

► **Creating finance & accounting policies is a lot of work.**



Meet the Authors

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Chief Financial Officer

Jeffrey D. Sherman, has over 20 years business experience as Chief Financial Officer of both public and private companies and as a consultant specializing in corporate finance. Mr. Sherman has lectured and conducted seminars for many organizations and was an adjunct professor at York University from 1985 – 2000. He has written extensively on contemporary finance, business and accounting issues.

Stephanie F. Smith B. Comm., M.B.A.
Management Consultant

Stephanie F. Smith, is the principal of a contract executive and management consulting firm. Her hands-on policy and operational experience with small and medium-sized organizations spans business, government and not-for-profit. Ms. Smith has helped many organizations create business policies that are relevant and easy to use and implement.

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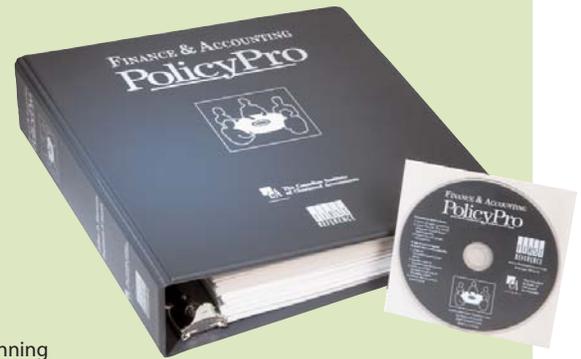
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Finance & Accounting PolicyPro - Canadian Edition is co-published by First Reference and CICA.

Finance & Accounting PolicyPro
Canadian Edition

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Introducing FAPP. The Complete

Every business needs It.

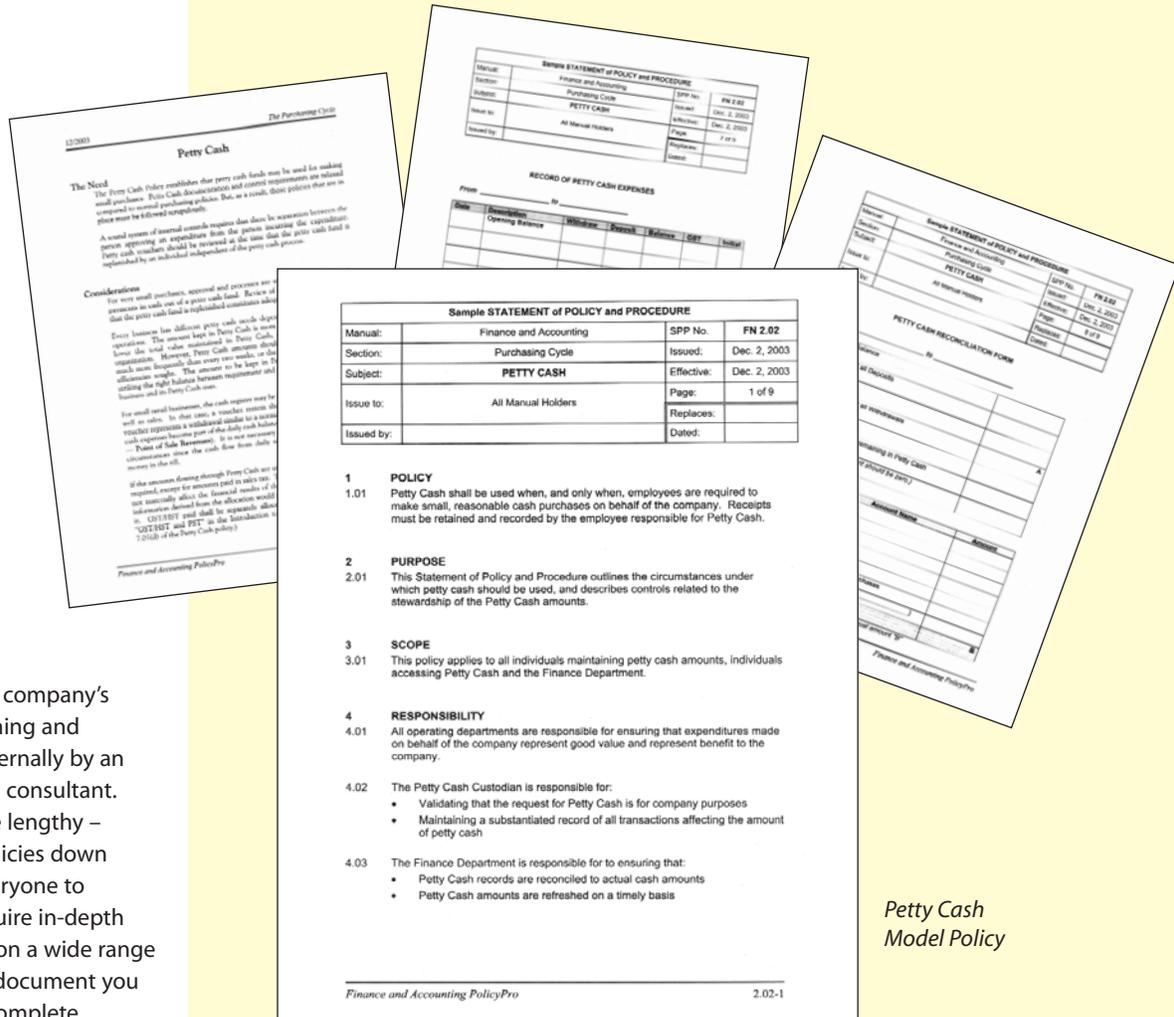
Every business and organization needs documented policies and procedures. Up-to-date finance and accounting policies are an essential part of good internal controls. They improve both productivity and efficiency and ensure that compliance requirements are met. In addition, lenders, investors and customers are also looking at the overall controls in companies with which they do business.

Unfortunately, creating your company's policies is both time consuming and expensive whether done internally by an employee or contracted to a consultant. The approval process can be lengthy – it's one thing to get your policies down on paper, another to get everyone to agree on them. You also require in-depth knowledge and experience on a wide range of issues to ensure that the document you develop and implement is complete.

Why FAPP?

Finance & Accounting PolicyPro (FAPP) provides you with an immediate, standard set of policies and procedures that are already compliant and up-to-date. FAPP is a practical, comprehensive, easy-to-use service that includes a hard copy manual, a CD software version, quarterly updates and an e-newsletter.

Authoritative and easy-to-understand, Finance & Accounting PolicyPro (FAPP) is co-published by First Reference and the Canadian Institute of Chartered Accountants (CICA). Written by knowledgeable and experienced business professionals, it is the only service available that is based on Canadian best practices and compliance requirements.



Petty Cash Model Policy

Complete and ready-to-use:

Each document includes a policy statement, purpose, scope, responsibility, definitions, references, detailed procedures and sample forms and reports, if applicable.

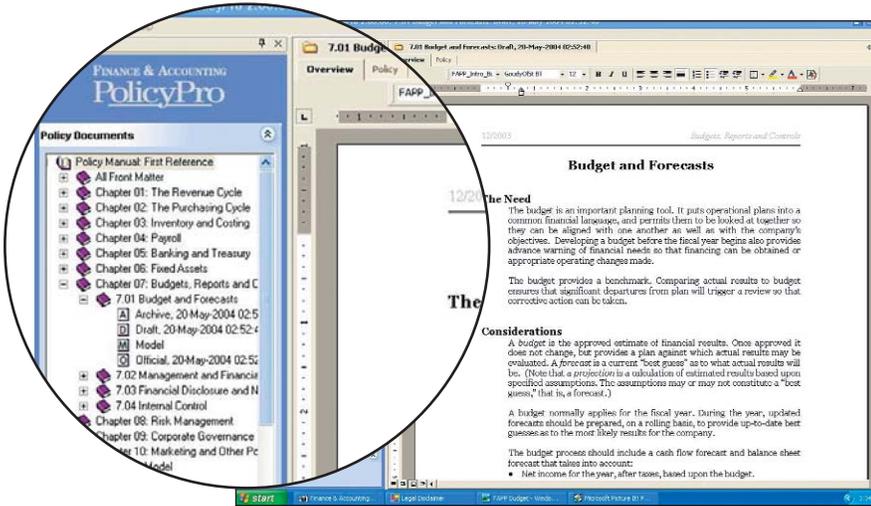
Benefits of using FAPP.

Finance & Accounting PolicyPro (FAPP) is a one-of-a-kind service that lets you quickly and cost effectively:

- **establish and maintain internal controls**
- **protect assets and minimize fraud**
- **facilitate compliance**
eg., ISO standards, Privacy Act
- **improve productivity**
- **satisfy Boards, lenders, investors and customers**
- **manage financial resources**
- **manage change**
- **minimize repetitive tasks**
- **improve communications**

Solution.

FINANCE & ACCOUNTING PolicyPro



Easy-to-use Software:

Model policies can be quickly customized and printed using Word and Excel. Also the PolicyPro software stores and organizes current and former versions of each policy.

FAPP is comprehensive.

From the Revenue Cycle and Inventory Control to Corporate Governance and Risk Management, FAPP was designed to cover essentially every situation. There are over 65 policies in an easy-to-follow tabbed format.

FAPP keeps you current.

FAPP includes Quarterly Updates with new and revised policies and the Inside Policies Newsletter describing the changes to each release. In addition, each month the FAPP e-Newsletter discusses important factors that will impact policies such as changing compliance requirements.

FAPP is easy-to-use.

FAPP can be quickly customized to your unique requirements with the easy-to-use software provided in the accompanying CD-ROM.

FAPP is a powerful tool that will help you get the job done quickly.

An annual subscription includes:

- **Three-ring binder** with 500+ pages of policies and procedures
- **CD-ROM** with easy to customize and publish policies, procedures, forms reports, and sample letters integrated with Microsoft Word and Excel
- **E-Newsletter** sent monthly reporting the latest news that impact policies
- **Quarterly Updates** for the binder and CD include revised and new policies as well as software upgrades and the Inside Policies Newsletter

Price: Subscription

\$360.00 + shipping, handling and taxes

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FAPP offers a simple all-in-one solution. And you can try it risk-free.

We'll send you the 500+ page Finance & Accounting PolicyPro Manual, the CD-ROM and our latest issue of the Inside Policies Newsletter and e-Newsletter.

Explore the Manual and the CD and you will see how easy it is to create and revise policies. Your only obligation is to return FAPP if you decide not to subscribe.

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In 30 Days, You'll Wonder How You Ever Managed Without It.