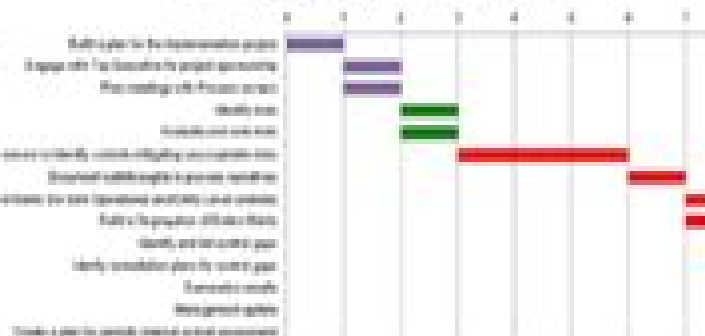


# Internal Control Tools

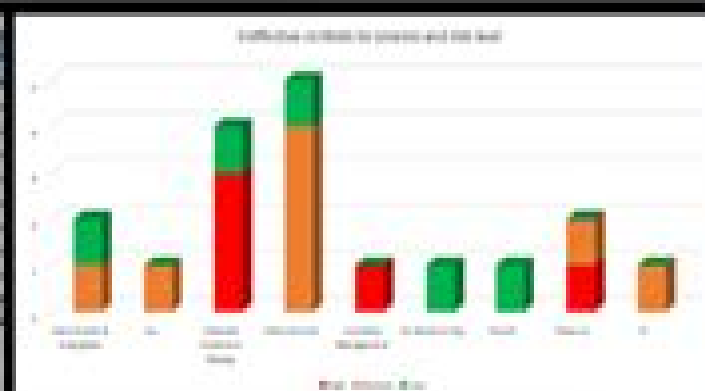
Process name	Control Name	Start	End	Responsible
Planning	Develop a strategic plan for the organization	1	1	1
	Develop a tactical plan for the organization	1	1	1
Risk Assessment	Identify risks	1	1	1
	Assess risks	1	1	1
Internal Control Design	Design internal controls	1	1	1
	Implement internal controls	1	1	1
Monitoring	Monitor internal controls	1	1	1
	Report internal controls	1	1	1
Improvement	Improve internal controls	1	1	1
	Report internal controls	1	1	1

Internal Controls Implementation Plan



	Internal Control Comment				Total	Risk
	High	Medium	Low	Total		
Fixed Assets & Liabilities						
Payroll						
Financial Statement Closing						
Order to Cash						
Inventory Management						
Purchase to Pay						
Project						
Training						
Total						

Effective controls by process and risk level



# Internal Control Documentation Tools

**Rachel S Tattersall**



## **Internal Control Documentation Tools:**

*Sarbanes-Oxley Internal Controls* Robert R. Moeller, 2008-03-31 Sarbanes Oxley Internal Controls Effective Auditing with AS5 CobiT and ITIL is essential reading for professionals facing the obstacle of improving internal controls in their businesses This timely resource provides at your fingertips critical compliance and internal audit best practices for today s world of SOx internal controls Detailed and practical this introductory handbook will help you to revitalize your business and drive greater performance [Internal Controls Policies and Procedures](#) Rose Hightower, 2008-12-03 Drawing on her many years as a consultant to numerous companies big and small author Rose Hightower infuses Internal Controls Policies and Procedures with her wealth of experience and knowledge Instead of reinventing the wheel your company can use this useful how to manual to quickly and effectively put a successful program of internal controls in place Complete with flowcharts and checklists this essential desktop reference is a best practices model for establishing and enhancing your organization s control framework These manuals are favorites for organizations and companies that need a foundation and grounding to ensure an internal control posture of integrity credibility method process and process or a reminder of its importance URLs were included when first published to encourage the dissemination and distribution of relevant chapters to those interested and in charge of the specific departments Although times have changed the principles professed are sound and solid for today s accounting and business environment Implementing these cornerstones will produce a principled manageable approach These manuals can be used by accounting individuals finance departments sole proprietor businesses large corporations accounting auditing students and any others interested in specific topics or general disciplines The discipline for the oversight processes and procedures are important when introducing or implementing auditing practices whether in accounting or throughout the organization These manuals should be used together to provide the basics when setting up a department or specific process discipline for learning about the strengths weaknesses and opportunities within the specific focus areas **Internal Controls** Lynford Graham, 2007-09-10 In the new age of philanthropy donors expect charities to be models of accountability and transparency Internal controls Guidance for Private Government and Nonprofit Entities is a must read for CEOs and CFOs who want to gain a clear understanding of cost effective ways to implement the controls necessary to protect their organizations Elizabeth Myatt Chief Executive Officer World Lung Foundation If you were looking for the silver bullet to understand and audit internal controls you just found it This book will prove invaluable in planning the audit internal controls you just found it This book will prove invaluable in planning the audit because it specifically covers COSO and the new AICPA risk assessment auditing standards George I Victor CPA Partner in Charge of Quality Control Holtz Rubenstein Reminick LLP Author Lyn Graham gives practical easy to understand guidance for documenting internal controls I recommend this book for both my clients and our staff It is very useful for auditors and clients alike David E Adams CPA Partner Geffen Mesher Company This book is an essential guide and provides very practical advice about what to do and

what not to do in making an investment in internal controls The author's extensive experience as an audit firm partner and standard setter are evident in the details provided I also recommend this book to teachers of auditing and systems as it provides a useful background to how internal controls really should work in today's business environment Jean C Bedard CPA PhD Timothy B Harbert Professor of Accountancy Bentley College

**Internal Control Audit and Compliance** Lynford Graham, 2015-02-02 Ease the transition to the new COSO framework with practical strategy Internal Control Audit and Compliance provides complete guidance toward the latest framework established by the Committee of Sponsoring Organizations COSO With clear explanations and expert advice on implementation this helpful guide shows auditors and accounting managers how to document and test internal controls over financial reporting with detailed sections covering each element of the framework Each section highlights the latest changes and new points of emphasis with explicit definitions of internal controls and how they should be assessed and tested Coverage includes easing the transition from older guidelines with step by step instructions for implementing the new changes The new framework identifies seventeen new principles each of which are explained in detail to help readers understand the new and emerging best practices for efficiency and effectiveness The revised COSO framework includes financial and non financial reporting as well as both internal and external reporting objectives It is essential for auditors and controllers to understand the new framework and how to document and test under the new guidance This book clarifies complex codification and provides an effective strategy for a more rapid transition Understand the new COSO internal controls framework Document and test internal controls to strengthen business processes Learn how requirements differ for public and non public companies Incorporate improved risk management into the new framework The new framework is COSO's first complete revision since the release of the initial framework in 1992 Companies have become accustomed to the old guidelines and the necessary procedures have become routine making the transition to align with the new framework akin to steering an ocean liner Internal Control Audit and Compliance helps ease that transition with clear explanation and practical implementation guidance

**How to Comply with Sarbanes-Oxley Section 404** Michael J. Ramos, 2006-03-31 Praise for How to Comply with Sarbanes Oxley Section 404 Second Edition In his Second Edition of How to Comply with Sarbanes Oxley Section 404 Michael Ramos incorporates new developments and lessons learned in the last two years into the definitive guide on SOX 404 implementation An effective tool not just for consultants this book is THE reference guide for every corporate manager facing SOX 404 implementation David W Hinshaw Executive Vice President and Chief Financial Officer Southern Community Financial Corporation Very informative this is a book you can actually sit down and read Michael Ramos is extremely knowledgeable and insightful and his level of detail related to proper documentation has been invaluable in helping me effectively perform Section 404 consulting engagements This Second Edition contains the most pertinent updates and important PCAOB releases Most importantly Mr Ramos has managed to effectively include real world examples and lessons learned in the field over the last

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of the new COSO framework the importance of IT systems and processes and risk management techniques **Complying with Sarbanes-Oxley Section 404** Lynford Graham, 2010-03-16 A step by step approach for planning and performing an assessment of internal controls Filled with specific guidance for small business compliance to SEC and PCAOB requirements relating to Sarbanes Oxley 404 Complying with Sarbanes Oxley Section 404 A Guide for Small Publicly Held Companies provides you with specific guidance on working with auditors to achieve benefits and cost reductions This practical guide helps you knowledgeably interpret and conform to Sarbanes Oxley 404 compliance and features Clear jargon free coverage of the Sarbanes Oxley Act and how it affects you Links to current guidance online Specific guidance to companies on how to work with auditors to achieve benefits and cost reductions Coverage of IT and IT general controls Examples and action plans providing blueprints for implementing requirements of the act Easy to understand coverage of the requirements of the SEC and PCAOB Discussion of the requirements for assessing internal control effectiveness A look at how the new guidance will reduce your costs In depth explanations to help professionals understand how best to approach the internal control engagement Practice aids including forms checklists illustrations diagrams and tables Continuing to evolve and bring about business and cultural change this area of auditing and corporate governance is demystified in Complying with Sarbanes Oxley Section 404 A Guide for Small Publicly Held Companies your must have must own guide to SOX 404 implementation and an effective tool and reference guide for every corporate manager **The Power of Business Process Improvement**

Susan Page, 2015-11-04 This book provides business professionals with the clearest easiest roadmap to achieving highly effective departments and organizations Are you baffled by how your department can keep making the same mistakes Do you feel you have been climbing an unending uphill battle trying to focus your employees limited time on more valuable work These obstacles are so common in business that the solution to getting past them even has a name business process improvement BPI Thankfully though you don t have to be a BPI expert to resolve these situations and find the results your business needs to find success again Written by experienced process analyst Susan Page The Power of Business Process Improvement is the resource you need to find a simple bottom line approach to process improvement work By implementing its proven 10 step method you will be able to Eliminate duplication and bureaucracy Control costs Establish internal controls to reduce human error Test and rework the process before introducing it Implement the changes Complete with software suggestions quizzes a comparison of industry improvement methods and examples to help you apply the ideas The Power of Business Process Improvement is your solution to turning your business into the well oiled machine you know it can be

**The Sarbanes-Oxley Section 404 Implementation Toolkit, with CD ROM** Michael J. Ramos, 2008-04-25 Now updated and fully revised The Sarbanes Oxley Section 404 Implementation Toolkit Second Edition helps large or small companies continue to meet the complex internal control reporting requirements of Sarbanes Oxley Brimming with a wealth of forms and checklists the new edition helps you get up to speed quickly with SOX 404 requirements and makes the

compliance process repeatable more efficient and more effective      *The Controller's Toolkit* Christine H. Doxey, 2021-02-03  
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**Profitable Sarbanes-Oxley Compliance** C. Lynn Northrup, 2006 The Sarbanes Oxley Act is here to stay This unique reference not only shows how to achieve compliance with Sarbanes Oxley but also guides senior executives and their management teams in assessing the reliability of financial reporting and internal controls to maintain compliance Unlike other SOX books it shows how to use the process to reduce risks and improve profitability shareholder value and operational performance BOOK JACKET Title Summary field provided by Blackwell North America Inc All Rights Reserved

**The New Accounts Payable Toolkit** Christine H. Doxey, 2021-04-13 THE NEW ACCOUNTS PAYABLE TOOLKIT In The New Accounts Payable Toolkit accomplished entrepreneur consultant and finance expert Christine H Doxey delivers a unique and powerful approach to the accounts payable process and discusses the impact of the automation of the Procure to Pay P2P process The toolkit explores all aspects of the accounts payable process from the establishment of the contract and the purchase order to the supplier validation process invoice processing and payment accounting and fiscal close You'll learn the key metrics and analytics needed for the accounts payable process This comprehensive toolkit provides the best practices tools and internal controls that can help safeguard your company's cash and other assets You'll obtain a variety of tools to create the foundation required for current internal controls and compliance to ensure that suppliers are correctly validated in the supplier master file to maintain regulatory compliance Avoid paying fraudulent or inaccurate invoices and avoid paying a supplier's invoice more than once Be certain that all supplier invoices are properly accounted for to ensure an accurate fiscal close Finally stay up to date with all current and coming trends in the accounts payable process including eInvoicing ePayment Robotic Process Automation RPA Artificial Intelligence AI Machine Learning and eAccounting The New Accounts Payable Toolkit provides guidance for the implementation of AP automation solutions that can streamline and modernize your own systems and processes to take advantage of new digital developments Perfect for controllers chief financial officers and finance managers The New Accounts Payable Toolkit will also earn a place in the libraries of students and professionals who seek to better understand the components of an optimal accounts payable UNCOVER A UNIQUE AND POWERFUL NEW APPROACH TO ACCOUNTS PAYABLE PROCESSES The New Accounts Payable Toolkit offers readers a

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