

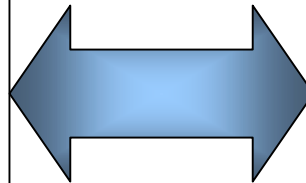
# Controls Design & Implementation

## Management/Finance

- Executive Team Meetings
- Annual Master Budgets
- Rolling Monthly Forecasts
- Quarterly Reviews and Account Plans
- Pricing & Business Development Commission Review Committees
- Alliance/Partnership Taskforce
- New Media Buying Approval Process
- Time Tracking Training and Policies
- Standard Legal Contracts
- Standard Billing Schedules
- Requisition, Purchasing and Receiving Approval Processes
- New Client & Credit Memo Processes
- Lockbox/Cash Sweep Processes
- Investment Policy and Approvals
- Travel & Entertainment Policies
- Cell Phone and Pager Policies
- Segregation of Duties



*Public  
Company  
Controls*



## Human Resources

- Semi-Annual Performance Appraisals
- Annual Bonus and Stock Option Plans
- New Hire and Termination Processes
- Job Requisition and Offer Letter Processes (Conformity to Titles, Grades, Ranges and Budgets)
- Recruiting Firm Hiring Processes
- Independent Contractor Policies
- Contractor Hire/Conversion Processes
- Title Change/Update Processes
- Employee Action Notice Processes
- New Hire Orientation
- Management Training Programs
- Upgraded Benefits Administration
- Workers Comp Claims Process
- Government Compliance Standards
- HR File Maintenance

