director is responsible for the control of funds and property that belongs to his/her respective office. This includes property that may be in the possession of other Officers or Staff Members, including Officers in Rider Education. Any item that is purchased with Chapter, District or Region funds, received from the previous Director or acquired by any other legal means belongs to that office. **Under no circumstance will any of the property or monies ever become your personal property or the property of another Officer or Staff Member.**

Items purchased with official funds for the use of the Director, another Officer or Staff Member must be noted and forwarded to the new Director when a change of Officer occurs. A record must be kept to log items such as computers, printers, fax machines, software, file cabinets, visual aids and other major items of office equipment. As a minimum, this record will include the nomenclature, serial number if applicable, date of purchase, cost and disposition. The disposition will provide information as to the status of the item. If the item becomes inoperable, that should be noted. If the item was discarded, that should be noted along with justification. This information must be kept up-to-date and passed on to the new Director with a copy to your appointing Officer when you leave office. A copy should be kept in your file as well.

If appropriate financial records are kept, there should never be any question concerning those items purchased during the tenure of any Director. The annual Financial Report is the prime document used to report all income and expenditures. Should there be any requirement to justify income, expenditures or the status of any property, it is the responsibility of the Officer to produce the necessary receipts or other backup to explain any inquiries. **It is also the responsibility of each Officer to maintain this financial backup as a matter of record after he leaves office.**