

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> PREFACE	<b>Page:</b> 01.01.01
	<b>Date:</b> 1/18/2022

This procedure manual has been developed to serve a number of Business and Finance Division objectives:

- . to foster a greater emphasis on internal controls by the establishment of formally documented procedures.
- . to provide a base of training information to all CCM employees.
- . as a device for communicating procedural changes.
- . for describing the different type of services provided by the Business and Finance Division, and how, from a procedural standpoint, one may obtain these services.
- . by describing certain procedural and reporting requirements associated with the safeguarding of CCM's assets.
- . by providing information on operational procedures to the auditors and other examiners.

All procedures are made available to all employees of the County College of Morris.