

# Finance Compliance Policy Draft Form

## General Information

Policy Title

Date

Prepared By

Department

## Purpose

State the purpose of this policy

## Scope

Define the scope of the policy

## Policy Statement

Draft the policy statement

## Roles & Responsibilities

Outline roles and responsibilities

## Procedures

Describe the procedures for compliance

## Monitoring & Review

Explain how compliance will be monitored

## References

List relevant laws, regulations, or guidelines

## Approval

Approver Name

Approval Date