



THE ROBERTS COMPANY, LLC

Compliance Services: IT & Business Processes

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Multi-National Corporation

CASE STUDY

SOX Compliance: Development of Policies and Procedures

❑ The Challenge

The Roberts Company was hired to perform a number of tasks to enhance the presence of the company internal controls for the existing business processes; *Accounting and Operations*.

The objective of the undertaking was to carry out recommendations under the scope of Sarbanes-Oxley Compliance-Section 404. The developed business process Policy and Procedures establishes the foundation of the company Internal Controls. These internal controls are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of resources, reliability of operating and financial information, and compliance with regulations.

❑ The Approach

The engagement approach used is based on the following:

1. Develop and document the policies of the selected business processes.
2. Update business process narratives for the key processes that were previously developed.
3. Respond to previously identified remediation by:
 - 3.1. Confirming that the controls are present.
 - 3.2. Recommending best practices to enhance current controls.

4. Apply consistency and standard policies throughout the Company.
5. Provide reasonable assurance that internal controls are in place
6. The project was performed through a series of interviews with key management and staff personnel.

❑ The Outcome

1. For each business process, developed an integrated document consisting of Policy, Procedures and Control Activities.
2. Provided evidence, identified presence of internal controls for each of the control activities.
3. Engaged key employees to share responsibility for compliance with the company process policies, procedures, and established internal controls.
4. Established sense of responsibilities at each company operating unit represented by: president, finance officer, and senior management.
5. Enabled to set "the tone at the top" necessary to establish the proper environment for adherence to the compliance process.
6. Implemented a semi-annual audit of selected business and information technology processes, to ensure effective monitoring and reporting of internal control environment to increase external auditor reliance on company management's efforts.

- ✓ Must you comply with and maintain Sarbanes-Oxley Act Section 404?
- ✓ Are you concerned about the Internal Controls within your company?
- ✓ Does your IT function support your company business processes & objectives?
- ✓ Does your company need Fraud Protection Programs?

Our Services Include:

- ❑ Sarbanes-Oxley Act- Section 404 Compliance
- ❑ Corporate Governance and Entity Level Controls
- ❑ Corporate Governance Compliance
- ❑ IT General Controls
- ❑ Fraud Deterrence and Prevention Services
- ❑ Information Technology: Policy Development & Compliance
- ❑ Operations Processes: Policy Development & Compliance
- ❑ Accounting Processes: Policy Development & Compliance
- ❑ Corporate Governance: Policy Development & Compliance
- ❑ Application Due Diligence and Testing
- ❑ Gramm-Leach-Bliley Act
- ❑ SAS 70 & SAS 94
- ❑ ISO 17799/27000 Compliance Services
- ❑ IT Planning and Assessment