

Procedures of internal control

Documentation of operations

Verification of documents for compliance with requirements, conformity between documents

Authorization of deals and operations

Reconciliation of payables / receivables

Division of powers, rotation of duties

Control of the actual availability and condition of assets, security, restricted access, **inventory**

Internal audit

Procedures connected with the use of computer programs (control of access to databases, automatic validation of data input, reports on errors)

Internal Control Procedures Manual

AN Whitehead



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