

## Accounting Manual Template

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in the sample manual, but to provide a template that will make it easier for organizations to create such a manual than if they were starting from scratch. -- Deborah Connors, with assistance from Meredith Clark and Steve Zimmerman, C.P.A. Legal disclaimer to users of this sample accounting manual:

### ACCOUNTING POLICIES AND PROCEDURES SAMPLE MANUAL

Creating an Accounting Procedures Manual seems like too huge a task to get started on. An Accounting Procedures Manual is one of those things that takes a year and an hour to do. So here's a template. Download the Word document, and everything you need to fill is in in red. So you can probably do a draft of the whole thing in 30 minutes.

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1.3 Authority of the Manual a) In developing this manual, consideration was given to all applicable International Accounting Standards, International Public Sector Accounting Standards and the requirements of the Ghana companies code, 1963 (Act 179). b) The manual also has the approval of the Executive Director and the full authority

### FINANCIAL AND ACCOUNTING POLICIES AND PROCEDURES MANUAL

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October 31, 2018 An accounting manual is an internally-developed handbook that contains the policies and procedures to be followed by an accounting staff. In addition, the manual may contain sample forms, a chart of accounts, and job descriptions.

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establishes ORGANIZATION NAME's policies in various financial-related areas and sets forth the procedures to be followed in adhering to those policies. This manual is to be used by ORGANIZATION NAME and its employees to assure that ORGANIZATION NAME's financial resources are properly safeguarded and utilized only for authorized purposes.

#### Accounting Policies and Procedures Manual

The template will need to be re-linked to the final PFR form, following the guidance in the accounts documents. TAC Completion Instructions M12 2019/20 Accounting for additional employer pension contributions 2019/20 – 28 January 2020

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