



***Maximize performance. Optimize results.***

## **Process and Internal Controls**

### **Define and implement best practices for your organization**

#### **What is it?**

A tailored set of procedures and controls that assure appropriate, consistent, repeatable and measureable and processes that optimize and standardize your organization's operations

#### **How does it work?**

We will...

- Work with knowledgeable people on your staff to identify your current processes and controls...
  - What written processes are in place?
  - What processes are practiced but not formally documented?
- Evaluate your written and informal processes and controls, and document your informal procedures
- Identify the changes needed to make your processes and controls fit your business environment to help you optimize your effectiveness and efficiency
- Build checkpoints into your process steps to ensure that you operate in a controlled environment
- Document the new processes and procedures
- Create self-audits so that you can quickly evaluate the actual practice of the processes
- Present to management and educate staff as needed
- Follow up as needed as your business changes

#### **How does the client benefit?**

You will receive:

- A tailored set of processes that optimize the effective and efficient use of your resources
- A controlled work environment that deters waste, theft and malfeasance
- The ability to measure and ensure that your processes execute as designed