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***Business  
failures,  
fraudulent  
financial  
reporting, and***

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***questionable  
operating  
practices have  
caused the  
increasing  
attention on  
corporate  
internal  
controls. This  
manual focuses  
on the intiital  
steps for***

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**providing a  
reliable system  
of internal  
control, which is  
to establish  
policies and  
procedures, and  
then monitor  
their  
compliance. A  
great number of  
users of the**

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***Policies and  
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Control will be  
with  
organizations  
that have a long-  
established set  
of company  
policies and***

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**procedures.**

***Their purpose in  
using this book  
will be to check  
out their  
existing systems  
and upgrading  
them where  
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Manual can help you  
quickly create and  
implement a system  
of accounting  
policies and  
procedures. These



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easily editable  
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procedures provide  
the internal control  
needed to protect  
your business, as  
well as comply with  
generally accepted  
accounting practices  
and regulations like  
Sarbanes-Oxley.

Thoroughly  
researched and

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reviewed by industry experts, these pre-written policies and procedures are based on years of experience in areas such as travel and expense, receiving, procurement, purchasing, shipping, auditing, accounts payable

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and receivable, and cash drawer practices.

Developing policies and procedures are listed as a key control activity in the COSO publication "Internal Control - Integrated Framework." The Securities and

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(PCAOB) both point

to this COSO

document as an

example of internal

controls that comply

with Sarbanes-Oxley

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requirements.

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research,  
development,  
writing, and review  
of needed

procedures for  
control and  
compliance. It will  
improve business  
performance by  
developing  
consistency and  
standards. It

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procedures that  
cover over 150  
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Bragg, the  
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coverage of  
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order entry,  
credit,  
collections,  
sales returns,  
capital

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tool every  
accounting  
department

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needs to  
regularize and  
systematize its  
procedures to  
match the best  
in the industry.

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*The typical  
business needs a  
system of  
policies and  
procedures in  
order to reduce  
errors, minimize  
fraud, and*

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*maintain tight control over its operations. The*

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*contains the detailed procedures and forms needed for every accounting system, from accounts payable to treasury, as*

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Construction areas as order  
Company entry, shipping,  
purchasing, and  
receiving.*

*Procedures are  
separately  
stated for  
manual and  
computerized  
accounting  
systems. The  
book also*

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*addresses how to  
create and  
enforce  
procedures, as  
well as when to  
update them. In  
short, this book  
provides the  
baseline policy  
and procedure  
information  
needed to  
enhance the  
operations of*

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*any business.*

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A complete set of policies and procedures [WITH DOWNLOADABLE FILES INCLUDED] for your organization whether you're just starting out or need to add some control to your existing

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operations. Policies  
and procedures are  
an integral part of  
eliminating fraud,

reducing operational  
errors and reducing  
inefficiencies. The  
Complete Set  
includes the  
following policies  
and procedures:

**CORPORATE AND**

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Policy Internal  
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Spreadsheets  
Relationship with  
External Auditors  
Standard Document  
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Employee Standards

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Expense

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Policy Company Car

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Policy Employee

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Bank Accounts Bank

Account

Reconciliation Petty

Cash Funds

Employee Advances

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Customer Accounts  
Receivable  
Customer Credit  
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Receivables Bad  
Debt, Cash Discount  
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Credits Issued Sales

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Purchases Payroll

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Incentives Awards &  
Sales Commissions  
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STATEMENT  
Revenue  
Recognition of  
Shipments Revenue



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Interest and Other  
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Equipment Disposal

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Overview So you've  
created a successful  
business - investing  
countless hours,

volumes of energy  
and sweat and  
maybe even a few  
tears. Now it's time  
to protect that  
business from lost  
profits, errors and  
even fraud. A solid

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set of policies and procedures can provide a foundation for a strong and successful operation - resulting in increased efficiencies, increased profit, and reduced risk of error and fraud. This complete set of

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policies is a simple step in implementing policies and procedures in your organization. The information presented provides a building block to create policies and procedures that fit your unique organization.

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department needs to  
regularize and  
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