

Financial Policy & Procedure

Note: Delete this and the next page once you complete the template.

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 Policy And Procedures Manual

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