

## **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

**M Woodhall**



## **Sample Sales Policy And Procedures Manual:**

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complexity is to do so at your own expense You don t necessarily need to bear the cost of overpriced legal advice but you do need to know what questions to ask what clauses to avoid what contingencies to cover and when to ask a lawyer

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