

# Financial Policy & Procedure

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## Who should use this template?

All small business operators who employ one or more staff.

## Why use a policy and procedure manual?

This financial policy and procedure manual is for the small business operator and their employees.

The main benefits to having this policy and procedure manual:

- ensures all staff are aware of obligations in relation to finance transactions within the business
- is a proven way to help your managers and supervisors make consistent and reliable decisions
- helps give each employee a clear understanding as to what you expect and allow.

It takes some effort to complete, but brings definite long-term benefits, reduces disputes, and adds to the professionalism of your business.

# Financial Policies And Procedures Manual

**Alberta. Alberta Energy and Natural  
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## **Financial Policies And Procedures Manual:**

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**Financial Policies and Procedures Manual** Berlin (Conn.), 2000      Model Policies and Procedures for Not-for-Profit Organizations Edward J. McMillan, 2008-03-28 What every not for profit must know about accounting tax and reporting requirements In the challenging world of not for profit management executives are held responsible for virtually every aspect of their organization s activities such as legal issues marketing lobbying editorial membership operations budgeting and of course finance For one person to be an authority in every area however is virtually impossible Completely revised and expanded the Fourth Edition of this invaluable tool is useful as a guide to nonprofit accountants financial managers and executives new to the area of financial management Addressing the accounting internal control and office administration issues that confront executives in nonprofit organizations this book Helps professionals develop formal policies in accounting

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**Policies and Procedures Manual for Accounting and Financial Control** Douglas W. Kurz, Dawn K. Rhodes, 2000-07

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*Internal Revenue Manual Index* United States. Internal Revenue Service, 2008

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