

HEMECROFT, INC.

PROCEDURE FOR ACCOUNTING SYSTEM

1. Homecroft, Inc. revenue and expense are reported on an income statement. Assets and liabilities are reported on a balance sheet. The fiscal year is from January 1st to December 31st of each calendar year.
2. A general ledger is maintained on computer software by the GCBDD Director of Finance and Administration and financial reports are run on a monthly basis. The reports are approved monthly by the Executive Director of Homecroft, Inc. and approved by the Board of Trustees at quarterly meetings.
3. Fiscal records and reports are maintained and safeguarded by the Executive Director. An external audit must be conducted annually by an independent public accountant. The results of this audit and any accompanying recommendations are presented to the Board of Trustees.

Revised: 8/00, 5/17

HEMECROFT, INC.

PROCEDURE FOR ACCOUNTS PAYABLE

1. Homecroft, Inc. accounts payable are paid by check. All checks require two signatures from check signers designated by the Non-Profit Board of Trustees and listed with the banks.
2. Invoices to be paid are entered into the financial system by the Fiscal Manager after determining that purchases are received and proper purchase procedures are followed. Checks are processed and sent to vendors.
3. Cleared and outstanding checks are reconciled on the bank statements. Adjusted bank statement balance is compared with general ledger accounts for any errors or irregularities.

Revised: 8/00, 5/17

HOME CROFT, INC.

PROCEDURE FOR CASH RECEIPTS AND DEPOSITS

1. The Receptionist will record each check and cash received in a receipt book including the name of the individual or entity from whom the check or cash was received, the amount, and the descriptive notation of the revenue category to assign such as rent.
2. Checks will be stamped for deposit only.
3. Checks, cash and receipts will be forwarded to the GCBDD Director of Finance and Administration. A copy of the receipt will be maintained by the receptionist.
4. The Director of Finance and Administration will copy each check, prepare a deposit slip, and will make the deposit on behalf of Homecroft, Inc.
5. The Fiscal Manager will input the deposit into the financial software. Deposits will be used to reconcile monthly bank statements. Deposit records and bank statements will be maintained for audit purposes.

Revised: 8/00, 2/12, 5/17

HOME CROFT, INC.

PROCEDURE FOR WORKING CAPITAL AND CONTINGENCY PLAN

1. All revenues generated from rent and rent subsidies are to be utilized to meet the agency's operating expenses including maintenance and repair of properties and for other purposes that support Homecroft, Inc. as determined by the Board of Trustees.
2. Homecroft, Inc. will maintain a cash reserve account of monies raised through fundraising efforts, which may be used for major maintenance/repair expenses as necessary and to aid in the acquisition of property. Funds may also be used to support activities of the Greene County community as determined by the Board of Trustees.

Revised: 8/00, 5/17

HEMOCROFT, INC.

PROCEDURE FOR PROTECTION OF CONFIDENTIAL ADMINSTRATIVE RECORDS

1. All financial records are kept in the office of the Homecroft Executive Director or in the office of the Director of Finance and Administration for the Greene County Board of DD.
2. All records are securely maintained in file cabinets accessible only to authorized personnel.

Revised: 8/00, 5/17

HEMECROFT, INC.

INVESTMENT POLICY

GUIDELINES

- 1) The primary objective of Homecroft, Inc.'s investment activities is to preserve and to protect investments for the corporation and to ensure a sound financial foundation for the operation of programs.
- 2) Homecroft, Inc. will strive to maximize investment income while avoiding unreasonable risks to protect and maintain fiscal resources. Investments will be made with a high degree of judgement and care; and monitoring of investments will be an ongoing process designed to ensure best practices.
- 3) Homecroft, Inc. will not exceed the FDIC limit in each of its selected banking institutions. The service fees, interest rates and services of banks will be assessed by the Executive Director to minimize costs to the Corporation.
- 4) Money will be invested in accounts recommended by the Executive Director and approved by the full Board of Trustees.

I. Authorized Financial Institutions and Dealers

Homecroft, Inc. will conduct purchasing arrangements only through federally insured banking institutions or sound investment firms approved by the Board of Trustees. A list of these institutions and investment firms will be maintained by the Executive Director. Any modifications to the institutions of firms utilized by Homecroft, Inc. will be made according to investment policy criteria.

II. Instrument Authorized

The Executive Director may invest on behalf of the Corporation in the following instruments at a price not exceeding their fair market value:

A. Government Securities

Negotiable direct obligations of the U.S. or obligations issued by Federal agencies the principal and interest of which are unconditionally guaranteed by the United States, and bonds, notes, dentures, or other obligations or securities issued by any Federal government agency, whether or not they are guaranteed by the United States, including but not be limited to, the following:

Direct Obligations

Treasury Bills
Treasury Notes

Obligations of Federal Agencies:

Government National Mortgage Association(GNMA)
Small Business Association(SBA)
Federal Housing Administration(FHA)
Federal Home Administration(FMHA)
General Services Administration(GSA)

B. Non-Negotiable Interest Bearing Time Certificates of Deposit and Savings Accounts

Non-negotiable interest Bearing Time Certificates of Deposits and savings accounts in banks organized under the laws of this State, national banks under the laws of the United States, doing business and situated in this state, savings and loan associations located in this State and organized under Federal law and under Federal supervision, provided that any such deposits and savings accounts are secured by collateral as prescribed herein.

C. Negotiable Interest Bearing Time Certificates of Deposit

Negotiable Interest Bearing Time Certificates of Deposit issued by institutions which are ranked nationally as being in the top fifty (50) in asset and deposit size within their industry, provided that any such deposits are secured by collateral as prescribed herein.

D. Bankers Acceptance

Bankers Acceptance which are eligible for purchase by the Federal Reserve system and which are issued by institutions which are ranked nationally as being in the top fifty (50) in asset and deposit size within their industry.

E. Repurchase Agreements and Reserve Purchase Agreements

Repurchase Agreements of a bank or savings and loan association organized under the laws of U.S., Federal agencies, and federal instrumentality of the following types:

1. U.S. Treasury bills and note
2. Government National Mortgage Association (GNMA)
3. Federal Farm Credit Bank obligations

F. Commercial Paper/Corporate Bonds

Commercial notes of any United States company provided that such notes are rated "prime" (P-1) by Moody's Investors Service and (A-1) by Standard Poor's.

Collateralized commercial paper. Medium term corporate notes rated "prime" (P-1) by Moody's Investors Service and (A-1) by Standard Poor's.

G. Money Market Funds

Money market funds whose portfolios consist of the foregoing (A-F).

H. State Treasury Asset Reserve of Ohio

The Treasury Asset Reserve of Ohio ("Star Ohio") is a statewide investment pool managed by the Treasurer of the State of Ohio similar in concept to a money market fund but available exclusively that determine the program's investment practices.

I. Now Accounts

Now Accounts, Super Now Accounts or any other similar account authorized by the Federal Reserve's Depository Institutions' Deregulation Committee.

J. Quality fixed-Annuities issued by Insurance Companies

Quality fixed-Annuities issued by Insurance Companies that guaranteed contracted values. The insurance company selected must possess no lower than a BEST's AA financial rating at the time of the investment and be approved by the Board of Trustees. The maximum amount of investment in this vehicle is \$100,000.00 or 10% of the balance available for investment, whichever is less.

K. Board Approved Mutual funds

The Board of Trustees may at its discretion choose mutual funds as optional investment vehicle to maximize investment returns. The Finance Committee is responsible for recommendations in the selection of the funds and the investment firms.

L. Stocks

The Board of Trustees may at its discretion choose to invest in common stocks to take advantage of all the potential investment opportunities.

REPORTING

The Executive Director will be responsible for the presentation of regular reports relating to investment activities. The Board of Trustees of the Corporation will be presented with thorough information on investment activities at its quarterly Board meetings.

Revised: 5/17