

# Internal Control Starter Guide

A PRACTICAL FRAMEWORK FOR  
FINANCIAL OVERSIGHT AND RISK  
REDUCTION

As organizations grow, informal processes become risk points. What worked with five employees doesn't hold up with fifty. Internal controls are not about bureaucracy—they're about protecting assets, ensuring reliable reporting, and maintaining trust with stakeholders.

This guide outlines the foundational control areas every organization should have in place.



## Risks of Weak Controls

Weak or inconsistent controls increase the likelihood of financial misstatements, fraud exposure, and reporting delays. They can also drive up audit costs, strain stakeholder confidence, and create operational disruptions that distract leadership from strategic priorities.

**Risk. Cost. Disruption.**



## Who Benefits from a Control Review

Organizations experiencing growth, preparing for audit, or operating with lean finance teams often benefit from a structured control review. It provides clarity around risk exposure, strengthens oversight, and reinforces financial discipline before issues surface.

**Clarity. Confidence. Stability.**

## Core Control Areas

Effective internal controls create structure, accountability, and reliable financial reporting. These six pillars form the foundation of a sound control environment:

- ✓ Segregation of Duties
- ✓ System Access
- ✓ Spending Authorization
- ✓ Process Documentation
- ✓ Account Reconciliation
- ✓ Management Oversight

**Confidence in your financial reporting starts with disciplined controls.**

A structured review provides clarity around risk exposure and helps ensure your organization is positioned for audit, growth, and stakeholder trust.