Shed some illumination on the dark recesses of "Maybe someday I'll get to it". Today is the day to "get to it". Learn how to protect your business assets from fraud, misuse, and abuse. Small business owners are too busy operating their businesses to read mega-length text books about business and computer security. Business continuity. Disaster recovery. Computer access controls. These are some of the most important areas of business, and too often neglected in the small business environment. Learn how to protect your company and your future, today.

Accounting & Bookkeeping Procedures for Internal Control can help you quickly create and implement a system of accounting policies and procedures. This can provide the internal control needed to protect your business, as well as comply with generally accepted accounting practices and regulations like Sarbanes-Oxley. Thoroughly researched and reviewed by industry experts, these pre-written policies and procedures are based on years of experience in areas such as travel and expense, receiving, shipping, auditing, accounts payable and receivable, and cash drawer practices. Developing policies and procedures are listed as a key control activity in the COSO publication "Internal Control - Integrated Framework." The Securities and Exchange Commission (SEC) and the Public Company Accounting Oversight Board (PCAOB) both point to this COSO document as an example of internal controls that comply with Sarbanes-Oxley requirements. Designed for busy professionals like Accounting Managers, Controllers, CFOs, and Business Owners, Accounting & Bookkeeping Procedures for Internal Control can save you hundreds of hours in research, development, writing, and review of needed procedures for control and compliance, and it can improve business performance by developing consistency
and standards. It contains 38 accounting procedures that cover over 150 accounting activities, and includes 54 supporting accounting forms and a guide to embezzlement prevention. There is no need to start from scratch; it has already been done for you. This book is meant to be a guide for business owners, accountants, Controllers and CFO’s regarding accounting and management of internal control issues to help keep their business safe and protect their financial assets. Each chapter addresses specific areas of the business (Revenue, Purchasing, Production, Information Systems, etc.) and provides an executive summary followed by specific standards of internal control. A risk section lists potential internal control problems or weaknesses following the standard and refers the reader back to the specific standard that may resolve the internal control weakness in question. The information contained in this book is critically important to all small and medium sized business owners based on my business and consulting experience as a CFO, COO and CEO. Large corporations have extensive internal control programs and monitoring, however the lack of internal control processes and procedures to protect financial assets of small and medium businesses can be augmented by using this book. However, no book can completely protect your business without an ongoing internal control process administered by professionals. This book will help you start earning money in your OWN business with the wealth of information it provides. It includes steps to start your own business (and estimated start-up costs); how to define your services and set billing rates (includes average billing rates); how to improve your knowledge and experience; obtain new clients and effective marketing ideas; details about websites, client engagements, market opportunities, growing the business, and MUCH more. The book includes results of a national survey of QuickBooks ProAdvisors about their annual income, use of engagement letters, over 300 comments and advice on things they wish they had known sooner or done differently, their KEYS to SUCCESS and more! Bookkeepers, accountants, tax preparers, and consultants will all find beneficial information in the book. With your own business, you can decide what hours you want to work, services to provide, and work from home if you choose! This book will help you SUCCEED! This book covers all elements of an internal control structure applicable to the small business community. It is intended for those businesses for which the Sarbanes-Oxley Act does not apply (non-public businesses). Fraud cases are used throughout the book that provide an analysis of the internal control weaknesses that led to a specific fraud. Each case study also includes relevant controls that could have served to reduce the probability of the occurrence of the fraud. The controls are then summarized according to the five elements of an internal control structure for purpose of assisting in documenting the ultimate anti-fraud program. The steps provided in this book provide readers with a "how to" design and implement an effective and efficient internal control structure/anti-fraud program tailored to their specific needs. The purpose of this qualitative study was to gain greater understanding of the current practices of the internal control systems of small businesses and to explore the effectiveness of their systems in comparison with anti-fraud activities recommended by forensic accountants. The researcher selected five small businesses that were members of the Central Louisiana Regional Chamber of Commerce and had fewer than 100 employees. The researcher interviewed the owners and/or managers of the businesses, reviewed and analyzed company documentation, interpreted data, made observations, and offered recommendations. The researcher asked each participant to respond to questions related to the five elements of the model developed by the Committee of Sponsoring Organizations of the Treadway Commission (COSO): control environment, risk assessment, control activities, information and communication, and monitoring. The
researcher discovered that there were more internal controls utilized by the businesses that participated in this study than were depicted in a review of current literature. Also, the researcher identified several themes of best practices of internal controls: anti-fraud training; written code of conduct; risk assessment; hiring and onboarding process; approval processes and authorization levels; separation of duties; information and communication; and monitoring. Further, the researcher made six recommendations for action: establishing internal controls; addressing personnel issues; conducting anti-fraud training; revising personnel manuals; assessing risk; and monitoring COSO standards. This study should assist small business owners and/or managers achieve their organization’s objectives and make a significant contribution to the local economy. Drawing on her many years as a consultant to numerous companies big and small, author Rose Hightower infuses Internal Controls Policies and Procedures with her wealth of experience and knowledge. Instead of reinventing the wheel, your company can use this useful how-to manual to quickly and effectively put a successful program of internal controls in place. Complete with flowcharts and checklists, this essential desktop reference is a best practices model for establishing and enhancing your organization’s control framework. "Internal Control Strategies: A Mid to Small Business Guide clearly explains the latest PCAOB, SEC, and COSO guidance, providing you with an effective tool and reference guide for successful implementation of sections 302 and 404 of the Sarbanes-Oxley Act." --Publisher’s website. Controllers and document program managers need sample documents to be personalized and customized for efficient operation of their company. Internal Controls Policies and Procedures Manual is a complete collection of documents that summarize the regulations that are part of corporate governance. A step-by-step approach for planning and performing an assessment of internal controls Filled with specific guidance for small-business compliance to SEC and PCAOB requirements relating to Sarbanes-Oxley 404, Complying with Sarbanes-Oxley Section 404: A Guide for Small Publicly Held Companies provides you with specific guidance on working with auditors to achieve benefits and cost reductions. This practical guide helps you knowledgeable interpret and conform to Sarbanes-Oxley 404 compliance and features: Clear, jargon-free coverage of the Sarbanes-Oxley Act and how it affects you Links to current guidance online Specific guidance to companies on how to work with auditors to achieve benefits and cost reductions Coverage of IT and IT general controls Examples and action plans providing blueprints for implementing requirements of the act Easy-to-understand coverage of the requirements of the SEC and PCAOB Discussion of the requirements for assessing internal control effectiveness A look at how the new guidance will reduce your costs In-depth explanations to help professionals understand how best to approach the internal control engagement Practice aids, including forms, checklists, illustrations, diagrams, and tables Continuing to evolve and bring about business and cultural change, this area of auditing and corporate governance is demystified in Complying with Sarbanes-Oxley Section 404: A Guide for Small Publicly Held Companies, your must-have, must-own guide to SOX 404 implementation and an effective tool and reference guide for every corporate manager. "If you don’t think that some employees have figured out ingenious ways to steal from businesses, read this book. The real-life examples will change your mind." —Joseph T. Wells, CFE, CPA, founder and Chairman, Association of Certified Fraud Examiners "An easy-to-read, but comprehensive step-by-step approach that covers every potential area for employee fraud and embezzlement. Great checklists at the end of each chapter show what steps to put into place for controls and protection. Includes real-life examples that really ‘bring the story home.’ " —Jean L. Conover, CPA, past CEO/CFO, Jefferson Radiology
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PC "This book is a must-read for seasoned entrepreneurs as well as those considering entering their own business venture. While developed for small business, the risk detection and prevention methodologies presented by Mr. Pedneault are universal to all businesses. The concise checklists provide ready guidance for establishing a complete system of controls."—Denise H. Armstrong, CPA, Chief Financial Officer, Sea Research Foundation, Inc. d/b/a Mystic Aquarium and Institute for Exploration "This book is a must for every individual owning their own business. Mr. Pedneault clearly articulates the fraud risks that occur in each business system. In the book, he offers practical advice for internal controls and illustrates the risks with real-life examples."—Leonard W. Vona, President, Fraud Auditing, Inc.

Economic development programs can contribute to the well-being of the economy at the least cost to taxpayers. Such programs can encompass small business (SB) development and contracting. To encourage such contracting, Congress created programs — such as the Historically Underutilized Bus. Zone, service-disabled vet.-owned SB, and 8(a) Bus. Development programs — that give contracting preferences to some SB: in economically distressed communities; to those owned by service-disabled vets; and to those with eligible socially and economically disadvantaged owners. This testimony addresses: (1) potential duplication in economic development programs; and (2) internal controls weaknesses in 3 SB programs. Illus. A print on demand report.

Fraud is a growing issue that organizations face. In the 2016 Report to the Nations, the ACFE estimated that organizations typically lose 5% of revenues each year to fraud. This is an extremely large cut of revenues that most businesses cannot afford to lose. The ACFE reports that 30% of fraud victims within their study was small businesses with less than 100 employees (2016). While the median loss per fraud case is the same at $150,000 for for-profit organizations of any size, the frequency of fraud at small businesses is much higher than at large businesses (ACFE, 2016). Though $150,000 may not seem like a big loss for a Fortune 500 company, this amount can be extremely damaging to a small business. A study by Carland et al., attributed the majority of small businesses failures to occupational fraud (2001). Small businesses are even further vulnerable due to several characteristics prevalent within small businesses that make them the most targeted form of business for fraud. The focus of this thesis is on best practices in internal controls to help prevent the most common form of occupational fraud, which is asset misappropriation. This form of fraud makes up 83% of all cases reported to the ACFE (ACFE, 2016). While asset misappropriation has the smallest median loss compared that of financial statement fraud or corruption, the ACFE still found that the median loss per case is $125,000. This may not present too large of a burden to larger organizations, however this loss affects smaller businesses quite differently. Thus, it is very important to identify the internal controls most suited to preventing fraud within a small business setting.

CPA Brad Beckstead knows how difficult it can be for small public companies, or newly-public entities, to remain in constant compliance of federal regulation. In his new book, #CORPORATE GOVERNANCE tweet, Brad condenses all his professional experience and expertise into wisdom that a brand new public entity can deploy today. In simple language that even a layman can absorb and appreciate, and using the quick-to-action tweet format, Brad explains what corporate governance means and how it should be effectively implemented for the benefit of the public organization. The reader comes away with a lucid understanding of how corporate governance and effective systems of internal controls should be deployed in order to protect the interests in all parties involved in a public company. The text and images in this book are in grayscale. A hardback color version is available. Search for ISBN 9781680922929. Principles of Accounting is designed to meet the scope and sequence
requirements of a two-semester accounting course that covers the fundamentals of financial and managerial accounting. This book is specifically designed to appeal to both accounting and non-accounting majors, exposing students to the core concepts of accounting in familiar ways to build a strong foundation that can be applied across business fields. Each chapter opens with a relatable real-life scenario for today's college student. Thoughtfully designed examples are presented throughout each chapter, allowing students to build on emerging accounting knowledge. Concepts are further reinforced through applicable connections to more detailed business processes. Students are immersed in the "why" as well as the "how" aspects of accounting in order to reinforce concepts and promote comprehension over rote memorization.Guides small and mid-sized businesses, as well as nonaccelerated SOX companies, how to implement effective internal controls. Provides practical ideas that controllers can implement into their programs to cut costs and reduce time with their internal controls program. It includes discussion of PCAOB stands, SEC and COSO guidance in nontechnical language. Provides proven, cost-effective methods to implement a strong internal control program preventing fraud. Describes the objectives and practices of internal control. The text avoids confusing detail and employs simple flowcharts to illustrate the main accounting systems and processes. IRS Return Selection: Certain Internal Controls for Audits in the Small Business and Self-Employed Division Should Be StrengthenedThis key resource is often referred to as the "Green Book". Federal policymakers and program managers are continually seeking ways to better achieve agencies' missions and program results, in other words, they are seeking ways to improve accountability. A key factor in helping achieve such outcomes and minimize operational problems is to implement appropriate internal control. Effective internal control also helps in managing change to cope with shifting environments and evolving demands and priorities. As programs change and as agencies strive to improve operational processes and implement new technological developments, management must continually assess and evaluate its internal control to assure that the control activities being used are effective and updated when necessary. The Federal Managers' Financial Integrity Act of 1982 (FMFIA) requires the General Accounting Office (GAO) to issue standards for internal control in government. The standards provide the overall framework for establishing and maintaining internal control and for identifying and addressing major performance and management challenges, and areas at greatest risk of fraud, waste, abuse and mismanagement. This report explores the Five Standards for Internal Control as identified by GAO for policymakers and program managers: - Control Environment - Risk Assessment - Control Activities - Information and Communications - Monitoring These standards apply to all aspects of an agency's operations: programmatic, financial, and compliance. However, they are not intended to limit or interfere with duly granted authority related to developing legislation, rule-making, or other discretionary policy-making in an agency. These standards provide a general framework. In implementing these standards, management is responsible for developing the detailed policies, procedures, and practices to fit their agency's operations and to ensure that they are built into and an integral part of operations. Other related products: Government Auditing Standards: 2011 Revision (Yellow Book) --print format can be found here: https://bookstore.gpo.gov/products/sku/020-000-00291-3 --ePub format can be found here: https://bookstore.gpo.gov/products/sku/999-000-44443-1 Reducing the Deficit: Spending and Revenue Options can be found here: https://bookstore.gpo.gov/products/sku/052-070-07612-7 The Budget and Economic Outlook: 2016 to 2026 can be found here: https:
INCREASE THE LIFE SPAN OF YOUR SMALL BUSINESS

The average small business has a life span of about five years, and inadequate internal controls are the main cause of failure. Cyber fraud, the leading culprit today in internal criminal activity, occurs when advanced technologies are used to steal money or property. The majority of such crimes occur in-house, and the lack of sufficient capital and technological resources committed to protecting company assets makes small businesses especially vulnerable. Awareness of the dangers of internal theft by computer, illegal access to information systems, credit card fraud, and Internet scams is integral—especially as auditors, business owners, and managers are increasingly held responsible for negligence. Providing critical guidance on what auditors and businesses can do to better prevent and detect the growing number of occurrences of cyber fraud, the information in this one-of-a-kind manual:

- Protects outside auditors by supplying the knowledge to ensure they meet their responsibilities
- Protects small business owners by providing them with the necessary tools to meet due diligence requirements in cyber fraud prevention
- Focuses on the key areas of vulnerability

Take the first step in protecting your company—and your future—with Avoiding Cyber Fraud in Small Businesses, the only book committed to helping you keep your small business free of computer crime.

IRS Return Selection: Certain Internal Controls for Audits in the Small Business and Self-Employed Division Should Be Strengthened

Step-by-step guidance on creating internal controls to manage risk

Internal control is a process for assuring achievement of an organization’s objectives in operational effectiveness and efficiency, reliable financial reporting, and compliance with laws, regulations, and policies. This is a "toolkit" approach that addresses a practical need for a series of standards of internal controls that can be used to mitigate risk within any size organization. Inadequate internal controls can cause a myriad of problems that adversely affect its ability to provide reliable, timely, and useful financial and managerial data needed to support operating, budgeting, and policy decisions. Reliable data is necessary to make sound business decisions.

- Toolkit approach with detailed controls and risks outlined for key business processes
- Foundational for SOX 404 initiatives
- Key material to improve internal control efforts
- Guidance during M&A projects

Poor controls over data quality can cause financial data to be unreliable, incomplete, and inaccurate—this book helps you control that quality and manage risk.

Sales are to growth as controls are to profitability and success within a business. In Entrepreneurial Controls, author Jack E. Trent guides small-business owners through the complexities of understanding how financial and operational controls protect them from unnecessary risks. Trent shows how controls are the single most important method for preventing fraud within a company.

In Entrepreneurial Controls, Trent details the background and definition of controls and the important role they play in driving profitability for a business. The book is a carefully complied collection of thorough research and Trent's personal experiences as an entrepreneur, small-business owner, financial officer, and accountant. In addition to the breadth of knowledge presented, small vignettes called "reality checks" depict real-life applications of the concepts discussed.

A no-nonsense, one-stop source for using control systems within a small-business setting, Entrepreneurial Controls covers the basics of: Project, fraud, risk, and cash management Accounting, inventory, and operational controls Internal auditing Customer service Using instructions, lessons, best practices, and guidelines, Entrepreneurial Controls shows entrepreneurs how to effectively and efficiently set up a new business or how to revise a struggling company's operations. With practical applications and easy-to-understand examples, Trent demonstrates how to bridle a small business and rein in financial success.
the financial affairs of your business can seem like a daunting task—and it’s one that far too many people muddle through rather than seek help. Now, there’s a tool-packed guide designed to help you manage your finances and run your business successfully! Small Business Financial Management Kit For Dummies explains step by step how to handle all your financial affairs, from preparing financial statements and managing cash flow to streamlining the accounting process, requesting bank loans, increasing profits, and much more. The bonus CD-ROM features handy reproducible forms, checklists, and templates—from a monthly expense summary to a cash flow statement—and provides how-to guidance that removes the guesswork in using each tool. You’ll discover how to: Plan a budget and forecast Streamline the accounting process Improve your profit and cash flow Make better decisions with a profit model Raise capital and request loans Invest company money wisely Keep your business solvent Choose your legal entity for income tax Avoid common management pitfalls Put a market value on your business Complete with ten rules for small business survival and a financial glossary, Small Business Financial Management Kit For Dummies is the fun and easy way® to get your finances in order, perk up your profits, and thrive long term! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

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