



COURSE OBJECTIVES & OUTLINE

HEL965 - EFFECTIVE INTERNAL CONTROLS FOR SMALL BUSINESS

2 CPE HOURS

LEARNING OBJECTIVES

- Identify and define appropriate internal controls for a small business entity
- Define ways to overcome lack of segregation of duties
- Associate certain internal controls with the prevention or detection of fraud
- Identify where multiple approval levels may be appropriate in the cash disbursement process

TOPICS COVERED

- Fundamental Operational Controls
- Segregation of Duties
- Cash Disbursements
- Cash Receipts
- Accounts Receivable
- Accounts Payable
- Inventory
- Fundamental Accounting Controls
- Fundamental Internal Control Environment
- Case Study – Koss Corporation
- Other Factors to Consider
- Controls over Information Technology
- HR Procedures
- Risk Assessment