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Autore	Gotthilf Daniel L. <1924->
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Nota di contenuto	Intro -- Contents -- Foreword to the First Edition -- Preface to the Third Edition: What This New Edition Will Do For You -- 1 Maintaining and Administering Banking and Financial Arrangements -- 2 Long-Term Borrowing Techniques -- 3 The Direction of Credit Granting and Accounts Receivable Collection -- 4 Providing Insurance Coverage as Needed -- 5 Forecasting Cash Requirements as a Basis for Maintaining Adequate Funds -- 6 Establishing the Plan for the Control of Operations -- 7 Administering the Plan for the Control of Operations -- 8 Systematic, Simplified Financial Reporting: Monitoring and Highlighting Results of Operations -- 9 Implementing and Administering Tax Policies and Procedures -- 10 Organizing the Operational Audit -- 11 Supervising Special Administrative Areas of Responsibility -- 12 The Art of Handling Mergers and Acquisitions -- 13 Establishing and Administering a Records Retention Program -- 14 Controlling the Data Processing Function -- 15 Administering Stock Option and Incentive Plans -- 16 Developing and Administering Benefit Programs -- 17 Economic Appraisal -- 18 Today's Treasurer and Controller -- 19 Today's Management Tools -- Treasurer's and Controller's Functions Defined by the Financial Executives Institute -- Index of Working Aids (Exhibits) -- Index -- About the Author.

