

1. Record Nr.	UNINA9910146104503321
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Titolo	Accounting and finance policies and procedures / / Rose Hightower
Pubbl/distr/stampa	Hoboken, N.J., : John Wiley & Sons, c2008
ISBN	9786612365027 9781119205524 1119205522 9781282365025 1282365029 9780470273104 0470273100
Edizione	[1st ed.]
Descrizione fisica	1 online resource (329 p.)
Disciplina	657
Soggetti	Corporations - Accounting Accounting - Standards Accounting - Authorship
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Accounting and Finance Policies and Procedures; About the Author; About the Web Site; Contents; How to Use this Manual; Preface; Before Getting Started; Getting Started with the Program; Developing the Table of Contents; Self Assessment; Program; A01: Program Mandate; A02: Overview-Getting Started; A03a: Create, Revise, Issue Policies and Procedures; A03b: Template - Name of Document; A04: Request to Deviate from Policies and Procedures; A05: Rescind Policies and Procedures; Policies and Procedures; B01: Account Reconciliation; B02: Accounting for Compensated Absences B03: Accounting for Goodwill, Patents, Trademarks, and Other Intangible Assets B04: Accounting for Mergers and Acquisitions; B05: Accounting for Post-Employment Benefits; B06: Accounting for Restructuring and Reorganization; B07: Accounting for Sales Compensation: Expense, Accrual, Reconciliation; B08: Accounts Payable: Request for Payment to Third Party Vendors; B09: Accounts

Receivable: Allowance for Doubtful Accounts; B10: Accounts Receivable: Third-Party Trade and Customer-Credit, Collection, and Cash Applications; B11: Accruals; B12: Accounting and Audit-Related Complaints
B13: Authorization: Delegation, Sub Delegation of Authority B14: Bank Reconciliation; B15: Business Combinations, Consolidation and Foreign Entity Reporting; B16: Business Licenses; B17: Cash and Banking; B18: Communication with Financial Community; B19: Escheat, Abandoned Property, Unclaimed Checks: U. S., Canada, and Where Local Regulations Require; B20: Finance Code of Ethical Conduct; B21: Key Financial Indicators; B22: Financial Planning and Analysis; B23: Property, Plant and Equipment: Fixed Assets, Long-Lived Assets, Tangible Assets; B24: Foreign Currency Risk Management
B25: Funding and Financing Risk Management B26: Hiring and Use of External Auditors; B27: Income Tax Preparation and Reporting; B28: Insurance and Risk Management; B29: Intercompany Transactions; B30: Inventory; B31: Investment and Marketable Securities 1; B32: Journal Entries: Routine, Non-Routine, and Estimates; B33: Capital, Operating Leases, and Real Estate Rental Property; B34: Letter of Representation, Quarterly Financial Sub Certification Process; B35: Payroll and Salary Expense; B36: Petty Cash; B37: Physical Counts and Evaluation for Inventory, Property, Plant and Equipment
B38: Prepaid Assets/Expenses B39: Revenue Recognition; B40: Source and Use of Exchange Rates; B41a: Travel, Entertainment, and Expense; B41b: Travel, Entertainment, and Expense Manual; Bonus Policies and Procedures; C01: External Communications and Public Relations; C02: Material Nonpublic Information and Insider Trading; C03: Procurement; C04: Records Information Management; Index

Sommario/riassunto

Policies and procedures are the foundation of internal controls for organizations. Taking a complicated subject and breaking it into manageable components, this book enables you to hit the ground running and significantly accelerate your completion of a solid policies and procedures program. Comprehensive and practical, this useful book provides you with sample documents you can personalize and customize to meet your company's needs.
