

# INTERNAL CONTROL

## Policies & Procedures

- ◆ Maintain records in reasonable detail
  - To accurately, fairly reflect transactions, dispositions of assets
- ◆ Provide reasonable assurance that
  - Transactions recorded as necessary to prepare financial statements in accord with GAAP
  - Receipts, expenditures in accord with management's, directors' authorization
  - Unauthorized acquisition, use of assets having material effect on financial statements will be prevented, detected in timely manner

# Internal Control Procedures Manual

**Rachel Sandford**



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