

Ctpat Procedures Manual

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february issue includes appendix entitled directory of united states government periodicals and subscription publications september issue includes list of depository libraries june and december issues include semiannual index

the missing link to determining a company s real value most people at the m a table know how to carry out financial and legal due diligence only the accomplished investors come prepared with an in depth understanding of the complete due diligence process operations due diligence is a game changing guide for investors who need a fully accurate determination on the sustainability of a business written by a hands on operations executive who has successfully implemented process improvement programs at large and small businesses this practical guidebook sets itself apart by providing a step by step strategy for analyzing the toughest area of a business to assess its

operations unlike financial and legal due diligence there were no principles such as law and accounting to guide operations due diligence until now this turnkey approach based on a pragmatic series of almost 400 questions helps you accurately assess the infrastructures of a business s customer satisfaction production information management sales and marketing organization and personnel as well as its finances and legal operations for managers and business owners looking to improve the sustainability of their business this guided inquiry serves as a thorough operations checklist to next level performance whether you are an investor trying to capture a new opportunity with minimal risk or an executive struggling to improve your business operations due diligence gives you a distinct advantage by going a step further than most books and illustrating how to analyze your discoveries using historic examples to make the lessons both understandable and memorable clearly explaining how and why each sector is an important indicator of the long term sustainability of a business conveniently locating infrastructure summary questions at the end of chapters for quick reference providing a document checklist so nothing gets overlooked at the negotiating table the highest valued companies and their investors know that producing the best products and services isn t enough survival depends on continually improving infrastructure through operations due diligence

a complete set of policies and procedures with downloadable files included for your organization whether you re just starting out or need to add some control to your existing operations policies and procedures are an integral part of eliminating fraud reducing operational errors and reducing inefficiencies the complete set includes the following policies and procedures corporate and general policy review ethics policy segregation of duties account reconciliation policy internal control over spreadsheets relationship with external auditors standard document retention policy physical and data security facility environmental protection human resources employee standards of conduct business

expense reimbursement policy company car and car allowance policy employee training policy misappropriation of assets and other dishonest acts employee dress code virtual or remote work policy flexible work schedule policy personal leave vacation policy leave of absence with pay leave of absence without pay cash and banking cash bank accounts bank account reconciliation petty cash funds employee advances unclaimed property credit card policy accounts receivable customer accounts receivable customer credit procedures write off of uncollectible receivables bad debt cash discount and uncollectible allowances accounts receivable reconciliation intercompany accounts inventory inventory accounting and control inventory reserves cycle counting physical inventories fixed assets fixed asset accounting policies capital project requests additional capital request capital post completion review disposal or impairment of property depreciation and useful life accounting for leases other assets prepaid expenses other assets goodwill and trademarks liabilities accounts payable policy vendor invoice approval material returned to vendors customer credits issued sales and use tax on purchases payroll accrual liability accruals expense inventory and capital recognition bonus awards incentives awards sales commissions income statement revenue recognition of shipments revenue recognition of services inventory costing and valuation control of trade marketing programs membership association fees interest and other income non recurring and unusual gains and losses profit or loss on sale of assets key performance indicators computer information systems disaster recovery policy and procedure backup requirements software maintenance and licensing policy computer system use responsible use of company email use of company internet company printer policy access control policy computer electronic equipment disposal password policy overview

so you've created a successful business investing countless hours volumes of energy and sweat and maybe even a few tears now it's time to protect that business from lost profits errors and even fraud a

solid set of policies and procedures can provide a foundation for a strong and successful operation resulting in increased efficiencies increased profit and reduced risk of error and fraud this complete set of policies is a simple step in implementing policies and procedures in your organization the information presented provides a building block to create policies and procedures that fit your unique organization

too many financial advisors simply close shop when they decide to exit the business squandering untold goodwill and legacy business why waste a great opportunity by applying the advice of al depman a k a the practice doctor you can transform your financial services practice into a legacy focused business that will add substantial wealth to your retirement nest egg how to build your financial advisory business and sell it at a profit walks you through the steps of developing managing and growing a profitable practice you can sell for enhanced value or bequeath to family members depman guides you through the process of forming a sound plan for your financial services business including how to create a team of advocates in marketing and administration build a sophisticated referral process develop sales and case development systems write a best practices operations manual maximize new technology to streamline operations put a succession plan in place building a long term business model is not just good for your future it will also make you happier and more profitable today you ll be able to spend more time with clients you ll put more energy into finding new ones you ll focus more on referral sources and someone else will do the grunt work use how to build your financial advisory business and sell it at a profit to build your business into more than a simple means to a paycheck and reap the rewards of your hard work long after you choose to leave the firm

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