

## **Financial Policy and Procedure Manual Template**

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### **Who should use this template?**

All small business operators who employ one or more staff.

### **Why use a policy and procedure manual?**

This financial policy and procedure manual is for the small business operator and their employees.

The main benefits to having this policy and procedure manual are that it:

- ensures all staff are aware of obligations in relation to finance transactions within the business
- is a proven way to help your managers and supervisors make consistent and reliable decisions
- helps give each employee a clear understanding as to what you expect and allow.

It takes some effort to complete, but brings definite long-term benefits, reduces disputes, and adds to the professionalism of your business.

### **How to complete this template**

#### **Designed to be customised**

This template for a finance policy and procedures manual is made up of example topics. You can customise these if you wish, for example, by adding or removing topics.

#### **Include what you must and can comply with**

Your commitments in this manual may also form part of any compliance requirements such as Australian Taxation Office compliance requirements.

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# **Sample Sales Policy And Procedures Manual**

**Joyce J. Fitzpatrick, Beverly Ann  
Glasgow, Jane Young**



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