



# Business Manager Meeting





Business Manager Meeting

FIN Best Practices

# FIN Best Practices



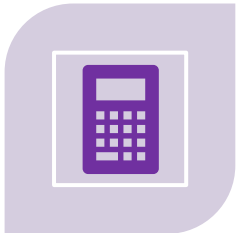
**ONBOARDING &  
TRAININGS**



**COMMUNICATION**



**REVIEW &  
APPROVE**



**LEDGER  
RECONCILIATION**



**RESOURCES**



# FIN Best Practices – Communication



# FIN Best Practices – Review & Approve



Review transactions, verify for accuracy and completeness – no gaps in information, supporting documentation should tell the whole story



Never approve without a firm understanding of the transaction. 99 USC 1915 (ref EMC) EMC 95M45-202 (a firm) in use (100)

# FIN Best Practices – Ledger Reconciliation







# FIN Best Practices

---

“If you have knowledge, let  
others light their candles in it”  
- Unknown