

Policies and Procedures



Are your policies and procedures up-to-date with actual tasks performed? Does your team understand and follow the internal control measures put in place by your policies and procedures?

Our team at Driffin Tucker is ready to assist you in reviewing and updating your organization's policies and procedures. We will partner with you to understand and document the current tasks, responsibilities, and other matters.

Through a review of your processes and utilizing our technical knowledge and experience, your policies and procedures will be further developed to meet the needs of your organization and incorporate best practices and industry innovative approaches. We will provide policy and procedure recommendations for your organization to evaluate, approve, and implement as needed.

Our goal is to evaluate your policies and procedures and provide you the necessary tools and resources to improve and document your internal processes going forward.

Processes to review include:

- Cash (receipts, petty cash, escheat checks)
- Inventory (receiving, returns, observation)
- Property and Equipment (fixed assets, rental and leases)
- Disbursements (accounts payable, credit cards, debt)
- Payroll (employee reimbursement, paid time off, processing)
- Financial Reporting (journal entries, period end close, metrics)

Contact

If you would like to speak with one of our experts about your policies and procedures, contact:

Sarah Dekutowski, CPA:
sdekutowski@draffin-tucker.com

Robert Cook, CPA:
rcook@draffin-tucker.com