

SIMPLE WAYS TO AVOID ACCOUNTING PROBLEMS

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Many small organizations rely on a few key people. Unfortunately, when a key person leaves the organization, the accounting systems sometimes fall apart. To avoid this from happening in your organization, you might consider the following:

- Make sure the accounting system is backed up daily.
- Develop an accounting procedures manual for all key functions.
- Crosstrain your employees using the accounting procedures manual to verify it is accurate and complete.
- Keep current on all balance sheet account reconciliations.
- Spread the work among the accounting department to prevent too much reliance on one person.
- Try to run your accounting system as the software company intends it to run. This will reduce the reliance on a key employee's knowledge.

These simple steps will go a long way in preventing an accounting disaster when a key employee unexpectedly leaves your organization.



If you have questions about this or any other business or tax issue, please do not hesitate to contact your Conner Ash Account Executive or [Robert Klutho, CPA](mailto:Robert.Klutho@connerash.com), at (314) 205-2510 or via email at bkluho@connerash.com. Thank you.