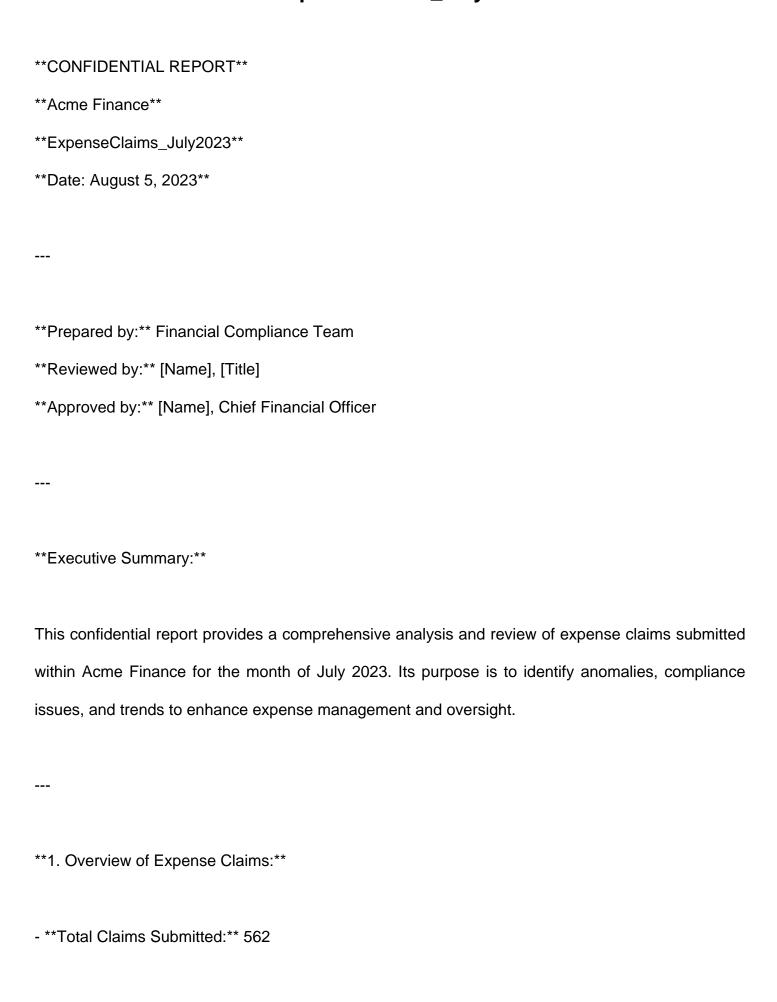
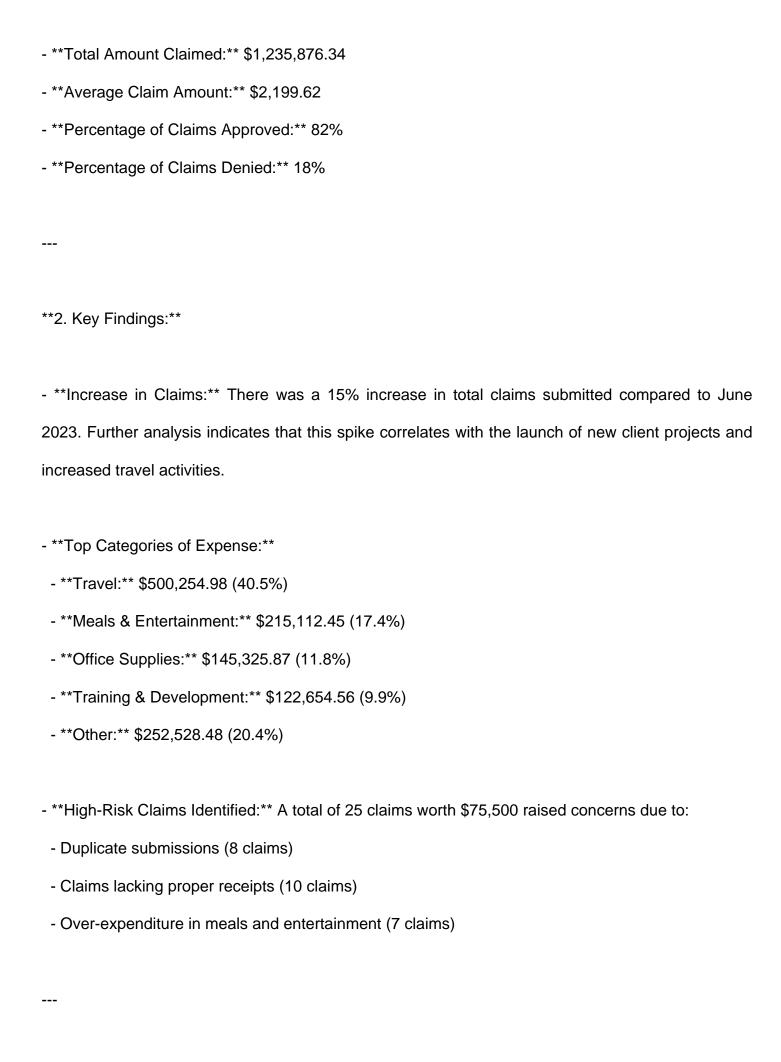
ExpenseClaims_July2023





3. Compliance Issues:
- **Policy Violations:** The analysis uncovered that approximately 12% of approved claims did not
adhere to existing expense policy guidelines concerning limits on meal costs and required
documentation.
- **Late Submissions:** 15 claims were submitted beyond the allowed timeframe of 30 days,
impacting our cash flow management.
4. Recommendations:
- **Training Sessions:** Implement additional training for employees on expense reporting policies
and efficient documentation practices to reduce compliance issues.
- **Enhanced Oversight:** Establish a daily expense monitoring team to flag high-risk claims earlier
in the submission process.
- **Policy Review:** Consider revising expense policies regarding meal caps, especially for client
entertainment, to remain competitive while ensuring fiscal responsibility.
5. Conclusion:

The expense claims for July 2023 reveal areas for improvement in compliance and oversight, alongside a significant increase due to business activities. Immediate action on the recommendations could enhance the efficiency of expense management and reduce financial risks.

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END OF REPORT