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By H. George Shoffner, Susan Shelly, Robert Cooke

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The high-profile accounting scandals of recent years have made one thing clear: You can't know too much about the company for which you work. What are the numbers? Where do you find them? How do they affect you and your staff?

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- The essential concepts of finance, so you can ask intelligent questions and understand the answers
- Vital statements and reports, with sections on pro forma financial statements and expensing of stock options
- The auditing process--what is measured, how it's measured, and how you can help ensure accuracy and completeness

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### Editorial Review

#### About the Author

**H. George Shoffner, CPA**, is a founding partner of Lewis, Shoffner & Co., a CPA firm specializing in tax planning and preparation for individuals and small businesses.

**Susan Shelly** has written and contributed to more than 40 books, including *The Complete Idiot's Guide to Personal Finance in Your 20s and 30s* and *The Complete Idiot's Guide to Being a Successful Entrepreneur*.

**Robert A. Cooke, CPA**, was a business consultant, speaker, and finance author who owned and managed several successful businesses.

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