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with the increasing importance of information both as a lifeline of organizational administration and decision making and as a product in its own right office automation systems have become a paramount management concern choosing the appropriate system from the many types available and getting the most out it requires a degree of specialized knowledge that is seldom available to busy managers and executives this volume the first in a series of handbooks on office automation systems planning and implementation is designed for the planner who needs to know how to evaluate an organization s system requirements develop an overall systems strategy and choose and work with consultants and systems vendors

issues for include annual air transport progress issue

gillespie includes all the necessary procedures for documenting and implementing the process detailed information on preparing for registration and audit case studies and interviews with executives in industry

if you have to sign on the dotted line and if your success depends on the bottom line this is the book for you under the sarbanes oxley act of 2002 ceos and cfo's must now sign on the dotted line personally attesting to the accuracy of financial statements and to the fact that their companies have proper internal controls to prevent and detect fraud that s a tremendous responsibility this book helps executives understand complex compliance requirements identify types of fraud implement awareness and prevention training and

establish a robust fraud detection investigation and prevention program more importantly it helps companies establish an ongoing culture of compliance the association of certified fraud examiners acfe reports that the average organization loses six percent of its annual revenue to fraud and abuse a proactive culture of compliance can significantly improve a company s bottom line authoritative and comprehensive executive roadmap to fraud prevention and internal control covers the major compliance and corporate governance initiatives from 1985 2004 14 point management antifraud programs and controls to proactively prevent and deter fraud in an organization an acfe fraud prevention check up to test how vulnerable an organization is to fraud identify major gaps and fix them before it s too late best practices for whistleblower protection and hotlines key steps in designing a robust fraud prevention program updates to the federal sentencing guidelines for organizational crime how the government investigates and prosecutes corporate fraud pcaob auditing standard 2 risk factors relating to fraudulent financial reporting and misappropriation of assets guidelines for creating a culture of compliance this is not a dry accounting treatise it focuses on the human element and appropriate safeguards checks and balances interviews with a convicted fraudster a corporate fraud investigator and a fraud prevention visionary give a unique first hand perspective executive insights throughout the book detail case studies related to the content each chapter has an executive summary that condenses the key points for busy executives whether you re a ceo cfo manager auditor controller risk management professional or a student executive roadmap to fraud prevention and internal control is your best route to understanding all the complex issues and responsibilities associated with fraud and compliance

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