



WESTPORT

BUSINESS MANAGEMENT

The dreaded audits are never fun from corporate, federal, or outside auditors. No matter how big or small your business, you need to walk the four corners of your operations. We always associate CPAs and financial audits, but this checklist covers Accounting, Finance, and HR categories.

If your business struggles or has finding in these areas below, we can help provide advisory and support.

Accounting:

- Ask your CFO, Controller, or Bookkeeper for an Accounts Receivable (A/R) and Accounts Payable (A/P) summary?
- How or where can you access financial statements?
- Who is processing customer payments like checks in the mail?
- How do you assess internal controls?

Finance:

- Does your company have an annual plan for next year? Or is it planning on creating a budget?
- What types of data analysis and reporting does your team provide?
- How does the function add value to sales, marketing, accounting, and operations?
- Can they walk you through the balance sheet?
- Where is your strategic plan?

HR:

- Where do you store employee data? New hire paperwork and other confidential information.
- When was the last time you revised your handbook?
- If you do not have an “HR person” who handles it?
- When was the last time there was a culture survey or employee feedback survey?
- What will you do if your employee slips, trips, or falls on company grounds?

These 14 questions can provide an accurate look at how your company is operating. Efficiency is critical in modern workplaces. If your team is struggling to keep up with these demands, contact our team for a free call today. Our team and systems can help your business take off!

We work with businesses of all sizes to develop customized programs that solve your problems! If your business needs help for the New Year, contact us at 800-686-3198 or sales@westportbusmgmt.com!