

SAMPLE FROM THE FINANCE POLICIES AND PROCEDURES MANUAL INCLUDES AN EXAMPLE PROCEDURE, A LIST OF TOPICS, FORMS ANAD JOB DESCRIPTIONS



Finance Policies and Procedures Manual

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5. Business Guide: Manage Your Business from Start to Finish
6. **10** Job Descriptions covering every position referenced in the Manual
7. Complete Index

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36 Prewritten Policies and Procedures

<p>Finance Administration</p> <ol style="list-style-type: none"> 1. Financial Objectives 2. Management Responsibility 3. Continuity Planning 4. Document Control 5. Record Control 6. Annual Stockholder's Meetings 7. Board of Directors' Meetings <p>Raising Capital</p> <ol style="list-style-type: none"> 8. Business Plan 9. Capital Plan 10. Valuation 11. Bank Loans 12. Stock Offerings 13. Debt and Investment 14. Asset Acquisition 15. Leasing <p>Treasury Management</p> <ol style="list-style-type: none"> 16. Working Capital 17. Cash Management 18. Inventory Management 19. Related Party Transactions 20. Foreign Exchange Management 21. Managing Bank Relationships 	<p>Treasury(Management Con't)</p> <ol style="list-style-type: none"> 22. Merchant Accounts 23. Letters of Credit <p>Financial Statements</p> <ol style="list-style-type: none"> 24. Financial Forecasting 25. Financial Reporting 26. Financial Statement Analysis 27. Financial Management Review 28. Financial Restatements 29. Financial Information Release <p>Internal Controls</p> <ol style="list-style-type: none"> 30. Sarbanes-Oxley Compliance 31. SSAE-16 Compliance 32. Risk Assessment 33. Risk Management 34. External Auditing 35. Internal Auditing 36. Corrective Action
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Finance Policies and Procedures Manual:

57 Corresponding Forms and Records

<p>Finance Administration</p> <ol style="list-style-type: none"> 1. Financial Objectives 2. Sample Management Review Agenda 3. Continuity Plan Worksheet 4. Document Request 1. Document Control Database 2. Sample Master File Guide Index 3. List of Finance Records 4. Record Retention Guidelines 5. Notice of Shareholders' Meeting 6. Authorization of Proxy to Vote Shares 7. Minutes of Shareholders' Meetings 8. Minutes of Board of Directors' Meetings (example) <p>Raising Capital</p> <ol style="list-style-type: none"> 9. Business Plan 10. Capital Analysis 11. Capital Plan Worksheet 12. Capital Plan 13. Valuation Plan 14. Valuation Improvement Plan 15. Valuation History 16. Loan Application Checklist 17. Stock Offering Plan 18. Debt and Investment Plan 19. Debt and Investment Action Log 20. Asset Acquisition Criteria 21. Asses Acquisition Request/Worksheet 22. Lease/Buy Financial Analysis <p>Treasury Management</p> <ol style="list-style-type: none"> 23. Working Capital Plan 24. Cash Management Plan 25. Inventory Management Plan 26. Inventory Management Results 27. Related Party Transaction Policy & Conflict of Interest Questionnaire 	<ol style="list-style-type: none"> 28. Related Party Transaction Questionnaire Log 29. Foreign Exchange Management Plan 30. Foreign Exchange Results 31. Banking Relationship Contact Management Log 32. Banking Relationship Meeting Agenda/Minutes 33. Merchant Account Review 34. Letter of Credit Checklist <p>Financial Statements</p> <ol style="list-style-type: none"> 35. Financial Forecasting Checklist 36. Financial Report Checklist 37. CEO/CFO Certification Checklist 38. Financial Analysis Plan 39. Financial Management Plan 40. Financial Management Meeting Agenda 41. Financial Restatement Checklist 42. Financial Information Request 43. Financial Information Release Log <p>Internal Controls</p> <ol style="list-style-type: none"> 44. Sarbanes-Oxley Compliance Checklist 45. SSAE-16 Compliance Checklist 46. Risk Assessment/Management Worksheet 47. Sample Chart of Accounts 48. Internal Control Checklist 49. Corrective Action Plan 50. Audit Schedule 51. Audit Plan 52. Audit Checklist 53. Audit Opinion 54. Audit Report 55. Nonconformity Report 56. Corrective Action Request 57. Corrective Action Log
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Job Descriptions: A complete job description is included for each of the 10 positions referenced in the Finance Polices and Procedure Manual. Each position includes a summary description of the position, essential duties and responsibilities, organizational relationships, a list of the procedures where the position is referenced, specific qualifications, physical demands of the position, and work environment.

<ol style="list-style-type: none"> 1. Board Member 2. Chief Executive Officer (CEO) 3. Chief Financial Officer (CFO) 4. Controller 	<ol style="list-style-type: none"> 5. Document Manager 6. External Auditor (Independent Auditor) 7. Financial Manager 	<ol style="list-style-type: none"> 8. Internal Audit Team Leader 9. Internal Auditor- Accounting 10. Risk Manager
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