

**INTERNAL CONTROL POLICY AND PROCEDURE  
OF 2GO GROUP INCORPORATED PERTAINING  
TO CASH MANAGEMENT PRACTICES**

A Case Study  
Submitted to the Faculty of the  
College of Economics, Management and Development Studies  
Cavite State University  
Indang, Cavite

In partial fulfillment  
of the requirements for the degree  
Bachelor of Science in Business Management  
major in Financial Management

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## ABSTRACT

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This case study was conducted to determine the internal control policy and procedure pertaining to cash management of 2GO Group Inc., located at 15/F Times Plaza building, U.N. Avenue, corner Taft Avenue, Ermita, Manila. It was conducted from July 22 to September 9, 2013.

Specifically, it analyzed the organization and management, services offered and history of the company, determined and analyzed the internal control policy and procedure used by the firm in order to properly manages and protect cash, identified problems encountered by the company in relation to internal control policy and procedure pertaining to cash management and recommend feasible solutions beneficial to the firm.

Internal control by its very nature is essentially a managerial responsibility. Internal control consists of all the related method and measures adopted within a business to safeguard assets, and enhance the reliability of accounting records and related activities. Effective internal controls include segregation of responsibility, management of multiple bank accounts, use of check as payment, daily consolidation of funds, cash forecasting and cash positioning.

The SWOT analysis used in the study showed that the company exercised best practices of internal control that lead to security of cash. However, proper monitoring should always be practiced to avoid poor cash management decision.



The company, in its pursuit of attaining corporate objectives and goals, commits itself to the principles and best practices of internal control policy and procedure pertaining to cash management. These controls are directed towards building a company that adopts best practices in the area of systems and discipline.

Improvement in the internal control system and proper inventory was recommended to the company.