

Baltimore Research and Education Foundation, Inc.	Internal Control System Policy	No.		32
		Effective Date		03/12/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011.	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will safeguard assets.

2.0 Scope

This policy applies to BREF assets and financial records.

3.0 Policy

3.1 The primary objective of BREF's internal control system is to safeguard the assets and insure the reliability of the financial records. Policies, procedures and manuals are in place that describe how revenues and expenses are to be handled to best protect BREF's assets and the reporting thereof.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
03/11/2009	A	Heather Riley	Policy is put into approved format
01/26/2011		Shirley Rutledge	No revisions. Policy approved at BREF Board meeting, 1/26/2011.