Finance & Tax Department SOP (v1.0)

Department: Finance/Tax

1. Budget Overruns

- Notify the Finance Controller mikeholmes@company.com
- Request department heads to submit cost-cutting measures.
- Review expense dashboards in Finance Dashboard Portal: http://finance-portal.local/budget

2. Quarterly Tax Filings

- Submit all filings by the 15th of the due month.
- Contact the Tax Team Lead john.doe@company.com for clarifications.
- Access tax filing checklist: http://finance-portal.local/tax-filing-checklist

3. Invoice Discrepancies

- Cross-check with Purchase Ledger team purchaseledger@company.com
- Report findings in the “Invoice Reconciliation” sheet by end of day.

4. Monthly Expense Reports

- Submit reports by Friday 5 PM.
- Include all receipts and manager approvals.
- Submit via Expense Manager Tool: http://finance-portal.local/expenses

5. Regulation Updates

- Review impact with Compliance Lead.
- Attend mandatory review call scheduled by Compliance Office.