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| Project Name | Description | Start | End Date | Status | Assigned To | Planned Start | Actual Start | Start Status | Planned Completion | Actual Completion | Completion Status | Related Issues | Related Task |
|---|---|-------------|---------------|--------|-------------|---------------|--------------|---------------|--------------------|-------------------|-------------------|-----------------------------------|--------------------------|
| Access to Shared System | Internal Audit needs to have direct access to the Payroll System, in order to ensure billing integrity. | Planned | | Open | | 01/01/2014 | | Overdue | 01/1/2014 | | Overdue | | |
| Clarify Responsibility for Shared Systems | Need to clarify responsibility for shared systems, in order for control to be completely effective. | Planned | | Open | | 01/01/2014 | | Overdue | 01/01/2014 | | Overdue | Responsibility for Shared Systems | |
| The HR Manual (Employee Handbook) Add Details | Employee Handbook is sometimes revised incorrectly with the result that some information is particularly out of date. This project will improve the process of entering and validating participant information data. Improve information (employee handbook) check process. Meeting once a day. | Completed | | Closed | | 01/01/2014 | 01/01/2014 | Started Early | 01/01/2014 | 01/01/2014 | Completed Early | | |
| The HR Manual (Employee Handbook) Add Details | Currently, we are too often late in our filing of regulatory and tax reports. The results in fines and damage claims. This project will improve the filing process to eliminate late filings, improve information for time filing use. | Completed | Various Dates | Closed | | 01/01/2014 | 01/01/2014 | Started Late | 01/01/2014 | 01/01/2014 | Completed Late | | |
| Employee Handbook (HR Manual) | Review business process for getting copies. | Completed | Various Dates | Closed | | 01/01/2014 | 01/01/2014 | Started Early | 01/01/2014 | 01/01/2014 | Completed Early | | |
| Investigation by Insurance Office (HR Manual) | Review all office history for HR and ensure completeness and avoidance of duplication. | In Progress | | Open | | 01/01/2014 | 01/01/2014 | Delayed Early | 01/01/2014 | | Overdue | Insurance Office History | See Category: 01/01/2014 |
| Process Documentation for HR Manual | Review process to generate automated employee documentation and place with the HR Manual. Goal is to have updated documents available at end of every month. | Completed | | Closed | | 01/01/2014 | 01/01/2014 | Started Early | 01/01/2014 | 01/01/2014 | Completed Early | | |
| Insurance Agreements | Build all Insurance Agreements from HR Manual and ensure that they have all required necessary signatures for review and approval. | In Progress | | Open | | 01/01/2014 | 01/01/2014 | Delayed Early | 01/01/2014 | | Overdue | Insurance Agreements | |

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Sarbanes Oxley Compliance Report

IT Governance Institute

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Sarbanes Oxley Compliance Report:

Corporate Governance Post-Sarbanes-Oxley Zabihollah Rezaee, 2007-10-05 Corporate Governance Post Sarbanes Oxley introduces a corporate governance structure consisting of seven interrelated mechanisms of oversight managerial compliance audit advisory assurance and monitoring The book begins with a discussion of the new requirements for corporate governance and financial reporting brought about by Sarbanes Oxley and then shows how a well balanced functioning of the seven mechanisms produces a responsible corporate governance structure that ensures quality financial reporting and credible audit services Each chapter includes checklists real world case studies and best practice tips **IT Auditing and Sarbanes-Oxley Compliance** Dimitris N. Chorafas, 2008-10-29 Information technology auditing and Sarbanes Oxley compliance have several overlapping characteristics They both require ethical accounting practices focused auditing activities a functioning system of internal control and a close watch by the board s audit committee and CEO Written as a contribution to the accounting and auditing professions *Essentials of Sarbanes-Oxley* Sanjay Anand, 2011-07-05 What is the importance of Sections 302 and 404 Implementing SOX using COSO and COBIT SOX s impact on foreign companies and nonprofits Achieving cost effective sustainable compliance The evolving role of the SEC and the PCAOB Praise for ESSENTIALS OF SARBANES OXLEY Since its enactment in 2002 the Sarbanes Oxley Act and its Section 404 internal control requirements have caused many a great deal of pain and suffering With its emphasis on what Sanjay Anand frequently reminds us is the real world this book should reduce some of that pain as it provides a practical and very realistic approach for an effective implementation of Sarbanes Oxley internal control processes The book has references to the new changes in auditing standards and emphasizes achieving sustainable compliance practical and realistic approaches Robert R Moeller President Compliance Control Systems Inc Sanjay Anand has provided what every busy executive needs a concise overview of Sarbanes Oxley Act essentials His book is a terrific reference text that I recommend to anyone who needs to quickly understand the substance of the Act Scott Green Chief Administration Officer Weil Gotshal Manges LLP If you are looking to put together the various pieces finance accounting audit legal IT ethics and understand the big picture of the Sarbanes Oxley Act there is no other book like this With Tips Techniques and In the Real World examples this book brings lively practical tangible and compressible dimensions to a complex multifaceted and often dry subject This is essential reading for those new to the process and old hands going into their third and fourth years of SOX It will also help those in other countries adopting SOX like internal controls and regulations Dr Anthony Tarantino Governance Risk and Compliance Center of Excellence IBM Financial Services Sector Silicon Valley and New York City Written by Sanjay Anand one of the world s leading corporate governance risk management and regulatory compliance experts this simple to use book is designed with appreciation for demanding professional obligations with information always easy to find and at your fingertips *Essentials of Sarbanes Oxley* equips you with the knowledge you and all your company members need to initiate a SOX project allocate a budget and help

your company achieve compliance *Internal Audit Reports Post Sarbanes-Oxley* Susan M. Switzer,2007-01-06 Brimming with commonsense advice delivered in a conversational easy to read style *Internal Audit Reports Post Sarbanes Oxley A Guide to Process Driven Reporting* helps you transform raw data into useable information and then translate that information into actionable messages while complying with the SOX Act *Sarbanes-Oxley Internal Controls* Robert R. Moeller,2008-03-31 *Sarbanes Oxley Internal Controls Effective Auditing with AS5 CobiT and ITIL* is essential reading for professionals facing the obstacle of improving internal controls in their businesses This timely resource provides at your fingertips critical compliance and internal audit best practices for today s world of SOx internal controls Detailed and practical this introductory handbook will help you to revitalize your business and drive greater performance

Sarbanes-Oxley For Dummies Jill Gilbert Welytok,2006-02-10 Whether you re a CEO or a file clerk it s important to understand Sarbanes Oxley the post Enron legislation aimed at keeping corporations honest and ethical However with over eighty pages of dense wordy language in the statute and thousands of pages of related congressional hearings getting a firm grip of SOX can fluster even the most well informed businessperson *Sarbanes Oxley For Dummies* is the no nonsense plain English guide to this new law that leads you through its rules and pronouncements giving you a sense of how to anticipate future trends and traps in this area of the law With this trusty book you ll get a handle on the important aspects of the legislation how it affects you and your company and how companies can comply more cost effectively It provides you with the knowledge to Understand why SOX was created Determine what aspects of SOX apply to your company Develop meaningful standards for your company Institute cost effective compliance with SOX Manage and streamline Section 404 compliance Find specific SEC laws and pronouncements Interpret media accounts court cases and economic projections Avoid lawsuits and regulatory actions Anticipate future SEC rules and PCAOB pronouncements This book also shows you how to build an effective audit committee and makes suggestions on sensible precautions that every manager should take in order to avoid legal troubles Complete with the entire Sarbanes Oxley act and sample documents *Sarbanes Oxley For Dummies* helps you discover how to follow the law and protect your business *Financial Reporting of Environmental Liabilities and Risks after Sarbanes-Oxley* C. Gregory Rogers,2005-10-13 *Financial Reporting of Environmental Liabilities and Risks* is a complete guide to developing the underlying business systems to successfully report environmental matters in audited financial statements and reports filed with the Securities Exchange Commission SEC It sets forth relevant reporting and internal control standards and discusses important issues affecting reporting entities accountants lawyers and environmental professionals

The OFHEO Report of the Special Examination of Fannie Mae United States. Congress. Senate. Committee on Banking, Housing, and Urban Affairs,2009 *IT Control Objectives for Sarbanes-Oxley* IT Governance Institute,2006

Reporting Nonfinancials Kaevan Gazdar,2007-03-13 According to research carried out by Ernst Young 35% of all investment decisions are based on nonfinancial attributes A substantial body of literature deals with the management and

measurement of nonfinancial assets This book by contrast focuses on best practice in disclosure How do companies present their vital resources in annual quarterly and corporate citizenship sustainability reports and also in other publications and on their web sites Do they provide a coherent consistent and convincing view of resources like management quality brands and intellectual capital And how should they proceed to make stakeholders grasp what makes them a valuable investment a preferred supplier of goods and services or an employer of choice and also a good corporate citizen These are the core questions addressed in Reporting Nonfinancials The book presents both best practice in nonfinancial disclosure and a pragmatic framework for action It shows practitioners how to optimize the impact of their intangibles by first analyzing their companies strengths and then improving their disclosure through annual quarterly CSR and other reporting formats It also helps investors and other stakeholder groups evaluate the quality and relevance of information provided by companies Thus it is important for both executives and outsiders *Complying with Sarbanes-Oxley Section 404* Lynford Graham,2010-03-16

A step by step approach for planning and performing an assessment of internal controls Filled with specific guidance for small business compliance to SEC and PCAOB requirements relating to Sarbanes Oxley 404 *Complying with Sarbanes Oxley Section 404 A Guide for Small Publicly Held Companies* provides you with specific guidance on working with auditors to achieve benefits and cost reductions This practical guide helps you knowledgeably interpret and conform to Sarbanes Oxley 404 compliance and features Clear jargon free coverage of the Sarbanes Oxley Act and how it affects you Links to current guidance online Specific guidance to companies on how to work with auditors to achieve benefits and cost reductions Coverage of IT and IT general controls Examples and action plans providing blueprints for implementing requirements of the act Easy to understand coverage of the requirements of the SEC and PCAOB Discussion of the requirements for assessing internal control effectiveness A look at how the new guidance will reduce your costs In depth explanations to help professionals understand how best to approach the internal control engagement Practice aids including forms checklists illustrations diagrams and tables Continuing to evolve and bring about business and cultural change this area of auditing and corporate governance is demystified in *Complying with Sarbanes Oxley Section 404 A Guide for Small Publicly Held Companies* your must have must own guide to SOX 404 implementation and an effective tool and reference guide for every corporate manager *Corporate Controller's Handbook of Financial Management (2008-2009)* Jae K. Shim,Joel G.

Siegel,Nick Dauber,2008 CCH s *Corporate Controller s Handbook of Financial Management* is a comprehensive source of practical solutions strategies techniques procedures and formulas covering all key aspects of accounting and financial management Its examples checklists step by step instructions and other practical working tools simplify complex financial management issues and give CFOs corporate financial managers and controllers quick answers to day to day questions

Security, Audit and Control Features PeopleSoft IT Governance Institute,2006 **ACCA P1 - Professional Accountant - Study Text 2013** BPP Learning Media,2011-12-15 The examiner reviewed Study Text provides everything you

need to know for P1 It explains the theories behind the key areas of corporate governance and ethics and demonstrates how the theories translate into practice The Study Text gives lots of examples of the risks that organisations face It also shows how businesses are coping with their wider social responsibilities which the examiner has highlighted as very important

The Routledge Companion to Accounting Information Systems Erik Strauss, Martin Quinn, 2017-12-22 Information technology has permeated all walks of life in the past two decades Accounting is no exception Be it financial accounting management accounting or audit information technology and systems have simplified daily tasks and routine work simplified reporting and changed how accounting is done The Routledge Companion to Accounting Information Systems provides a prestige reference work which offers students and researchers an introduction to current and emerging scholarship in the discipline Contributions from an international cast of authors provides a balanced view of both the technical underpinnings and organisational consequences of accounting information systems With a focus on the business consequences of technology this unique reference book will be a vital resource for students and researchers involved in accounting and information management

Corporate Governance and Accountability Jill Solomon, 2020-10-19 Corporate Governance and Accountability presents students with a complete and current survey of the latest developments involving how a company is directed and controlled Providing a broad research based perspective this comprehensive textbook examines global corporate governance systems the role and responsibilities of the directorate and the frameworks designed to ensure effective corporate accountability for stakeholders A holistic approach to the subject enables students to develop a well rounded knowledge of corporate governance theory and practice policy documents academic research and current debates issues and trends Now in its fifth edition this comprehensive view of the corporate governance agenda features fully revised content that reflects new research and global developments in codes of practice and governance and accountability mechanisms In depth chapters contain numerous real world case studies and compelling debate and discussion topics exploring corporate transparency social responsibility boardroom diversity shareholder activism and many other timely issues Sarbanes-Oxley Institute ,2006

Governance of the Extended Enterprise IT Governance Institute, 2005-03-18 Discover how to implement an effective IT governance structure for the long term success of an extended enterprise IT is no longer an enabler of corporate strategy it is now the key element of corporate strategy Governance of the Extended Enterprise explores how some of the world's most successful enterprises have integrated information technology with business strategies culture and ethics to optimize information value attain business objectives and capitalize on technologies in highly competitive environments Providing a process for change and a governance model Governance of the Extended Enterprise encompasses the latest emerging practices from major information and knowledge businesses providing a major new knowledge resource for enterprises It also opens up new avenues of practice in strategy setting enterprisemanagement control assessment and risk management From sales force automation to workgroup collaboration forms processing to

knowledge management systems customer service to technical support Governance of the Extended Enterprise will help readers improve IT governance in all facets of their organization Auditing Information Systems and Controls Ed Danter, 2007-06-22 Corporate America is faced with a challenge today a challenge unprecedented in our history It has become a national imperative that corporations create audit programs and infrastructures to achieve audit readiness and guarantee the accuracy of corporate records Executives should not and can not depend entirely on external audit reviews and recommendations They must create internal audit programs and infrastructures to regain credibility and the confidence of shareholders Meeting this challenge is critical to the survival and success of many business enterprises The federal government and leaders of our country are serious today in facing the challenges of corporate behavior and the dangers that have evolved evidenced by the passing of the Sarbanes Oxley Act of 2002 The Act requires the certification by CEOs and CFOs regarding the accuracy of their financial statements and requires independent outside audit attestation of the operating effectiveness of controls and control structure over financial reporting It imposes associated penalties for failure to comply Pro active corporations must establish the discipline of rigorous audit readiness programs and must ensure their continued successful execution It is essential that internal audit committees take measures to install checks and balances and self policing practices to ensure integrity within their corporations This is not optional CEOs today are legally responsible for the correctness of their financial statements IT Governance The Only Thing Worse Than No Control Is The Illusion of Control focuses on a unique organizational structure and the mechanics of establishing an effective internal independent audit organization It proposes the structure of an independent internal auditing group headed by a Chief Governance Officer CGO or Chief Accounting Executive CAE who reports directly to an audit committee comprised of Board of Director members who themselves must be totally independent Independence is the most critical element in the success of this new audit approach and can not be emphasized enough This will require an organizational change in most corporations and a revolutionary approach Old paradigms in which the audit organization reported to the CEO or CFO will be discarded These internal audit groups must serve as the eyes and ears for the public and Board of Directors They will provide early warnings of inappropriate fraudulent or ineffective practices and will report noncompliance with accepted basic control fundamentals and ethical behavior they must do so without fear of reprisal Not only is it the responsibility of the Audit Committee to provide direction but it is essential that every executive officer and their staffs be on board and be fully supportive of the internal audit infrastructure It is the synergy of these organizations working together that is required to prepare us for successful audits and to improve business controls Education is critical and should be of paramount importance in addressing this problem IT Governance The Only Thing Worse Than No Control Is The Illusion of Control addresses the establishment of effective corporate governance describes how to install a sound audit governance infrastructure and describes how to establish effective IT controls We have an opportunity to do better and we should This book addresses not only how to

comply with legislative mandates but it also provides a roadmap detailing steps on how to establish an infrastructure and audit readiness program to achieve compliance In addition there is a realization now by many corporations that the effectiveness of their business process controls is heavily dependent on the adequacy of their IT controls this book focuses on the integration of business processes with IT controls This book addresses many facets of IT controls from the formation of an effective audit infrastru

Shareholder Activism Handbook Jay W. Eisenhofer, Michael J. Barry, 2005-01-01

Shareholder Activism Handbook is the single most comprehensive guide on all matters relating to enforcing shareholders rights As shareholder activism becomes a more integral part of investing the law continues to respond accordingly

Legislators

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