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### **Sample Policy And Procedures Manual**

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Writing style for policy and procedure documents 5

### **Guide to Writing Policy and Procedure Documents**

The purpose of this manual is to describe the existing accounting and business policies and procedures that have been established as the norm for [Church Name], Inc. and to serve as a valuable reference guide for the church. These policies and procedures have been designed to help safeguard the Church's assets and to promote accuracy, efficiency

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