

## **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.

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# Sample Sales Policy And Procedures Manual

**Douglas W. Kurz**



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