

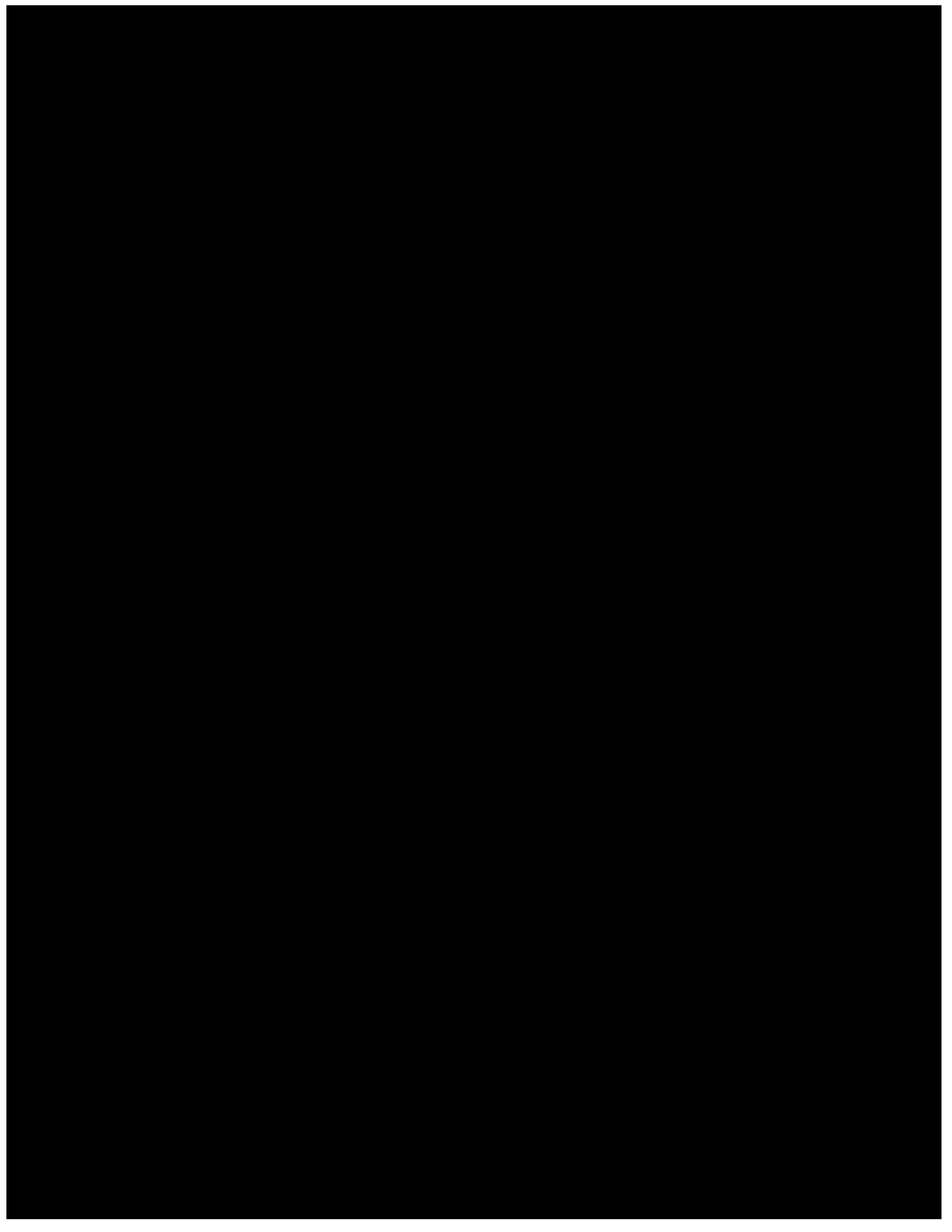
The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every receipt, invoice, and bill should be properly filed and indexed for easy retrieval. This not only helps in tracking expenses but also ensures compliance with tax regulations.

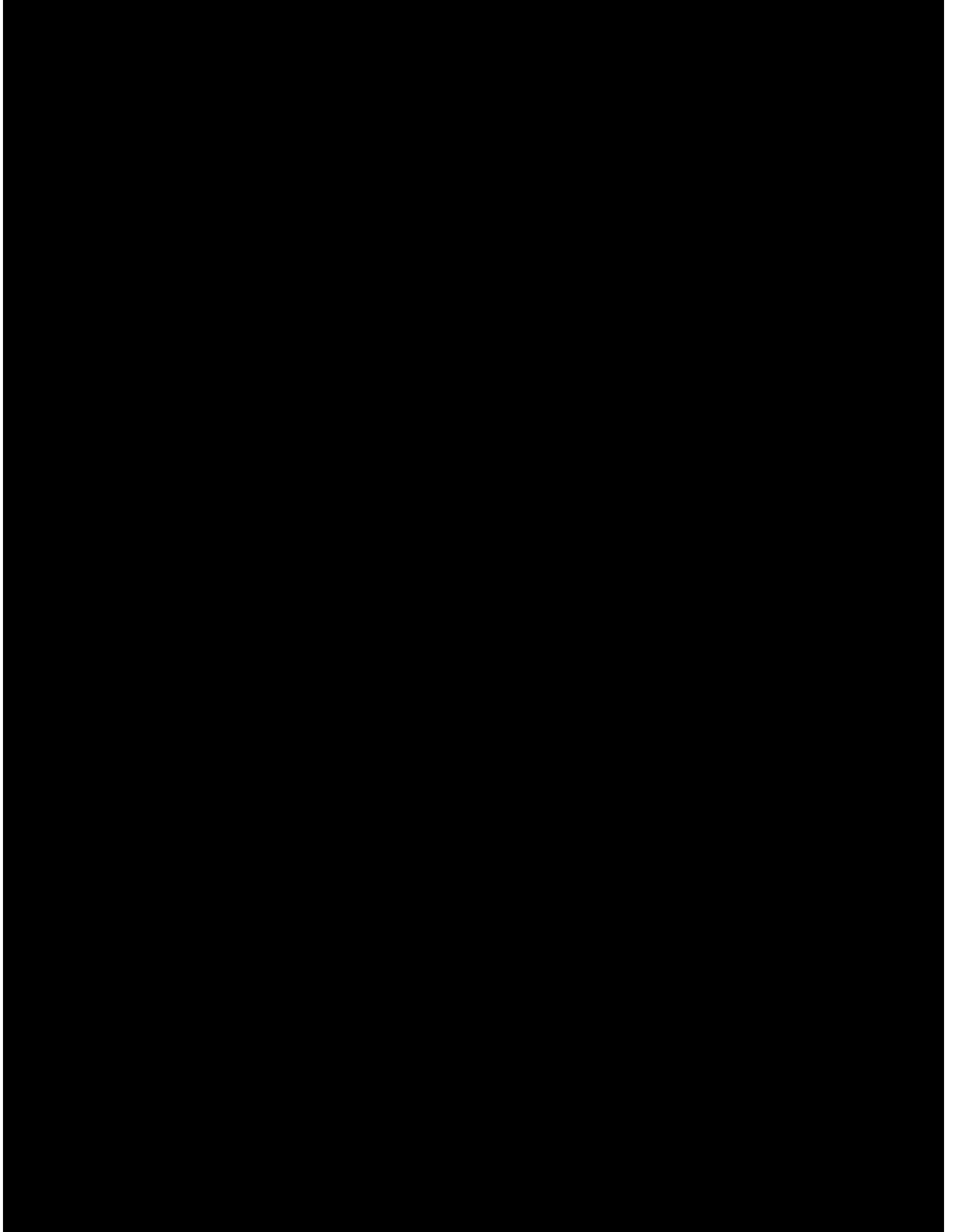
Next, the document outlines the various methods for collecting and organizing financial data. It suggests using spreadsheets or specialized accounting software to input and analyze data. Regularly updating these records is crucial for identifying trends and making informed decisions.

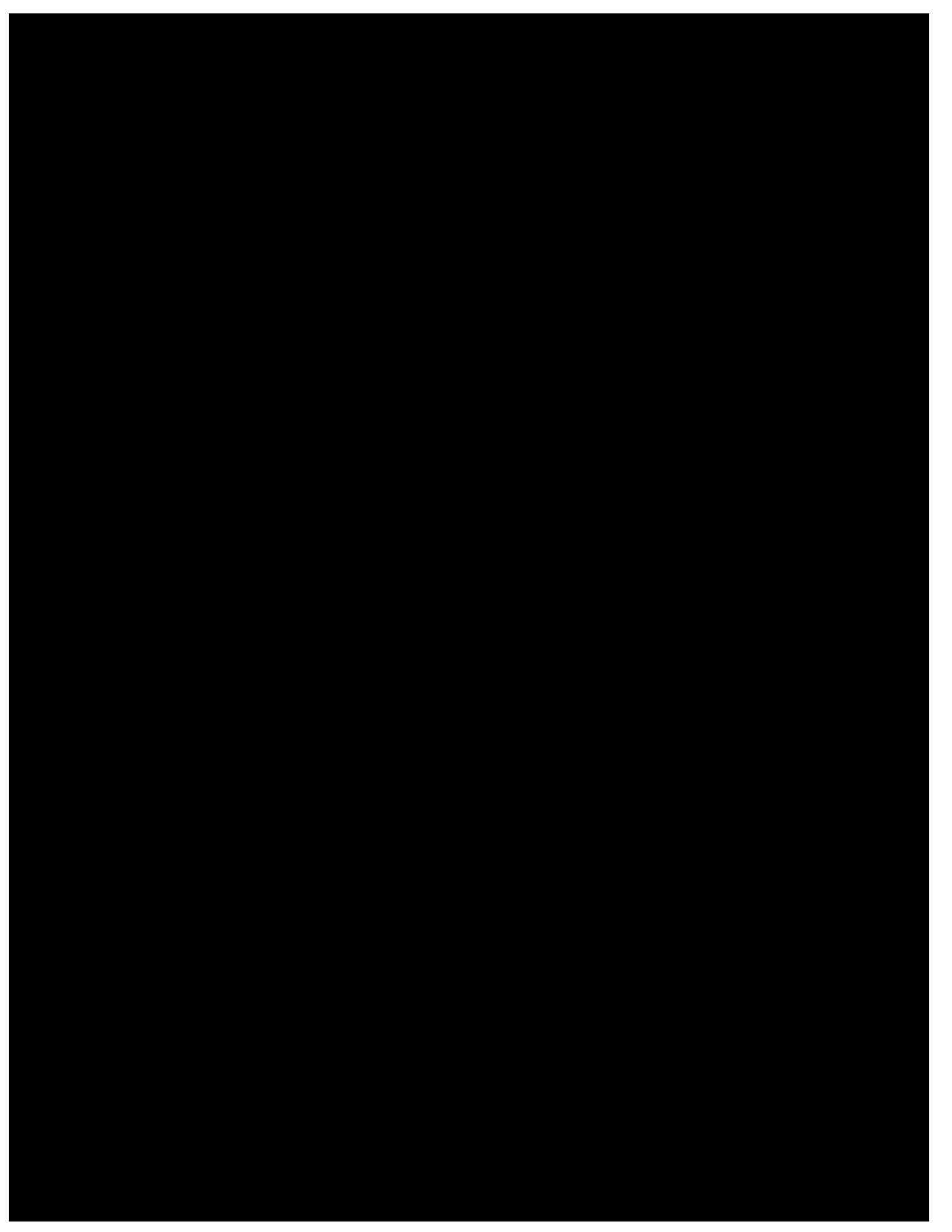
The document also addresses the issue of budgeting. It provides a step-by-step guide on how to create a realistic budget based on current income and expenses. It stresses the importance of sticking to the budget and making adjustments as needed to avoid overspending.

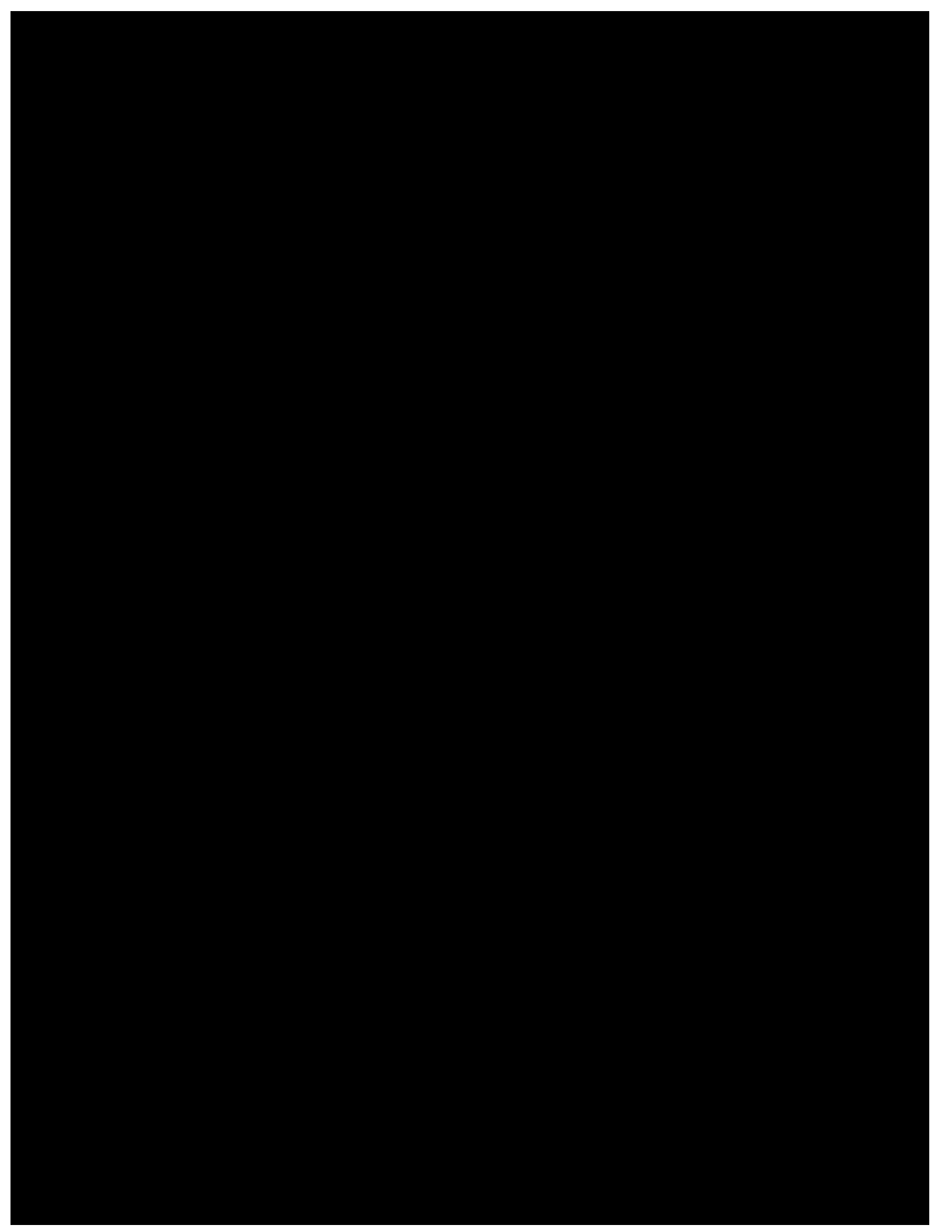
Furthermore, it discusses the role of audits in ensuring the accuracy of financial records. It explains the different types of audits and the benefits they offer, such as identifying errors and preventing fraud. It also provides tips on how to prepare for an audit and what to do if one is conducted.

In conclusion, the document highlights the significance of diligent financial record-keeping. It encourages individuals and businesses to take the time to properly document their financial activities, as this is essential for long-term success and financial stability.











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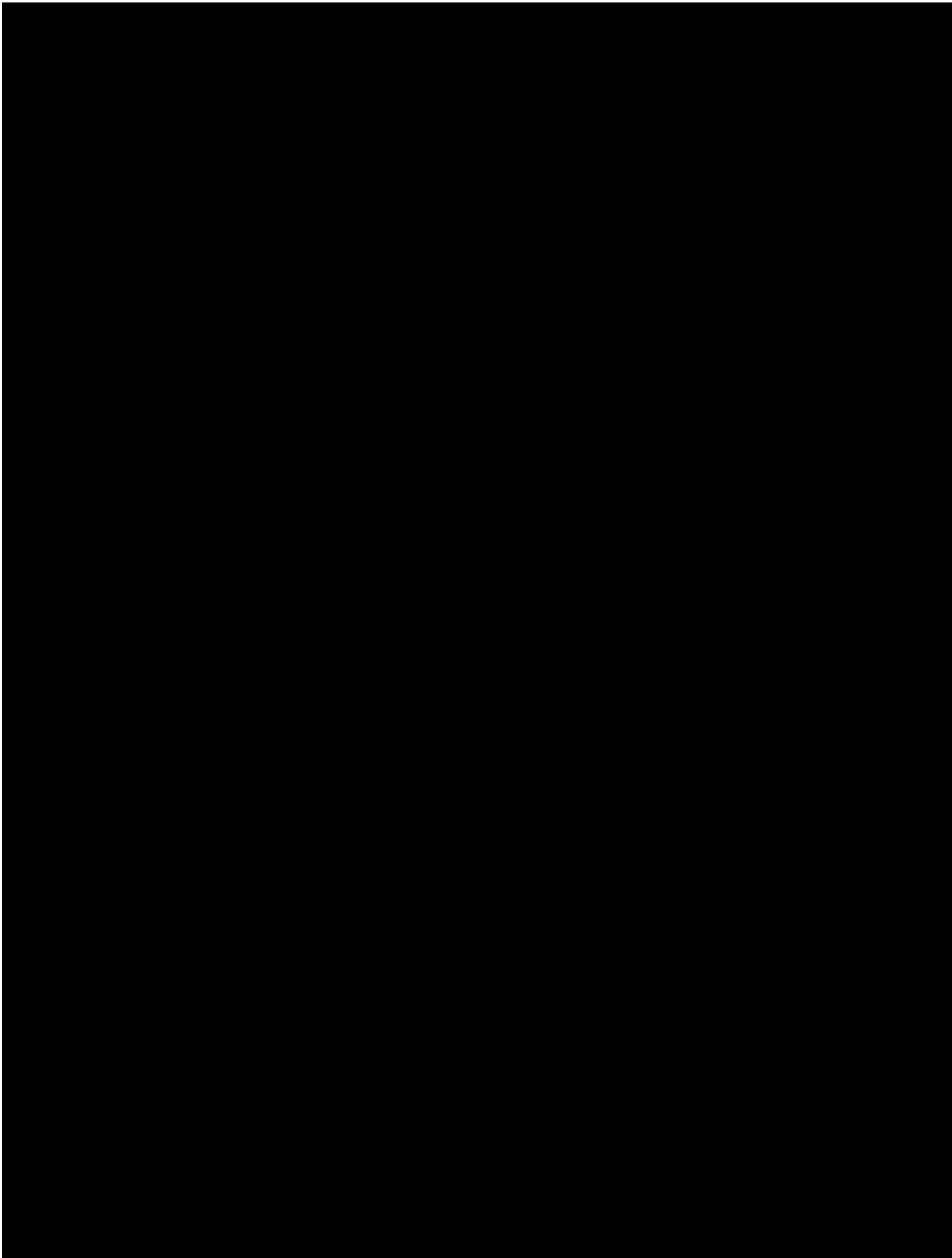
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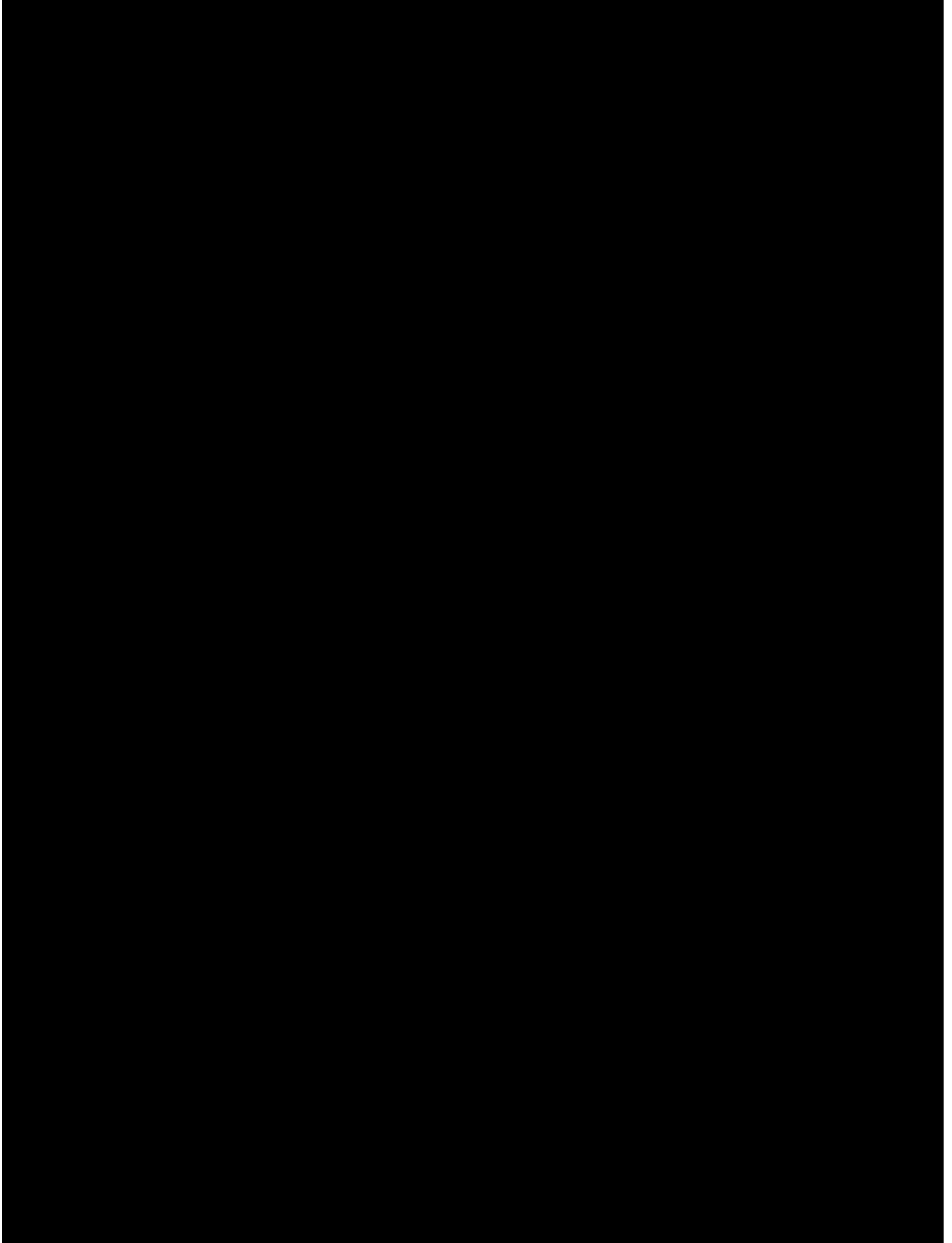
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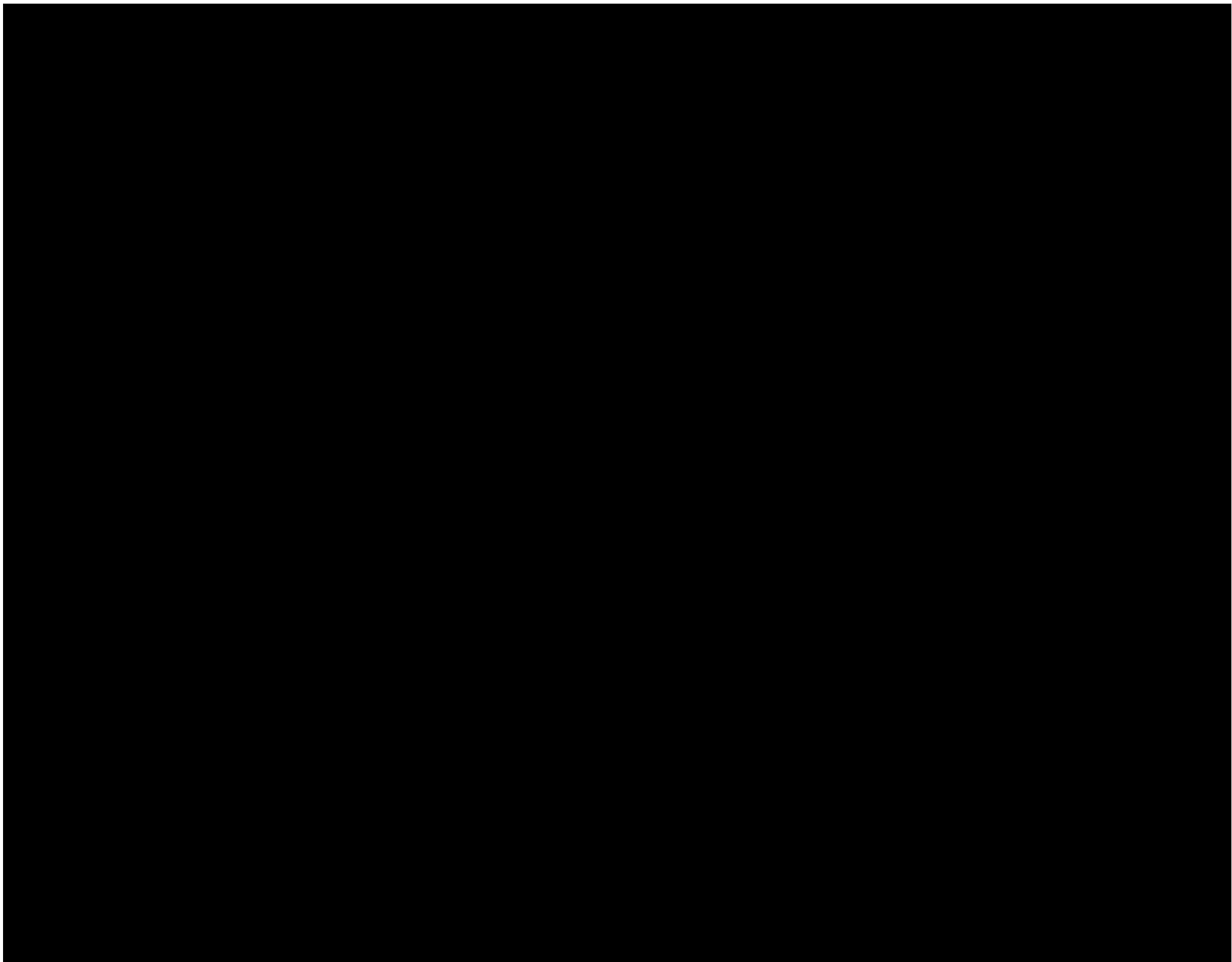
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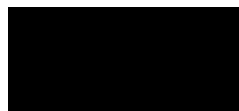
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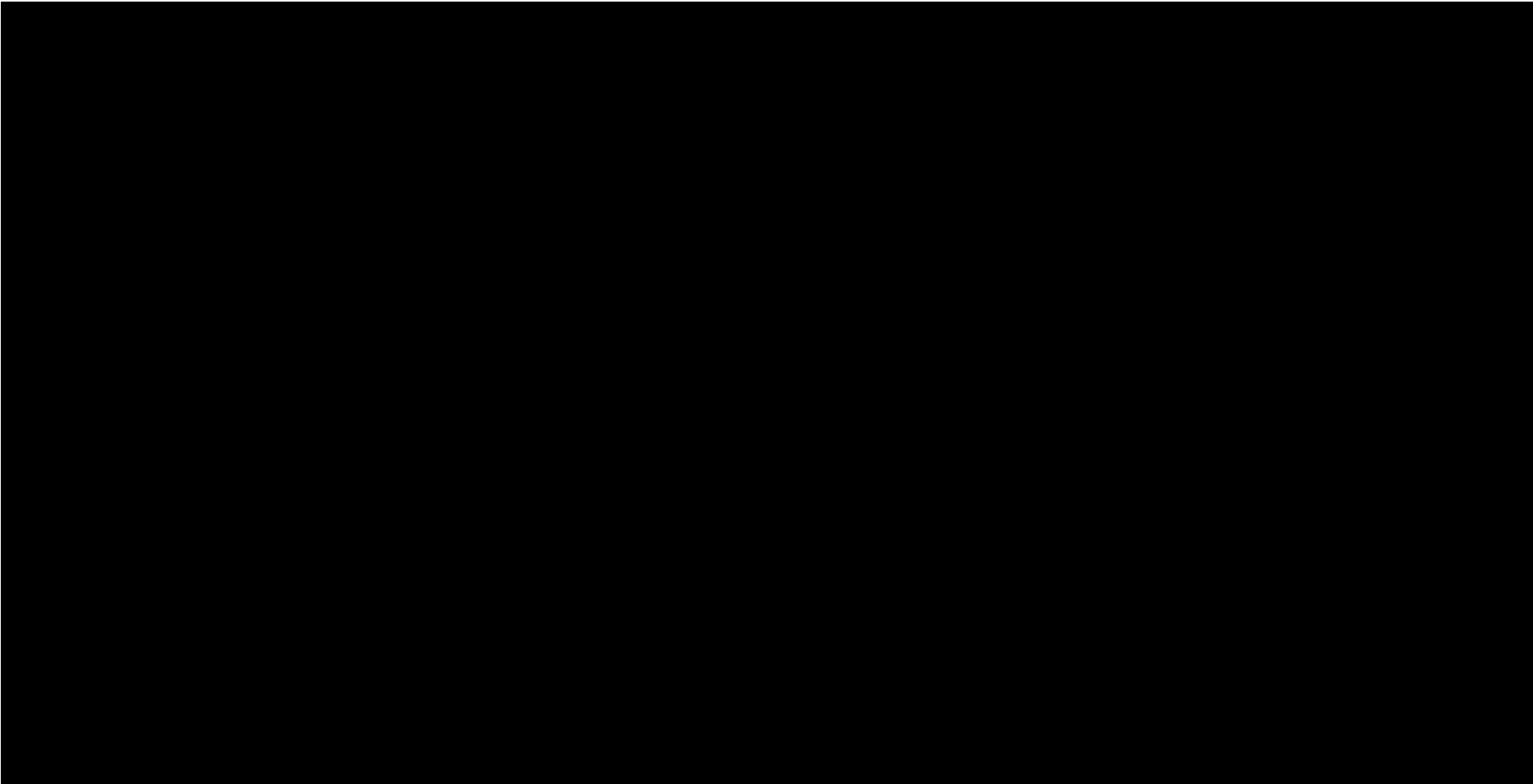
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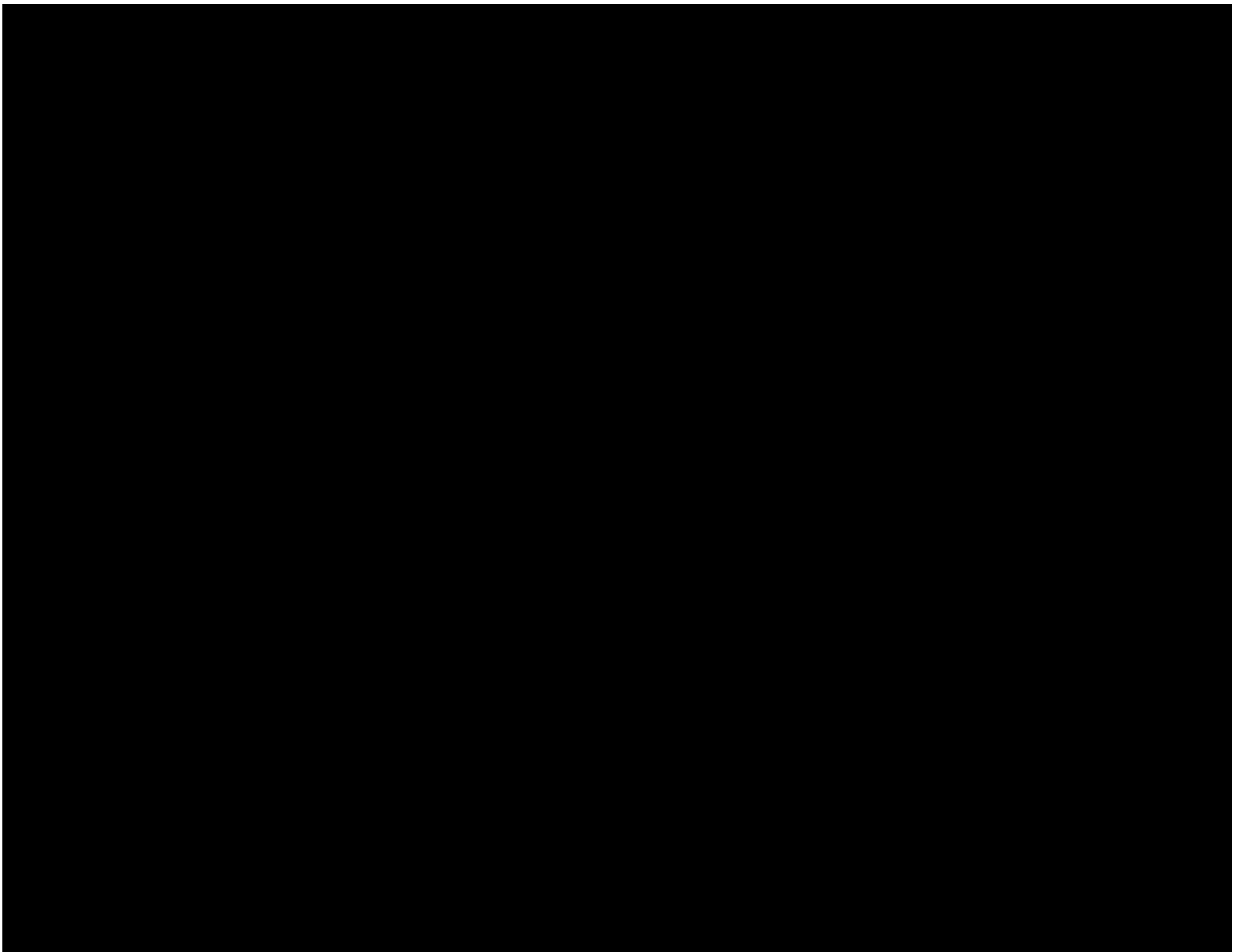






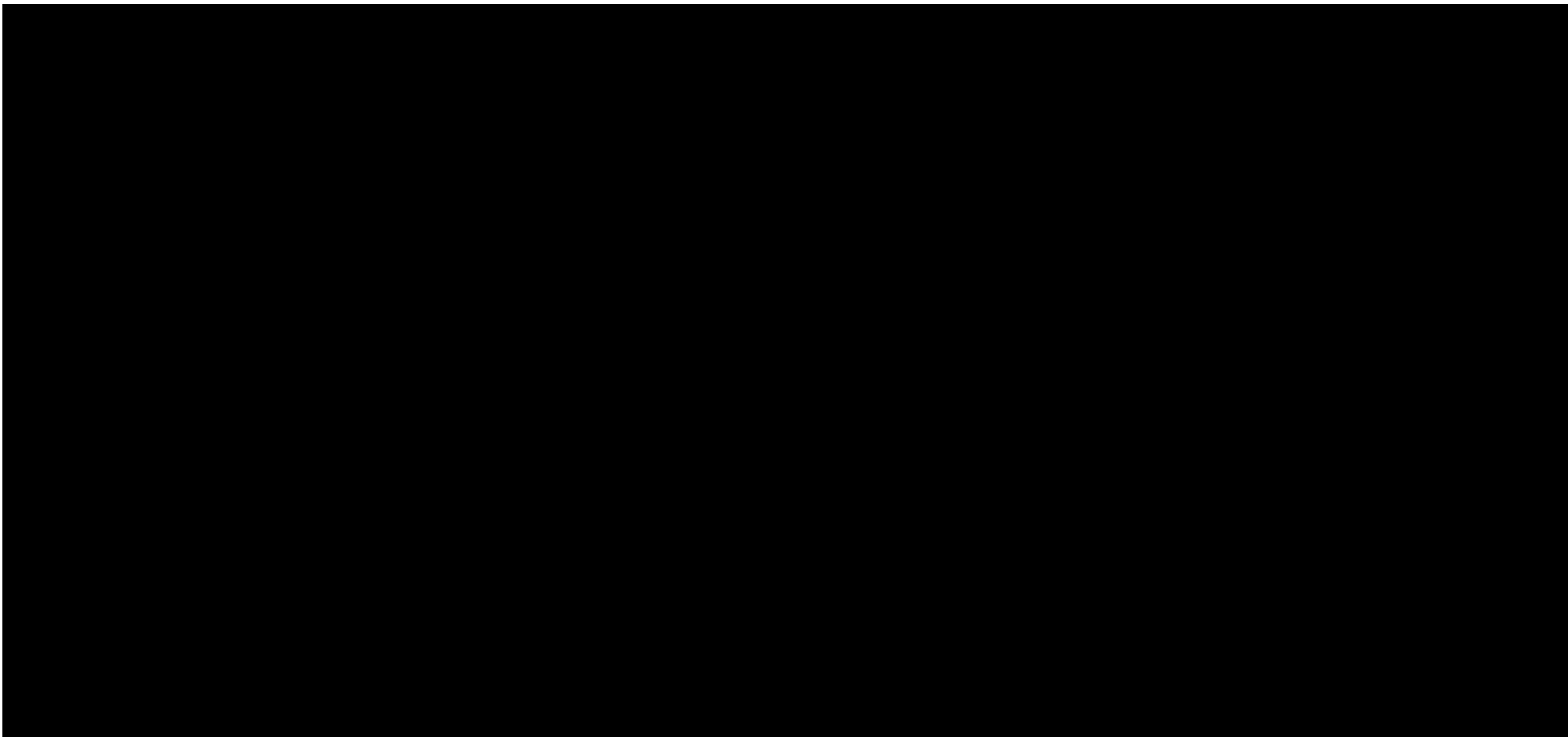


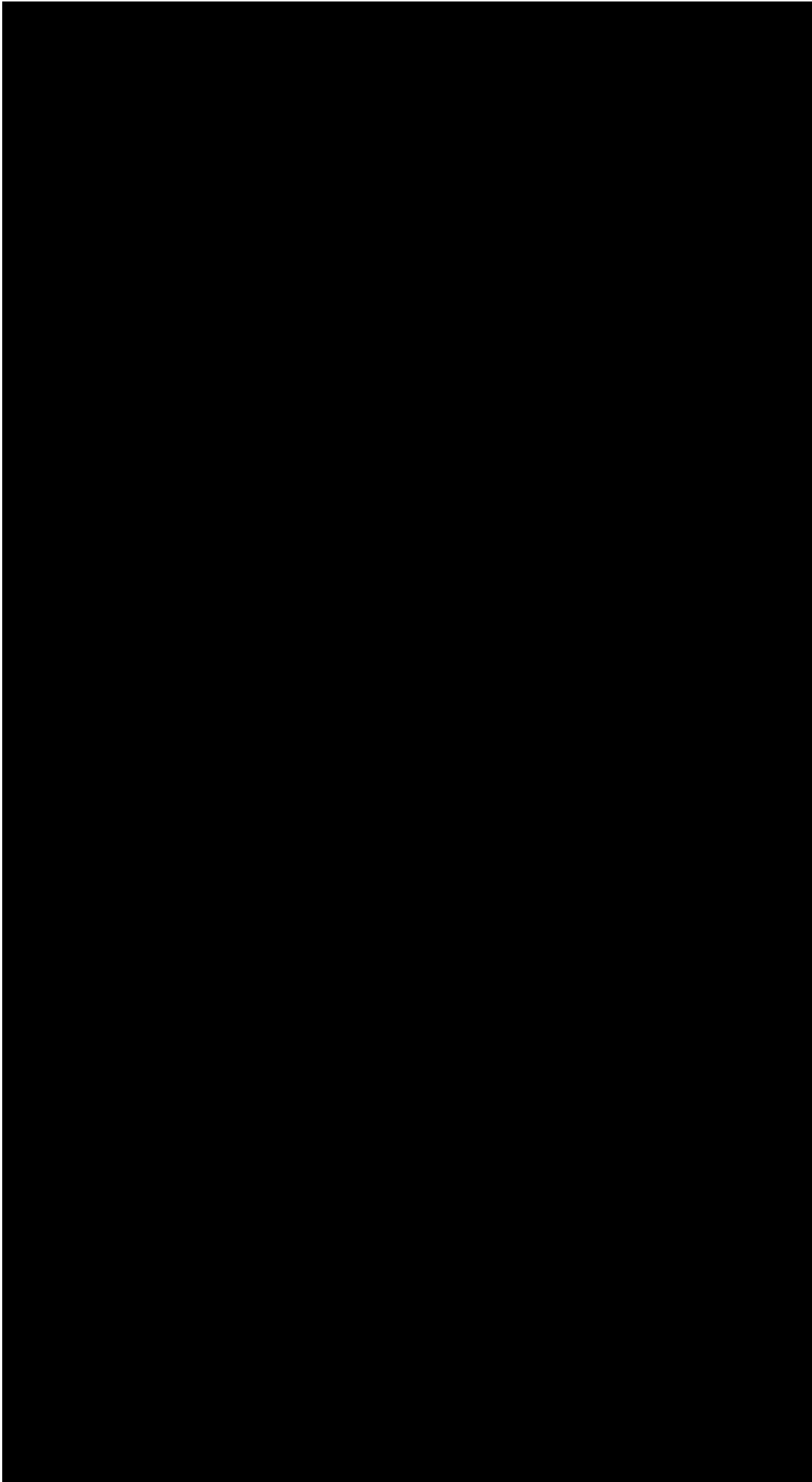


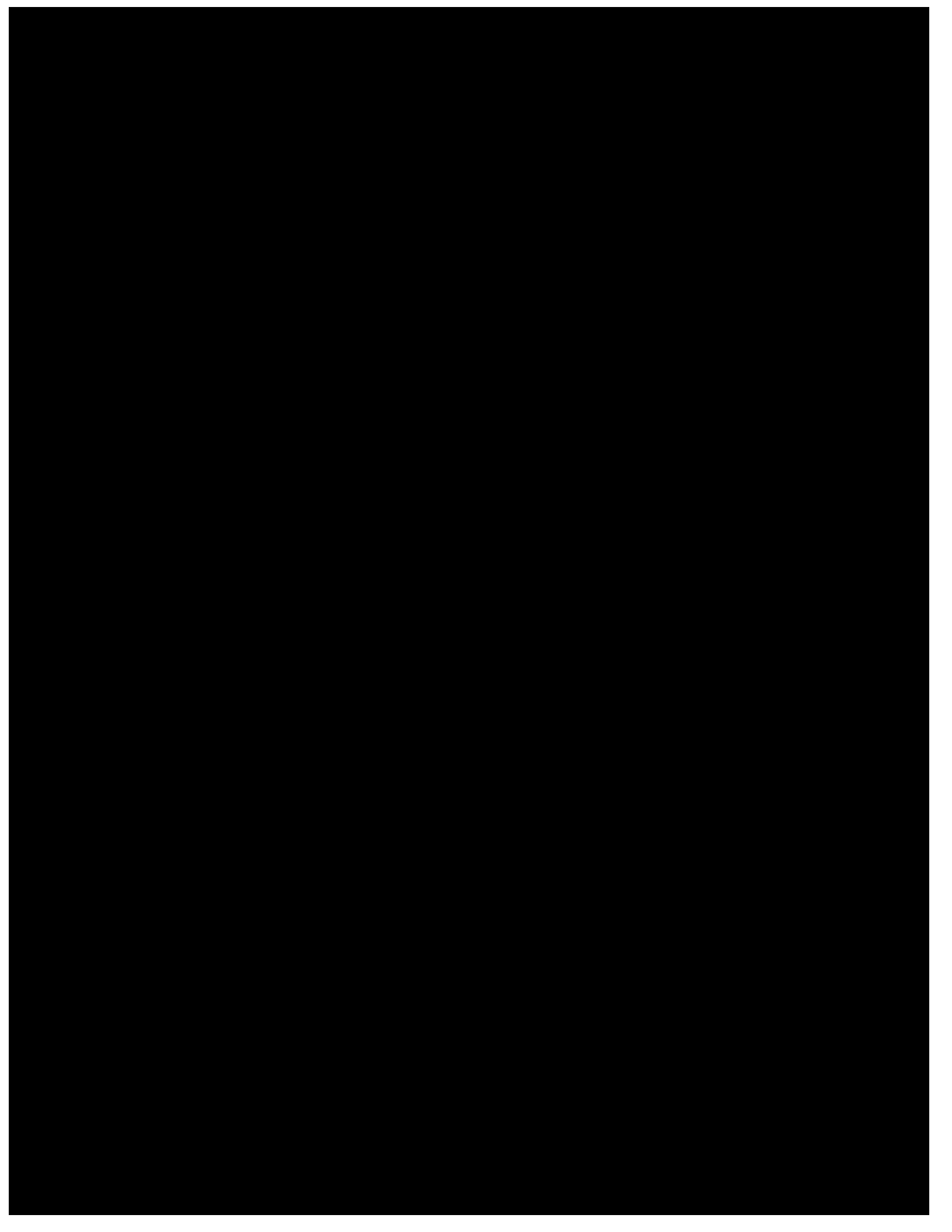


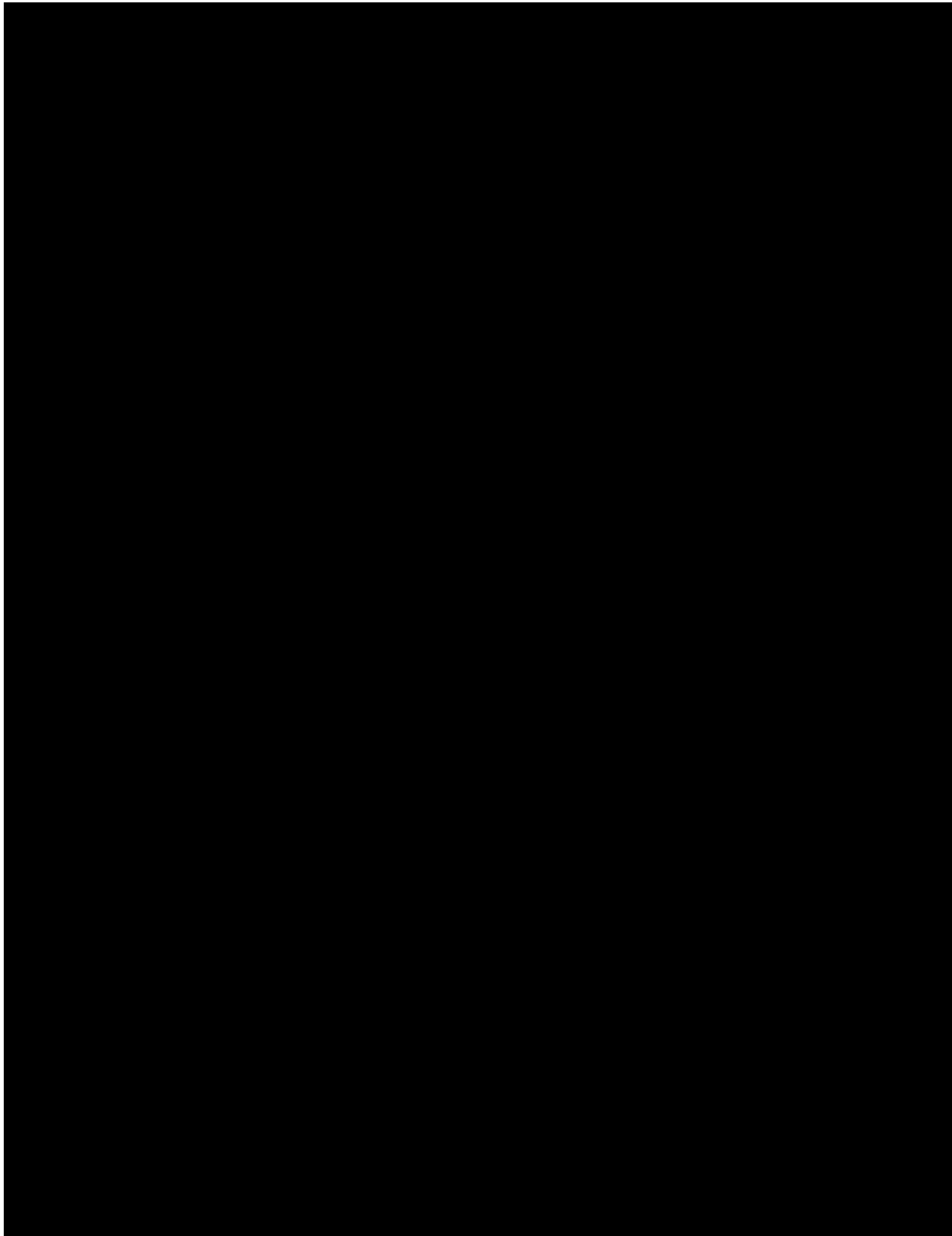










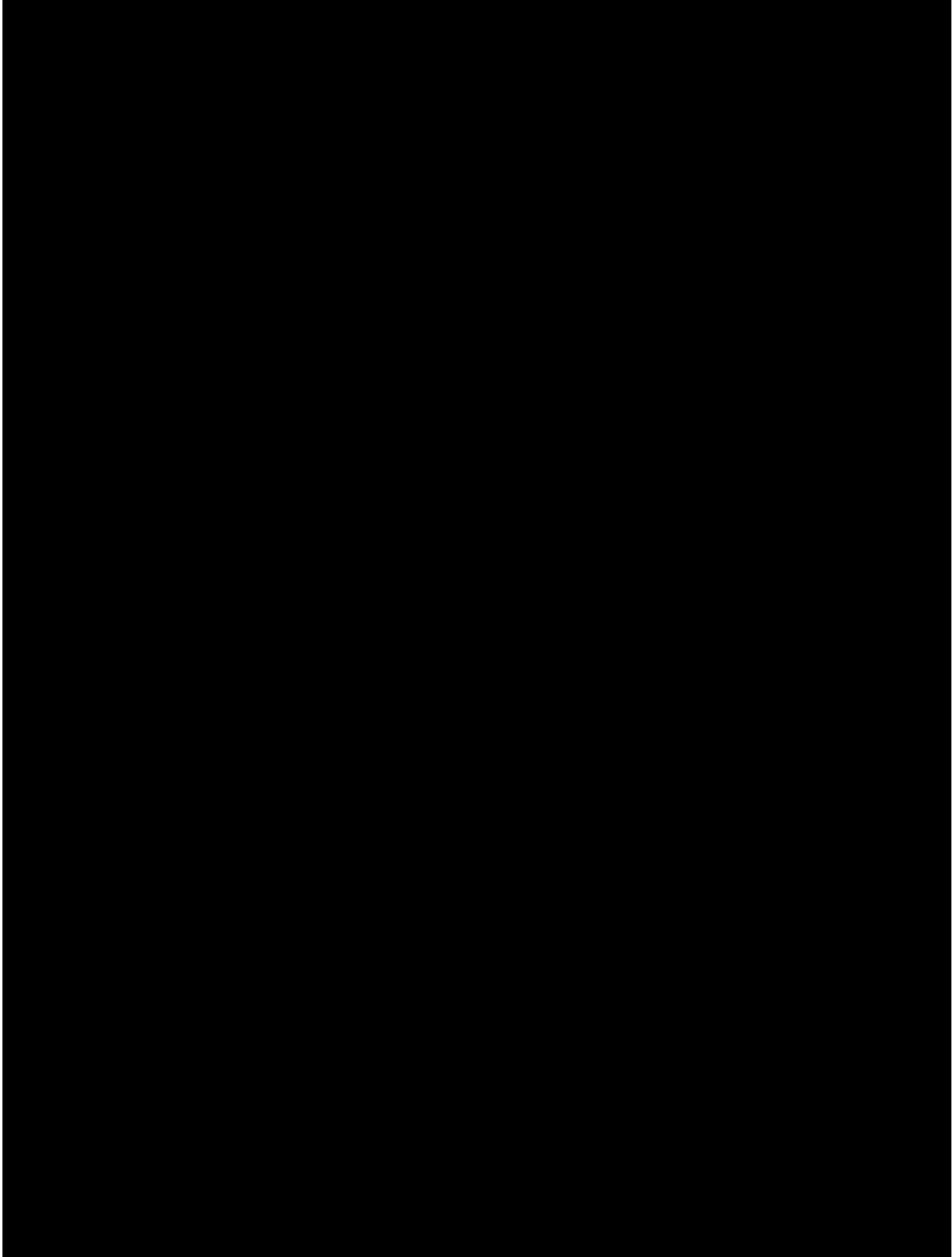


The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

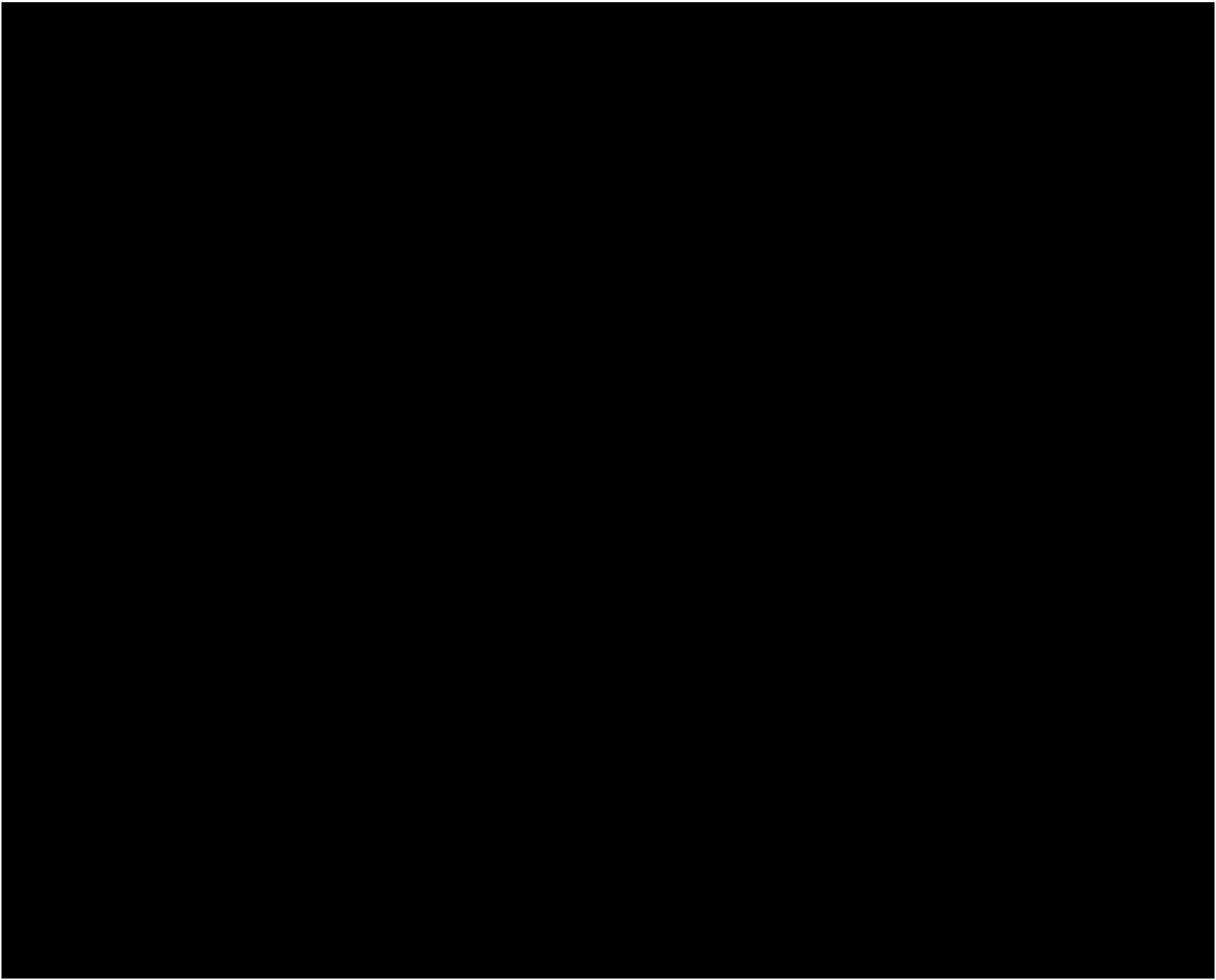
Next, the document outlines the various methods used to collect and analyze financial data. It mentions the use of spreadsheets, accounting software, and manual ledgers. Each method has its own advantages and disadvantages, and the choice depends on the size of the business and the complexity of its operations.

The document then delves into the process of reconciling accounts. This involves comparing the company's records with the bank statements to identify any discrepancies. It provides a step-by-step guide on how to perform a reconciliation, including how to handle errors and how to document the results.

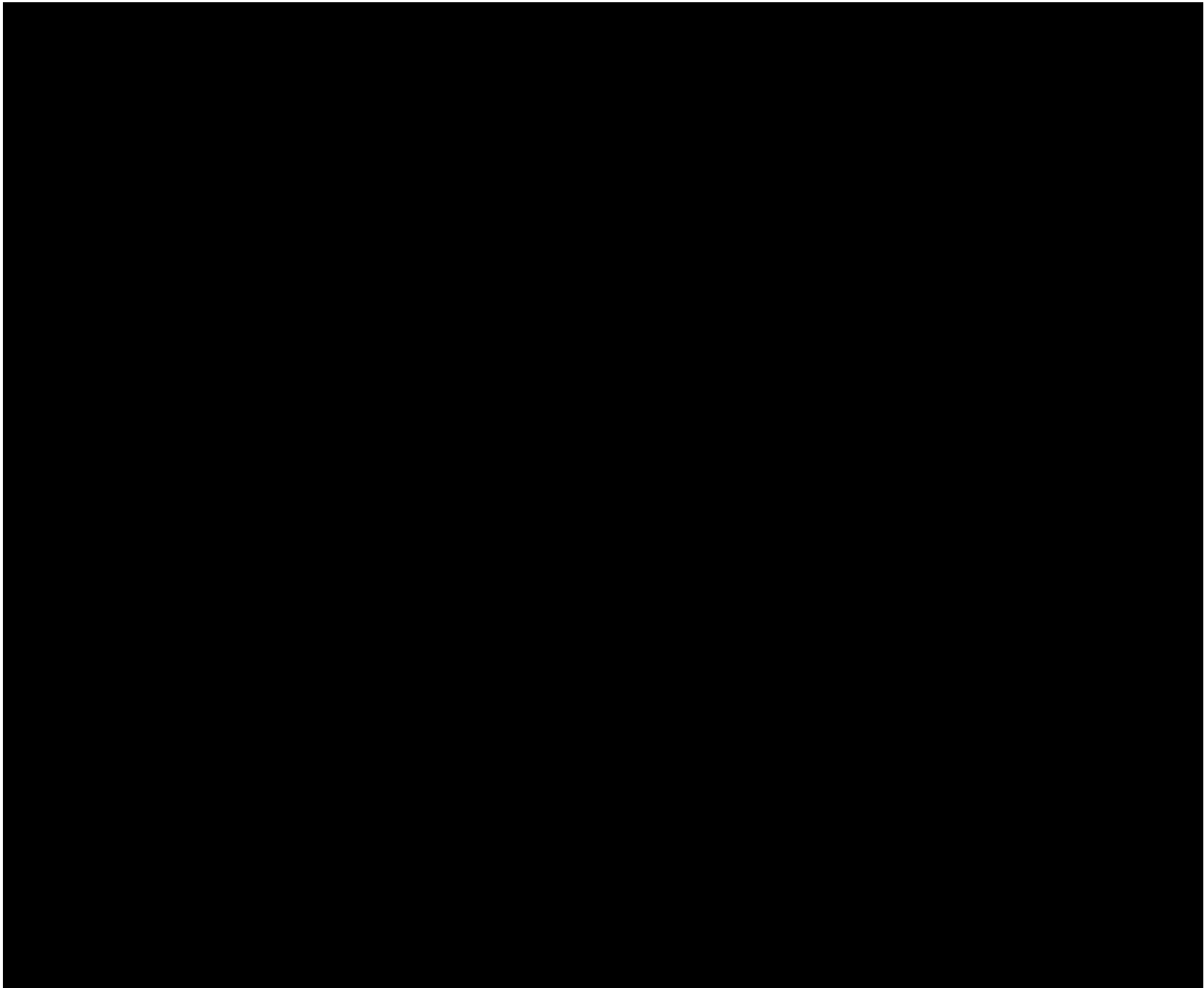
Finally, the document discusses the importance of regular audits. It explains that audits help to detect fraud, errors, and inefficiencies in the financial system. It also provides information on how to select an auditor and how to prepare for an audit.

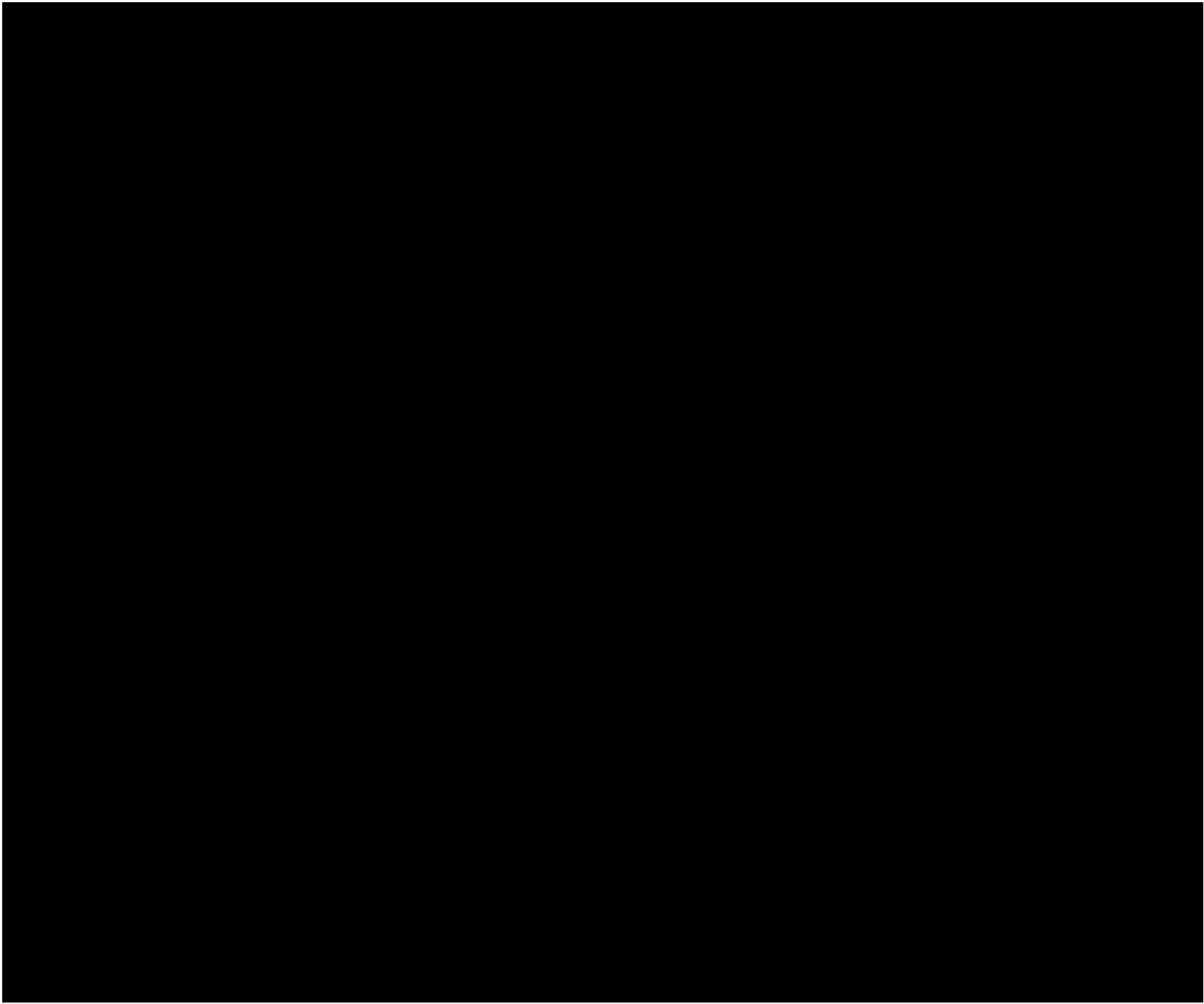


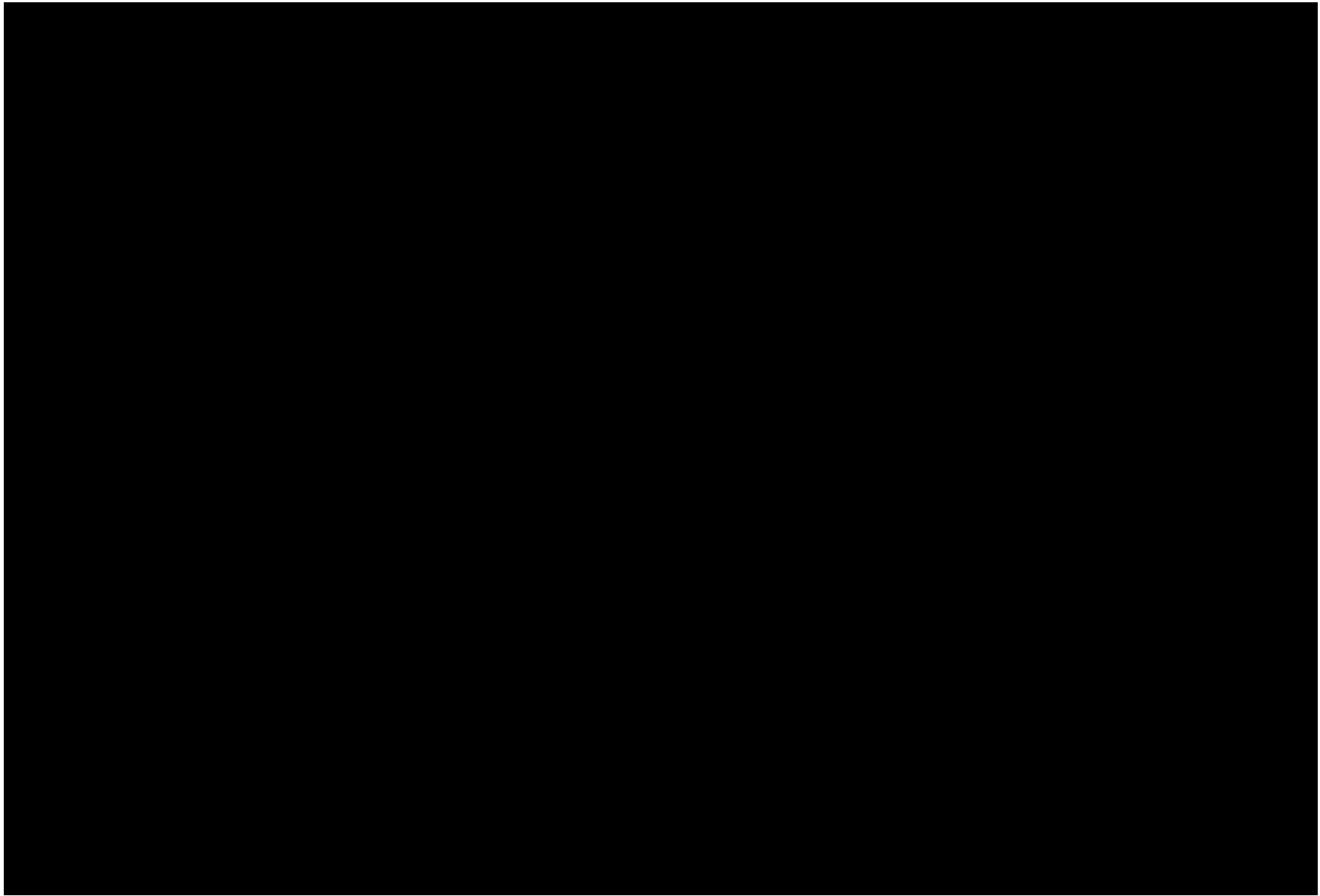


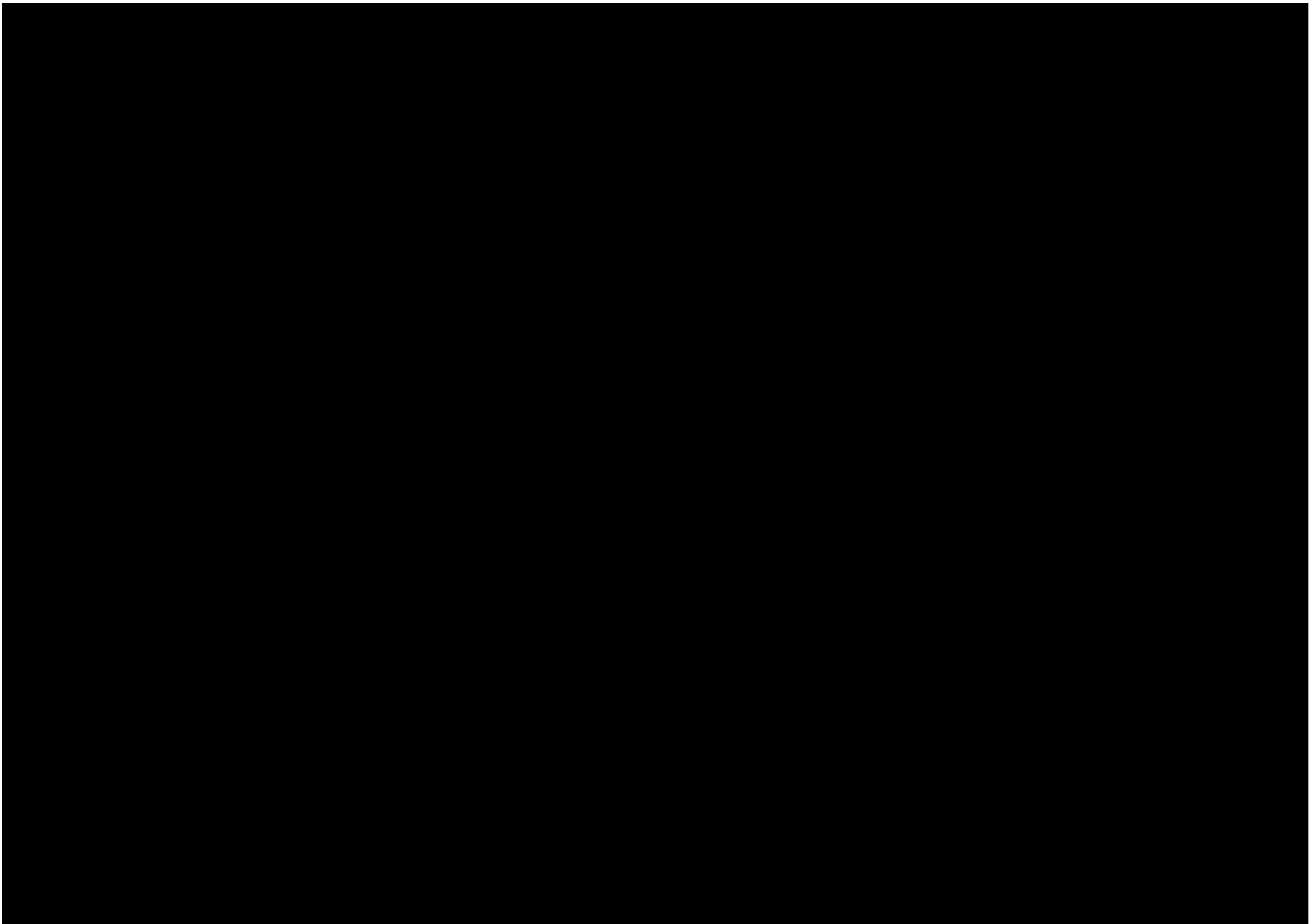


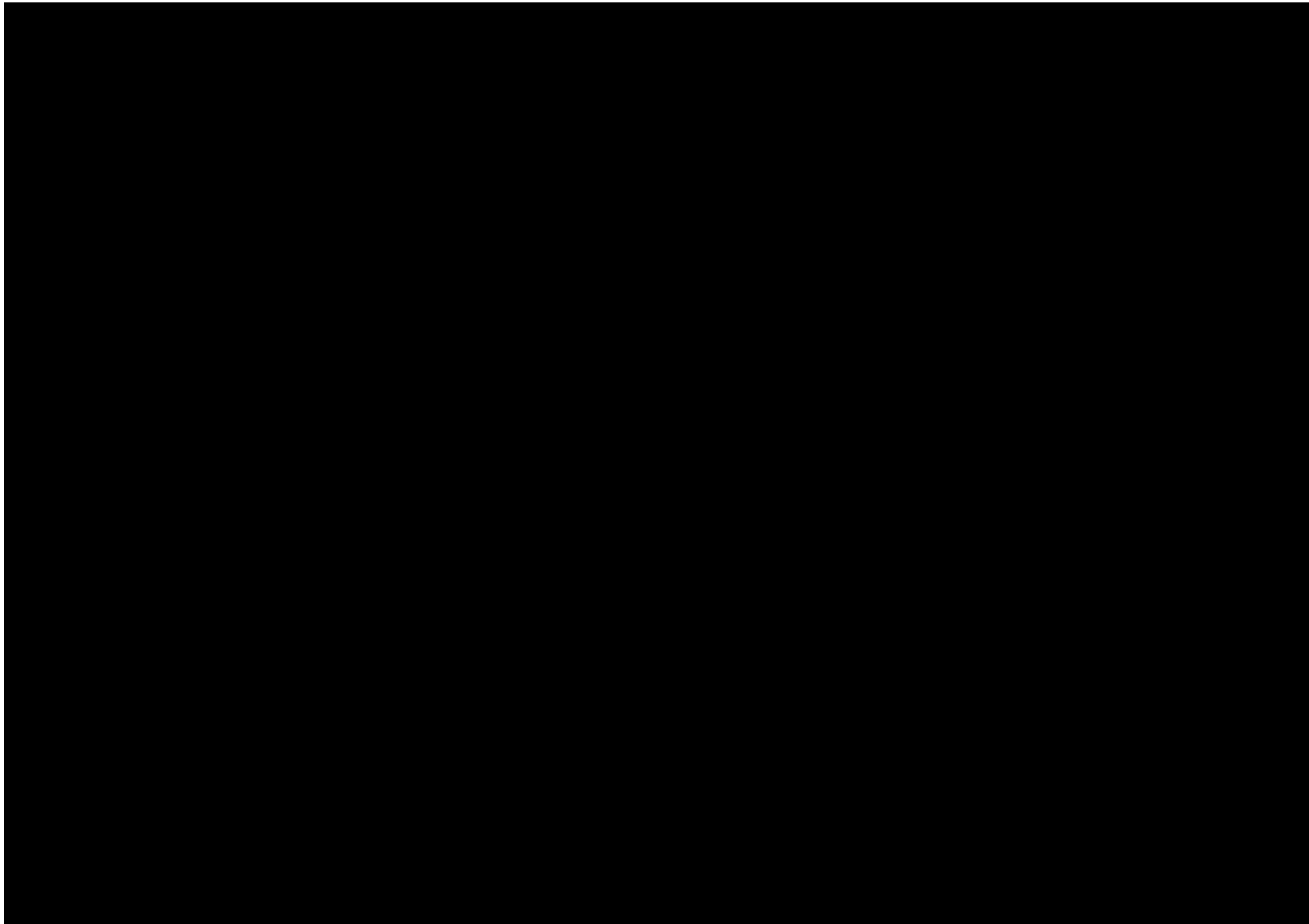


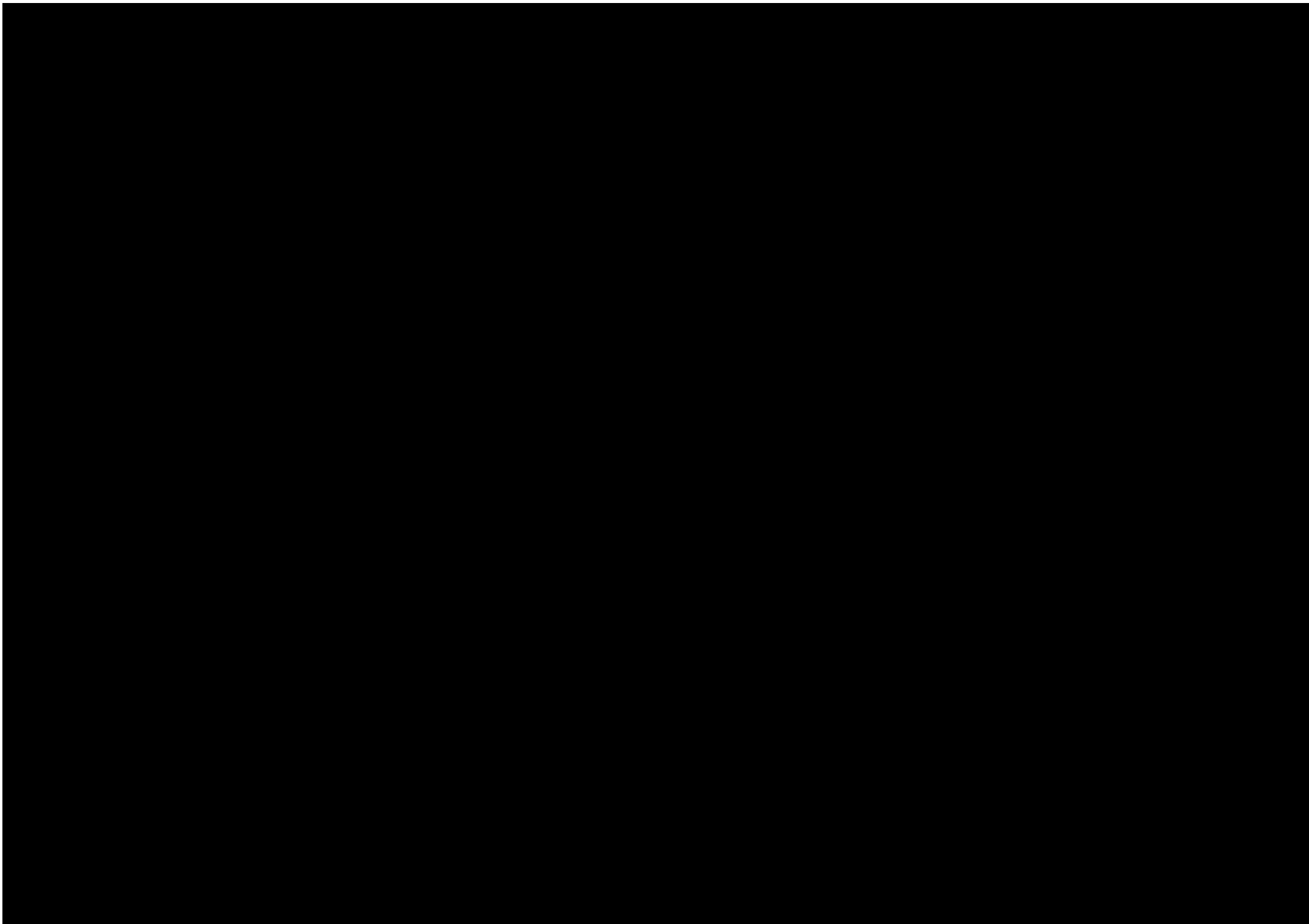


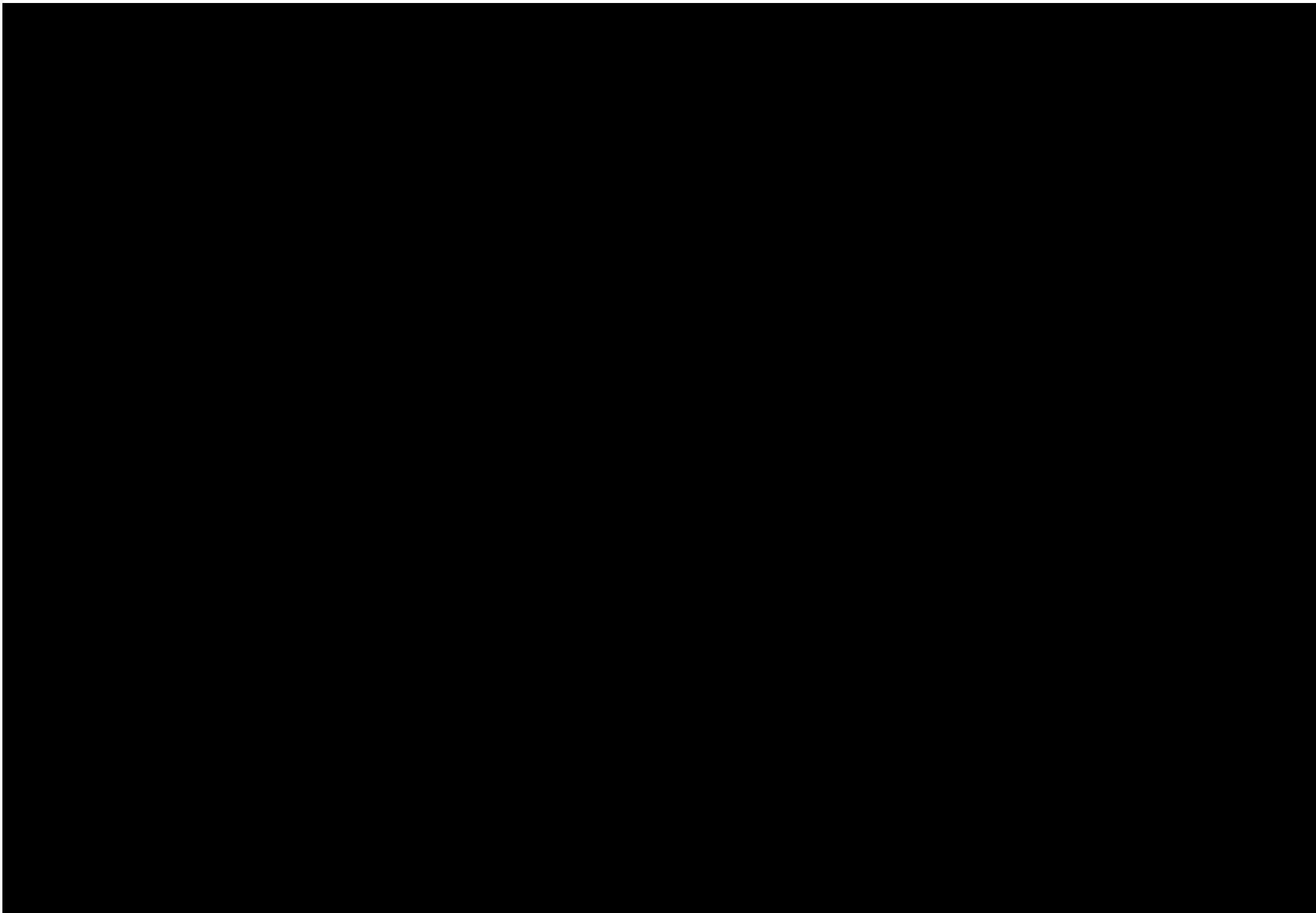


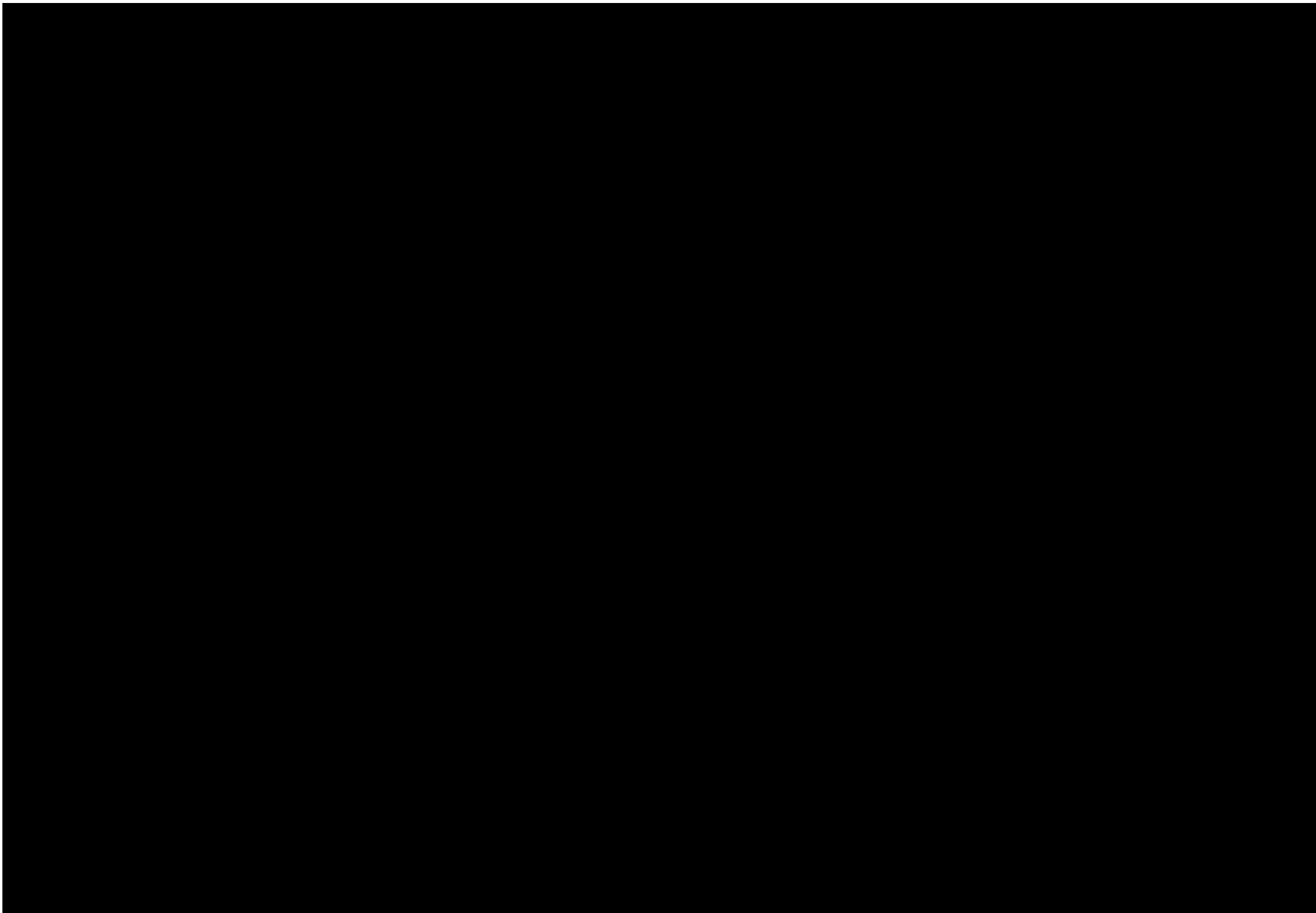




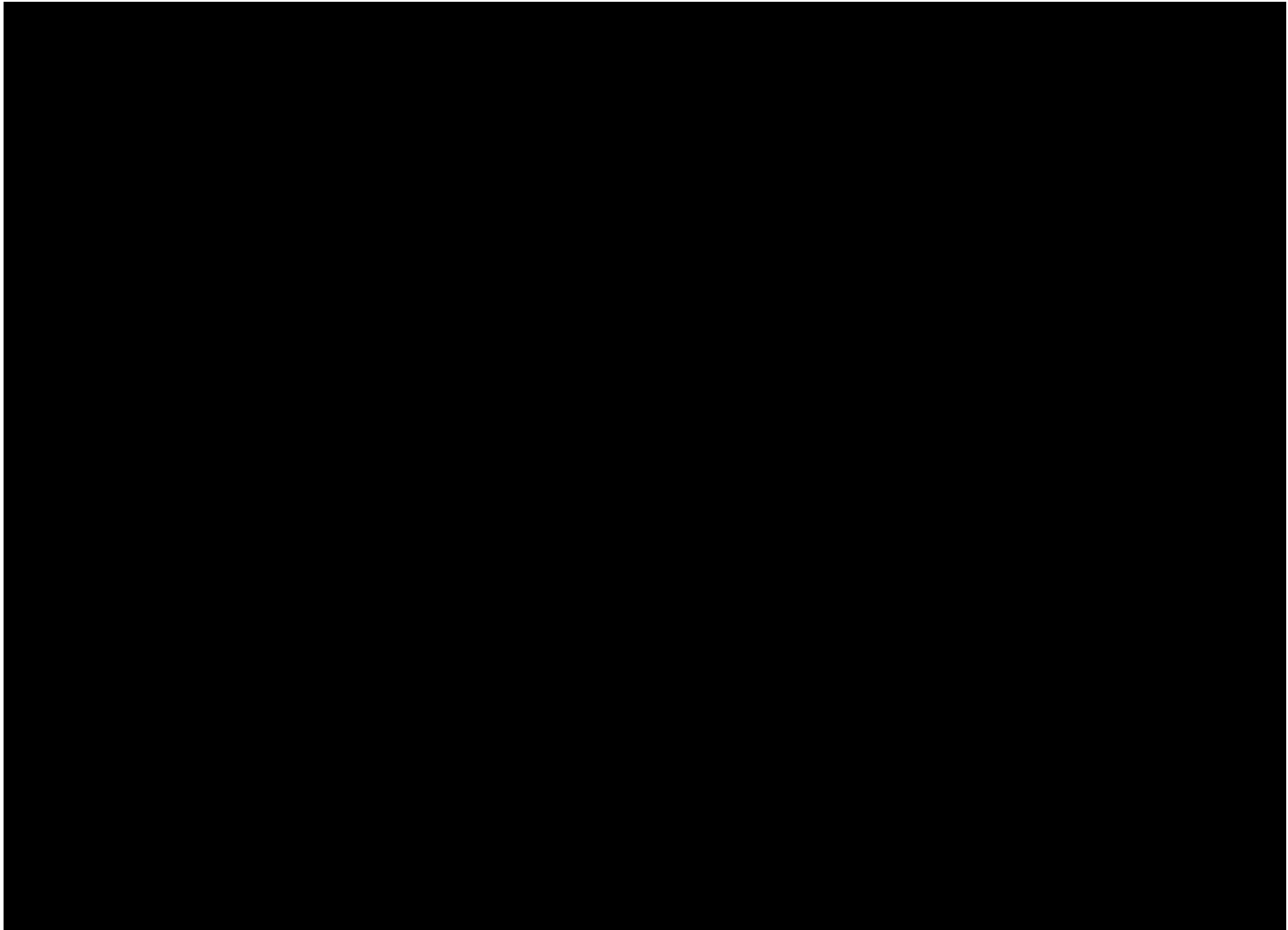




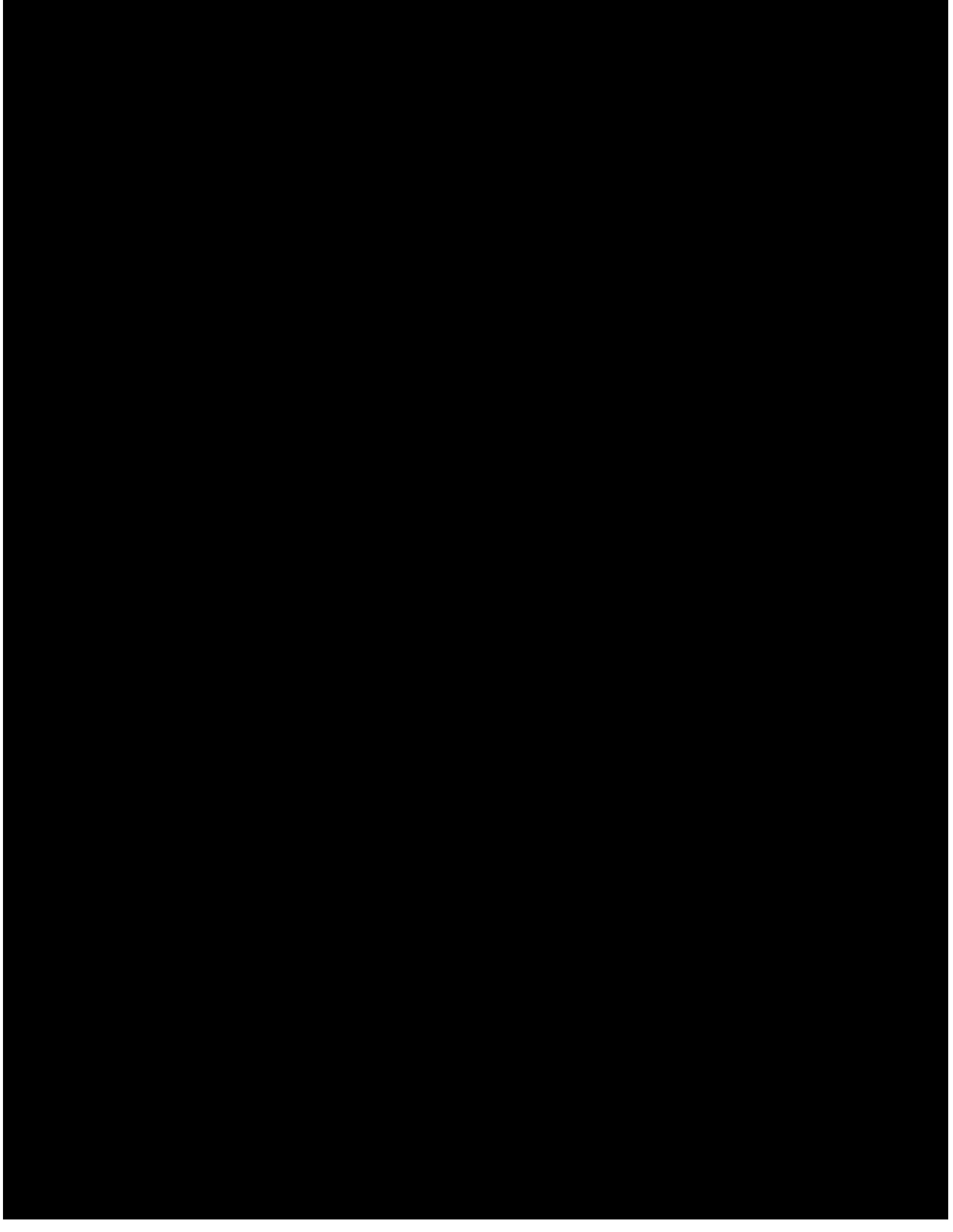


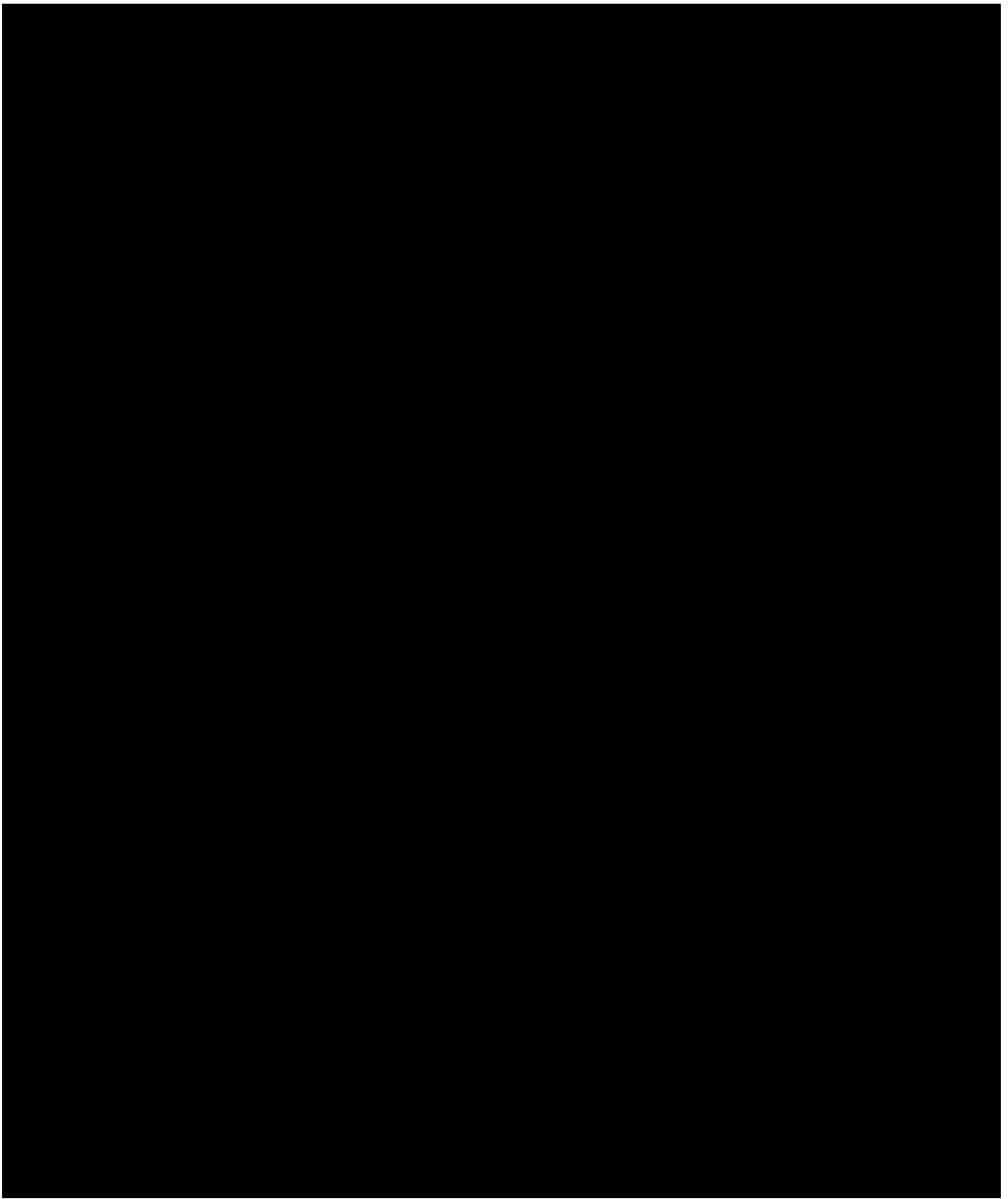


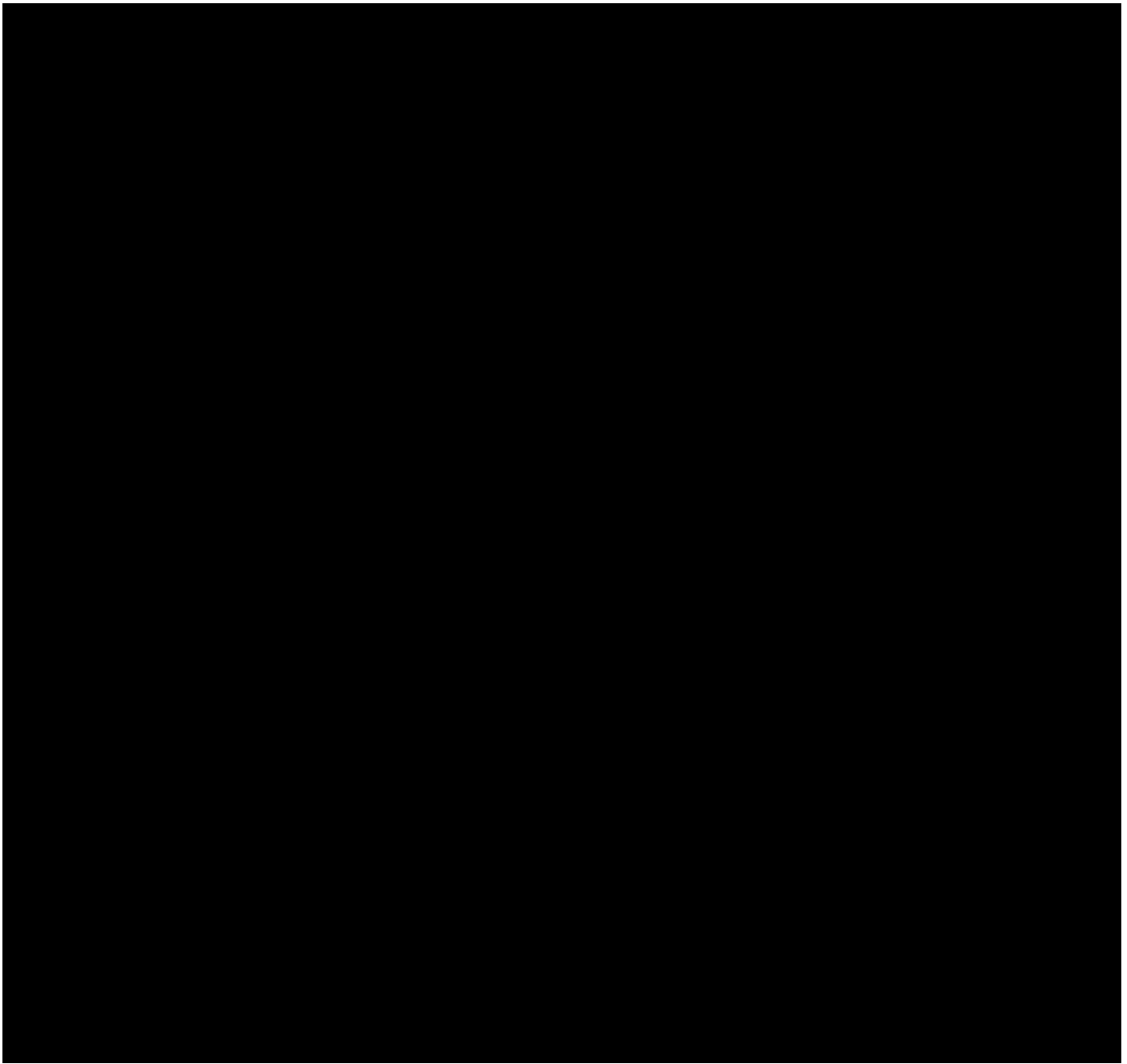










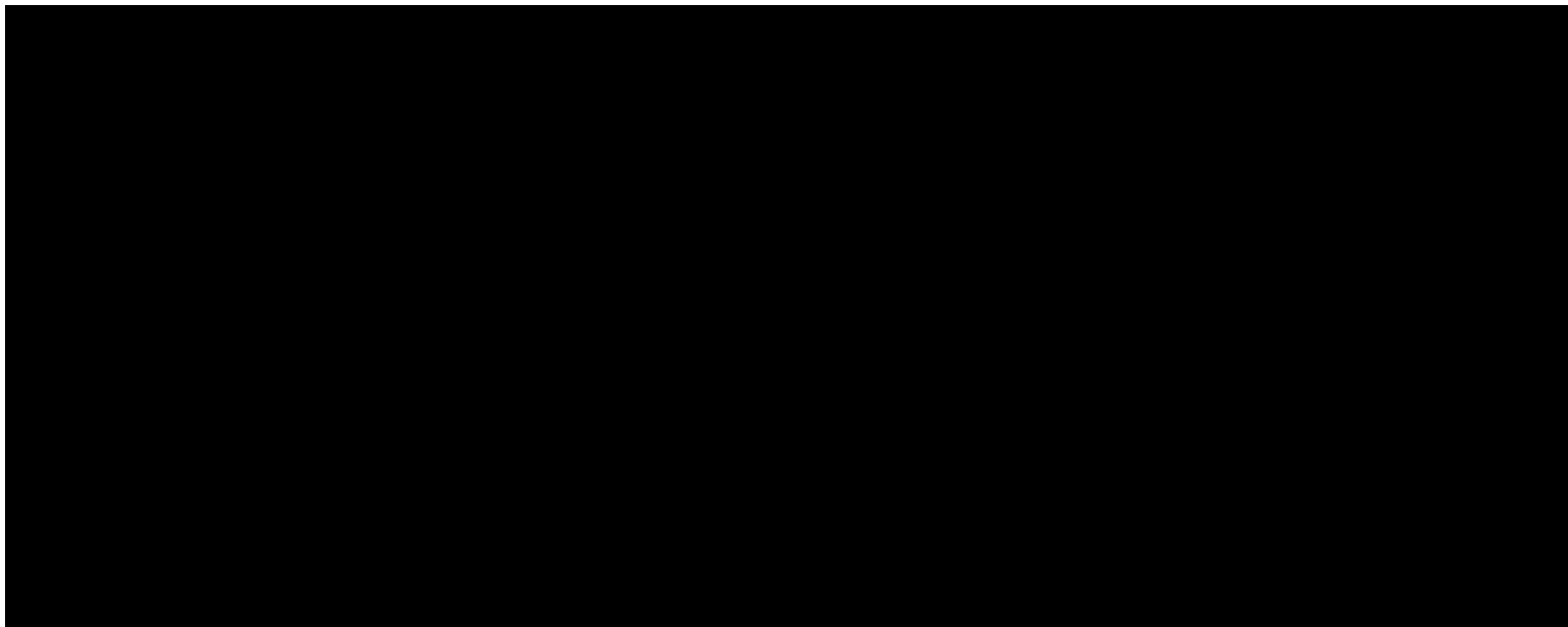


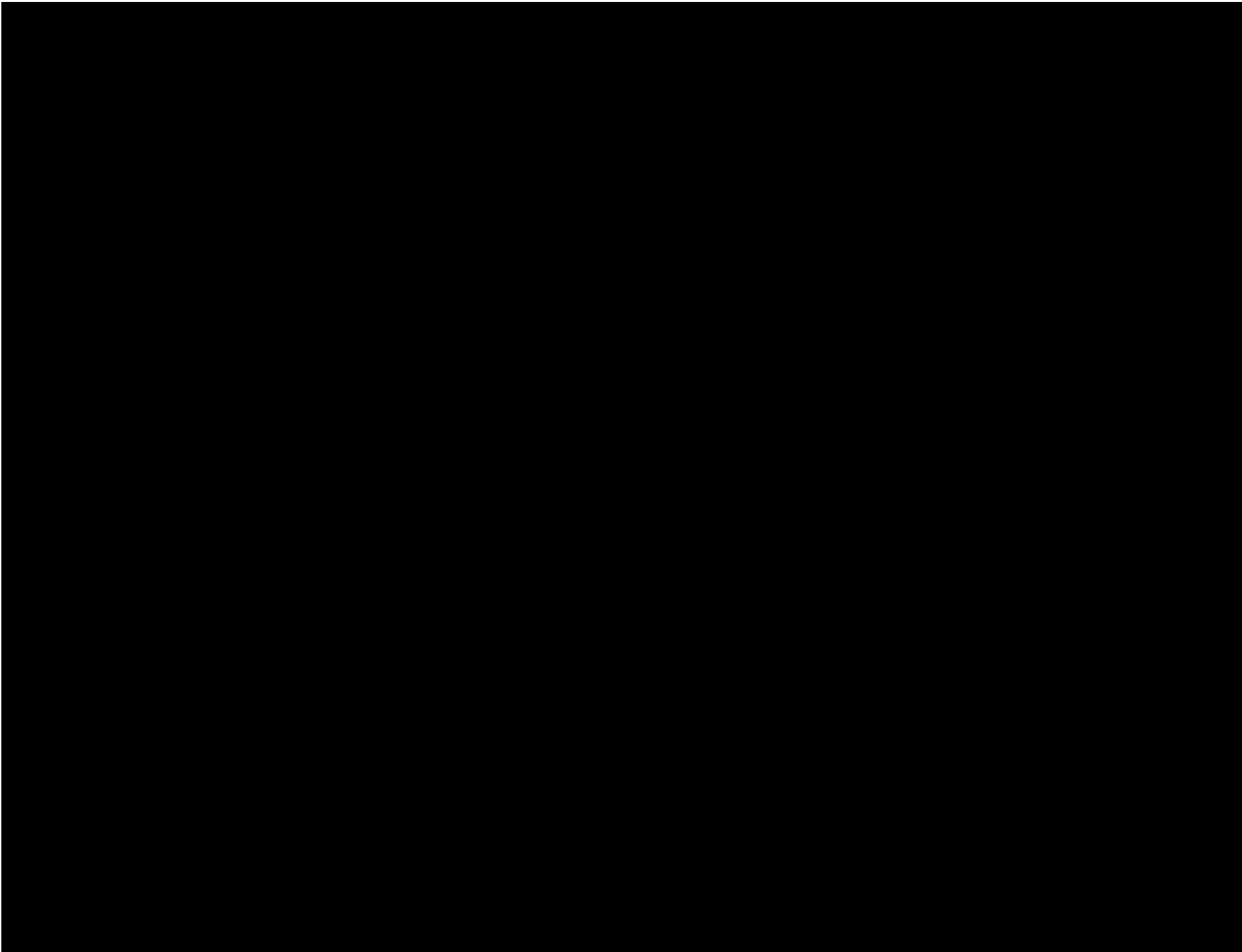




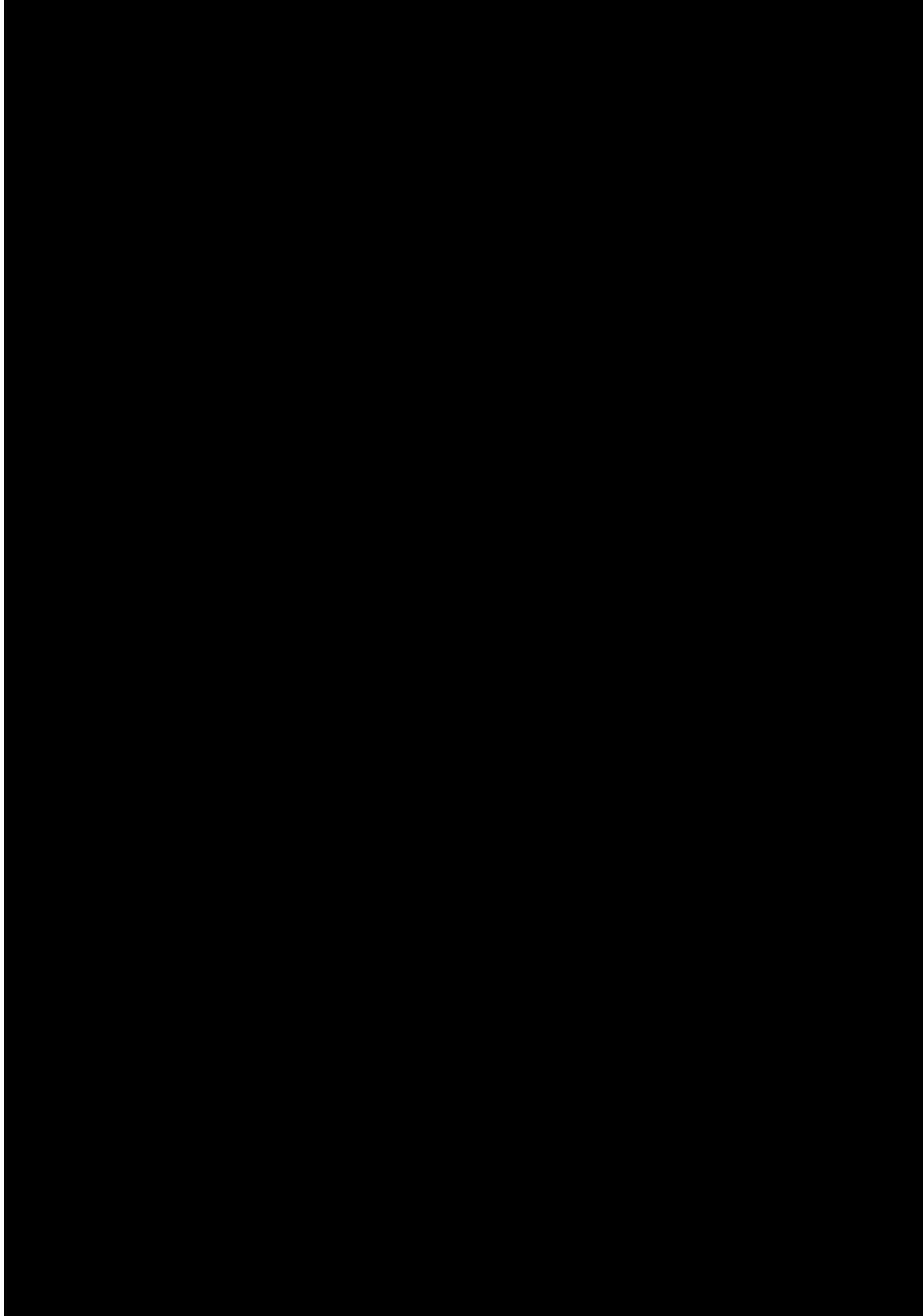


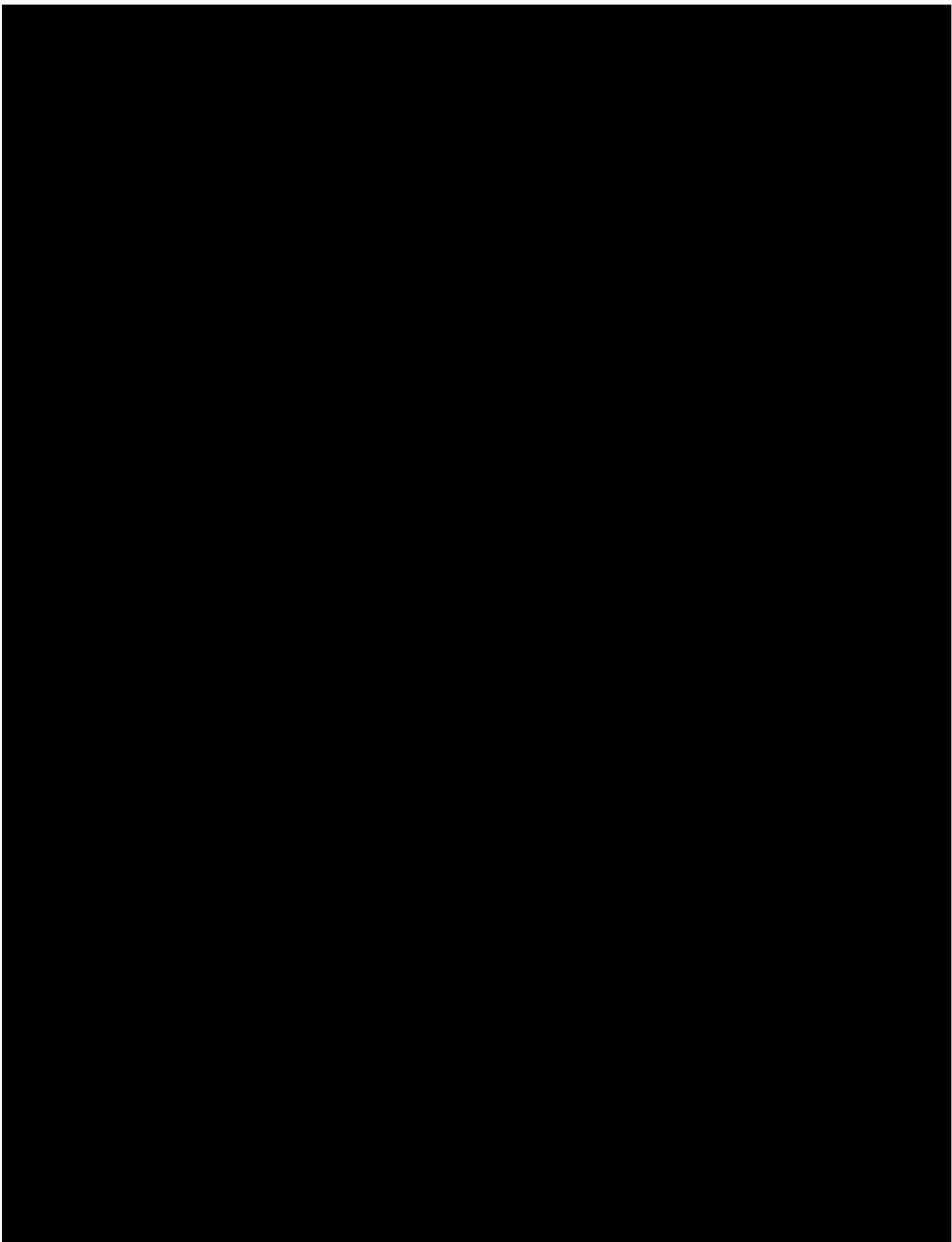


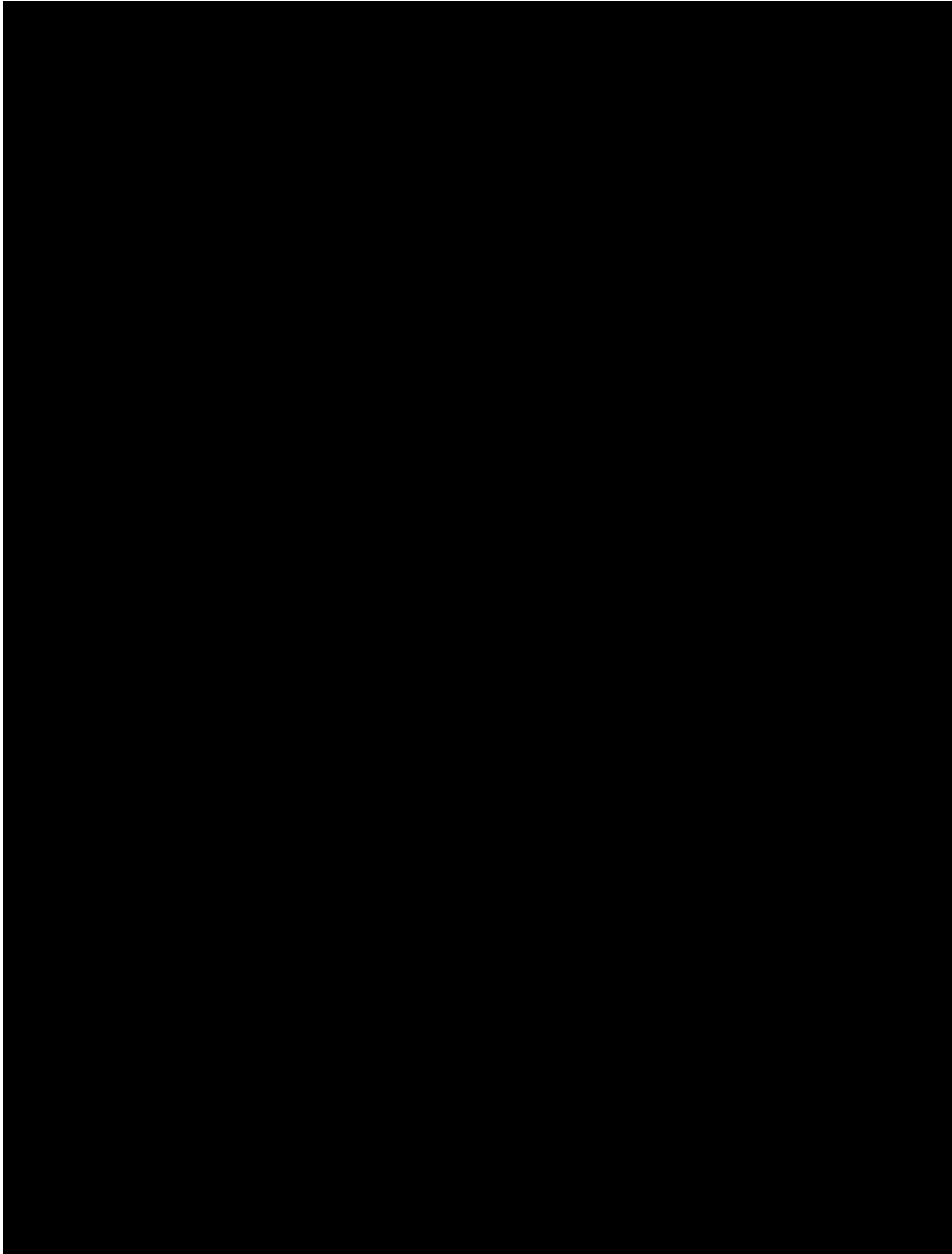


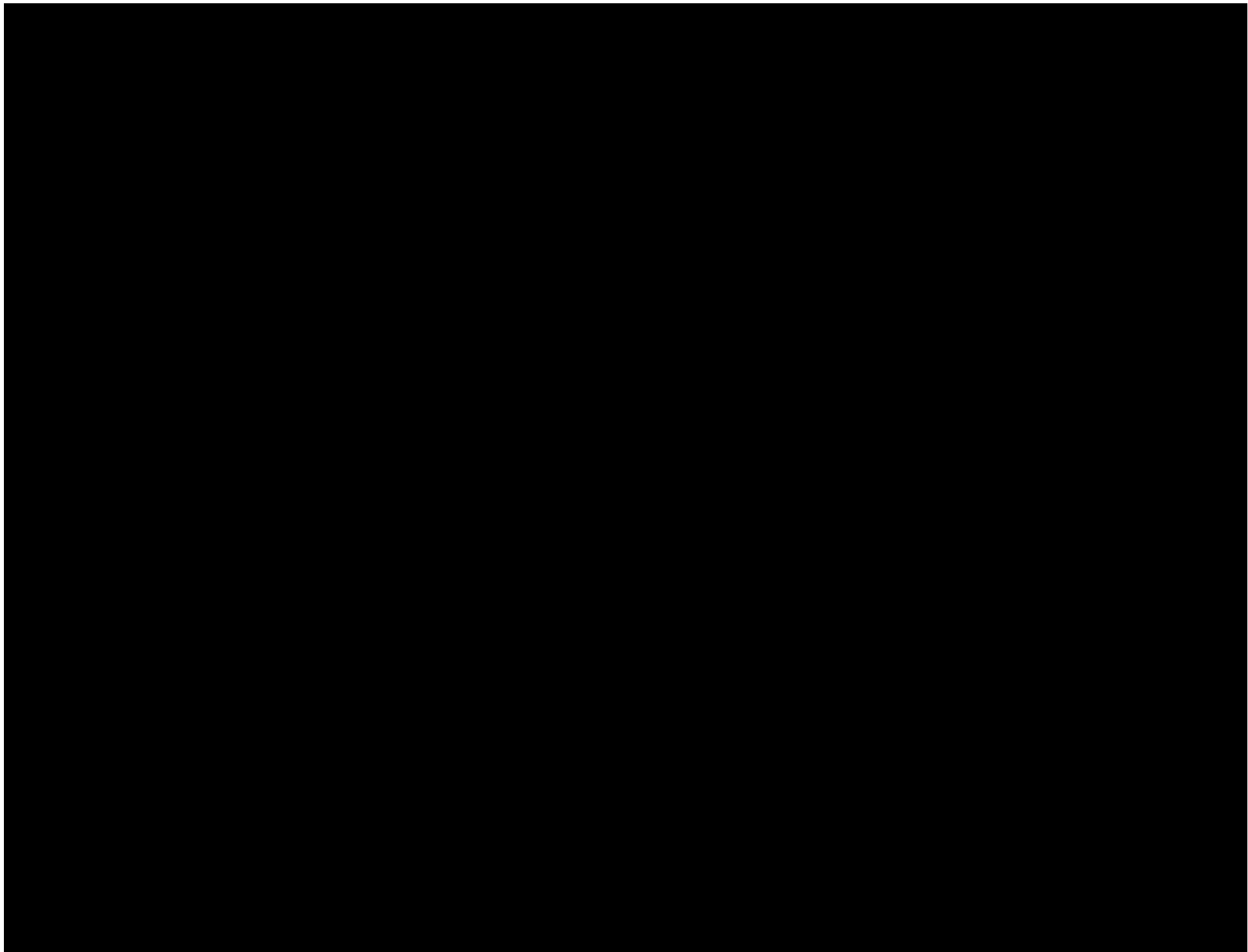






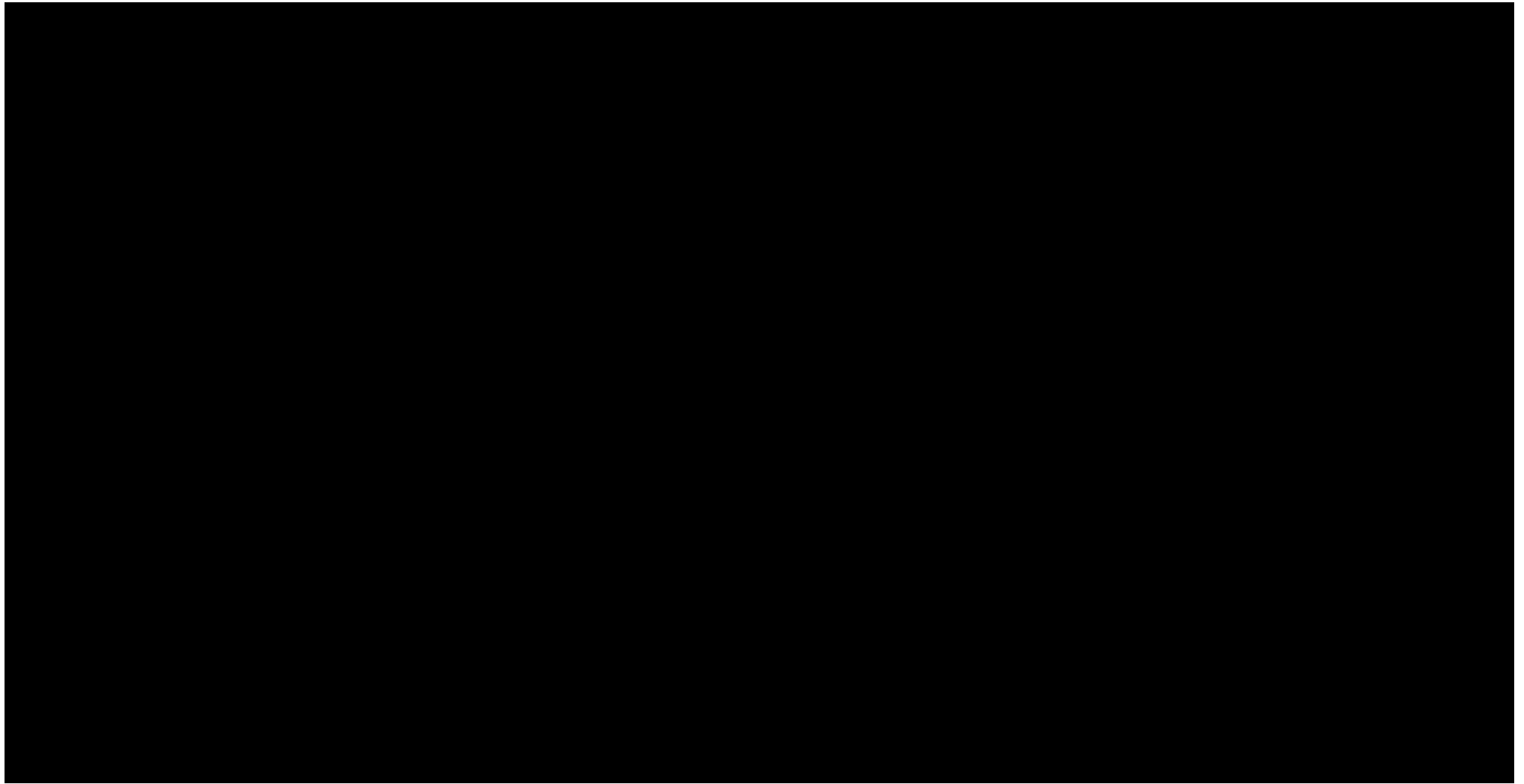


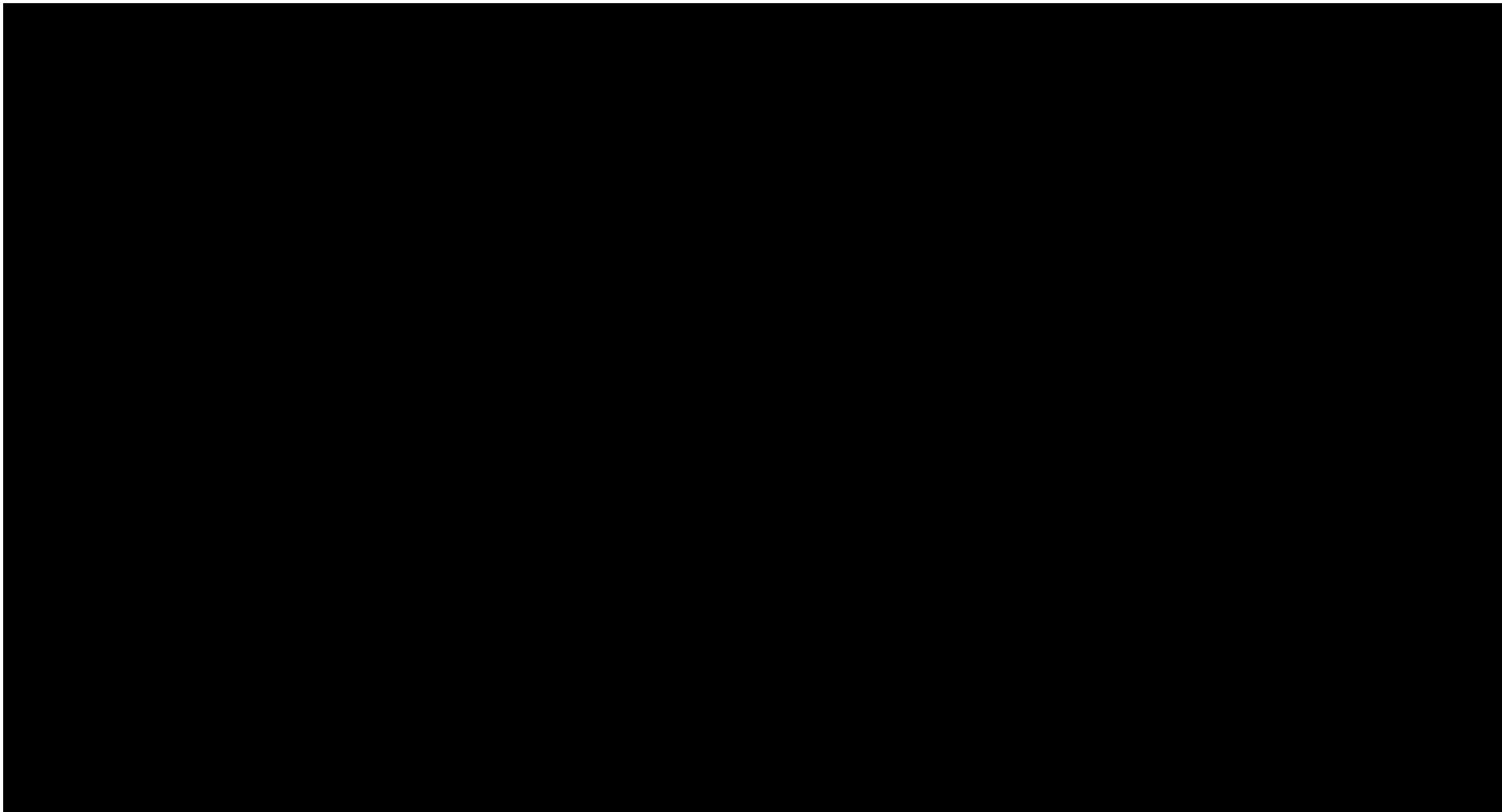




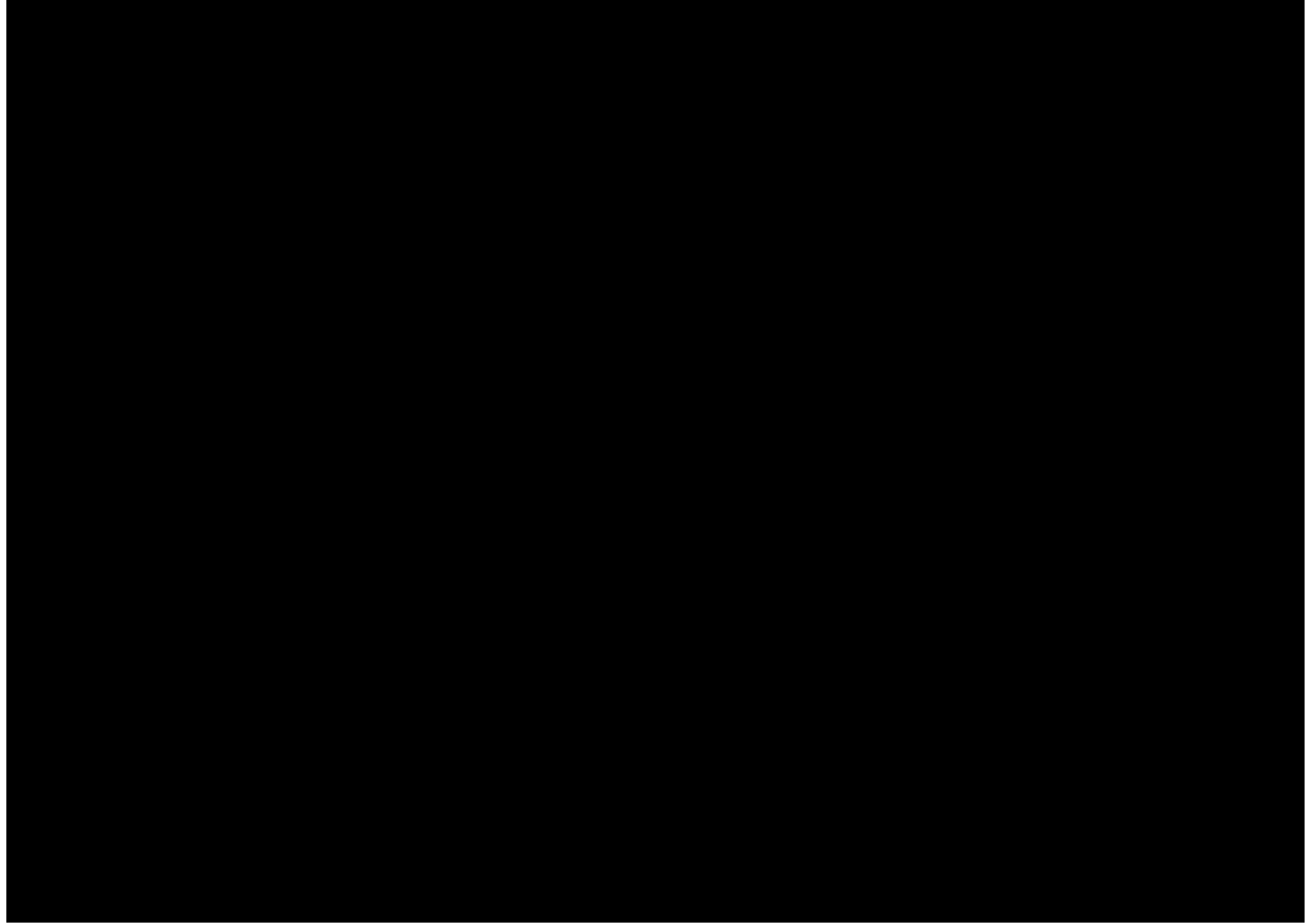




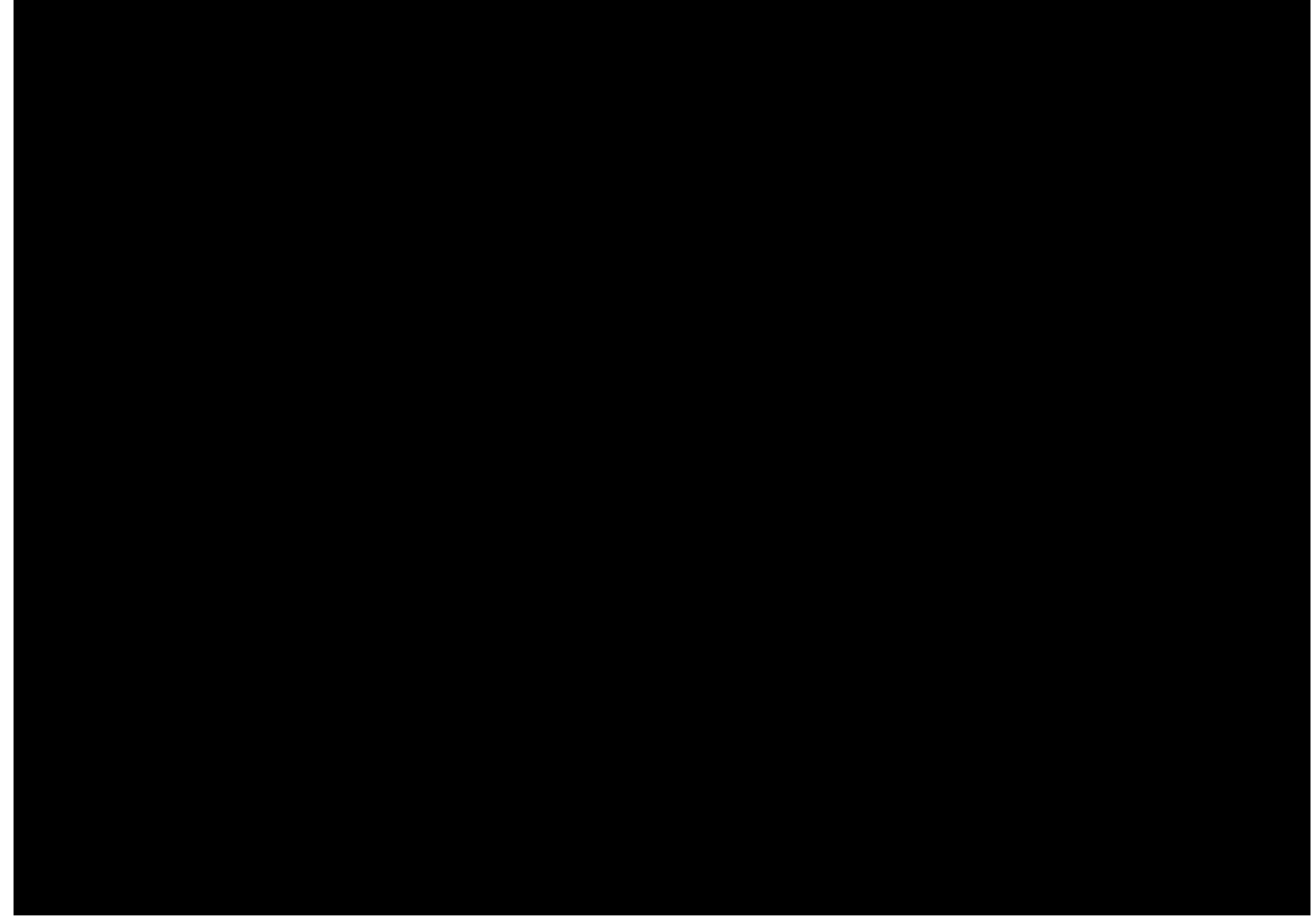


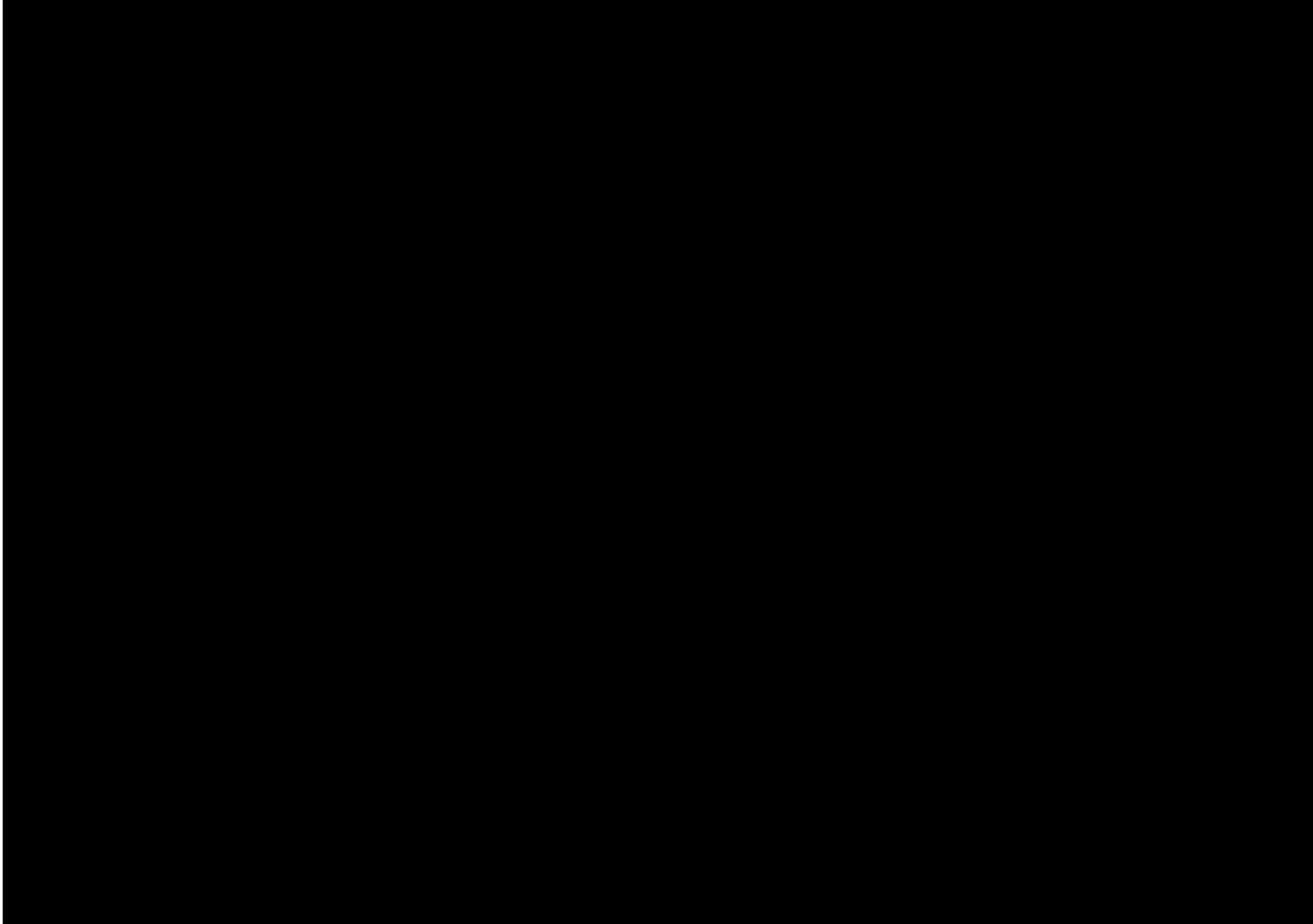


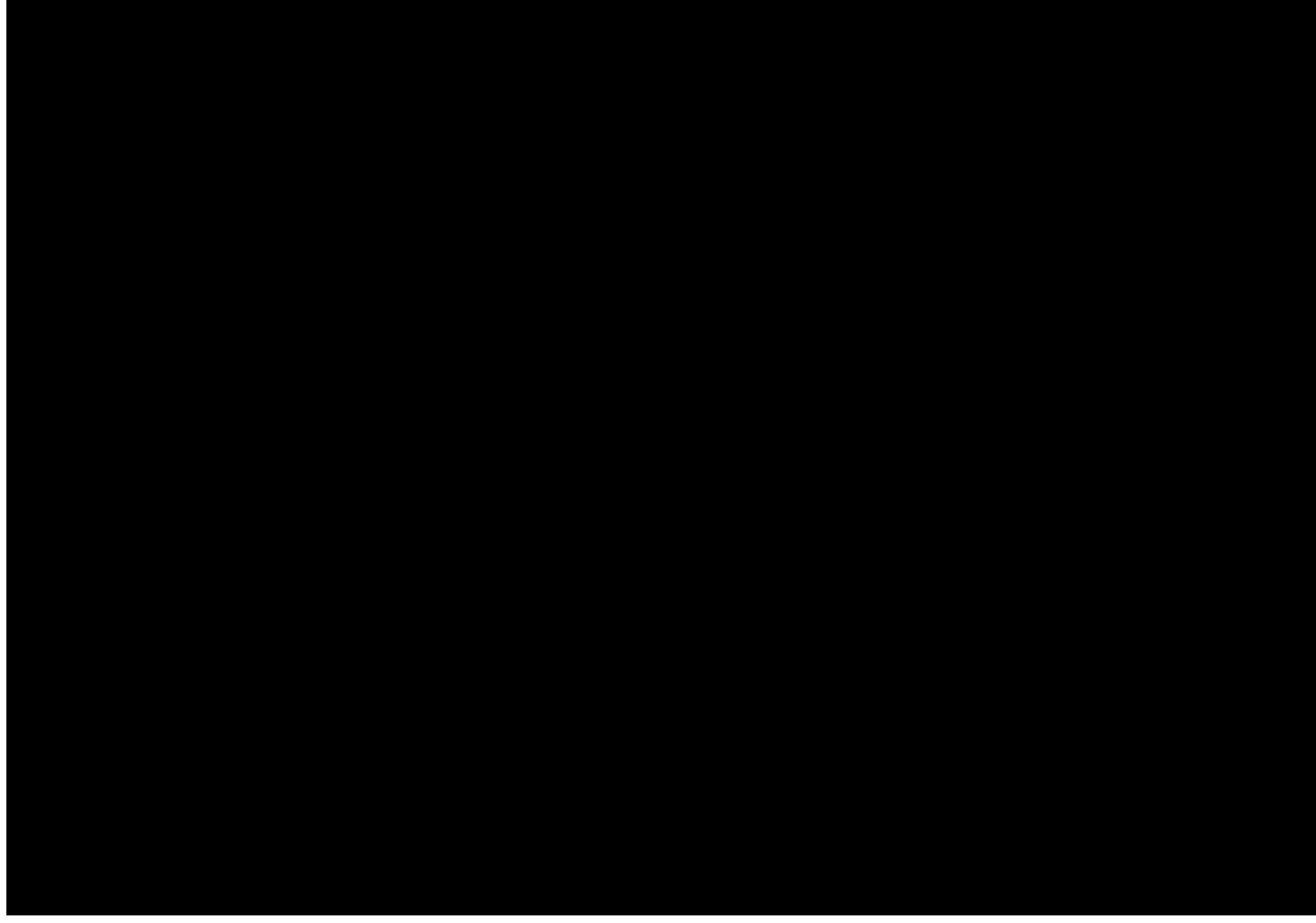




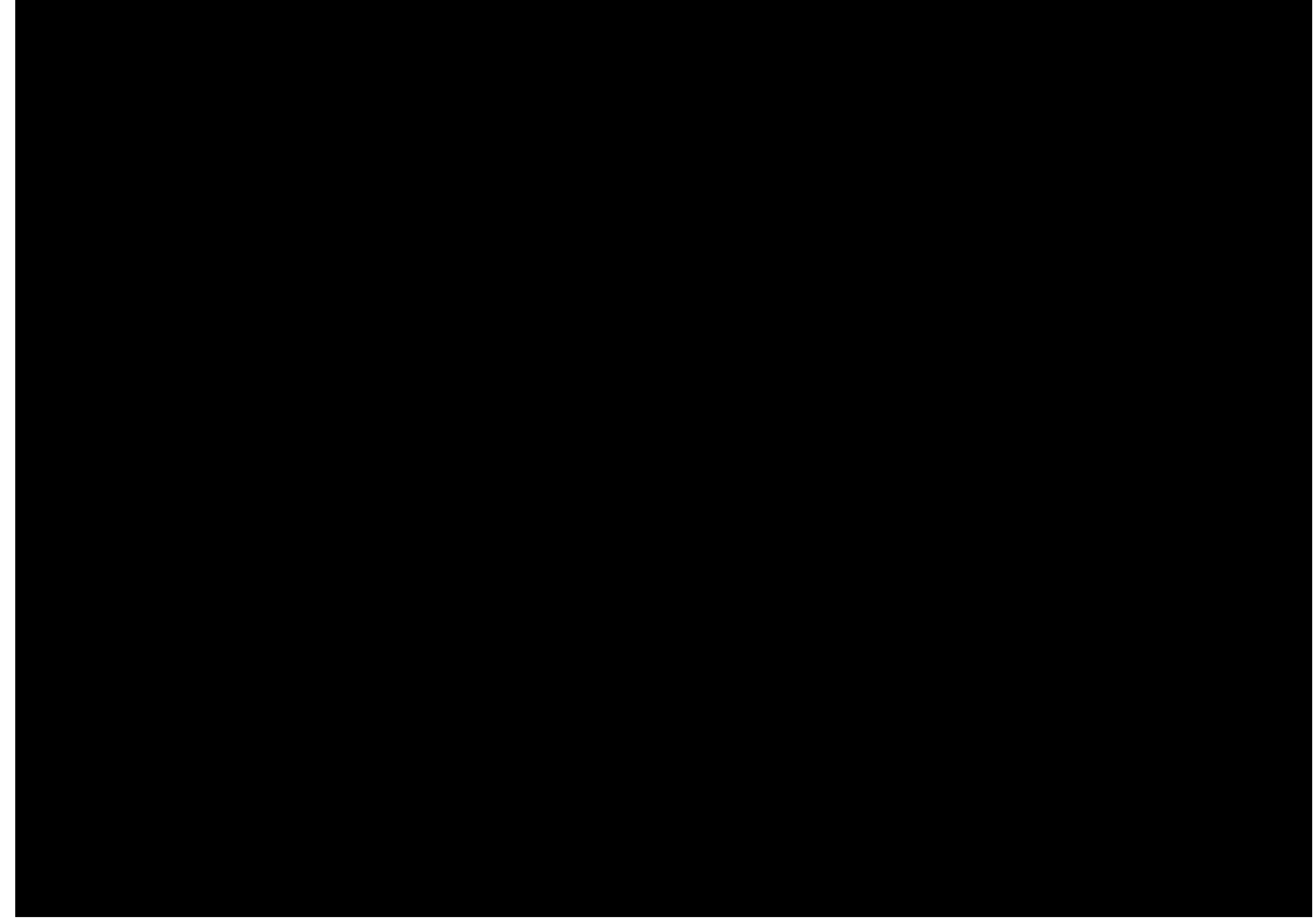


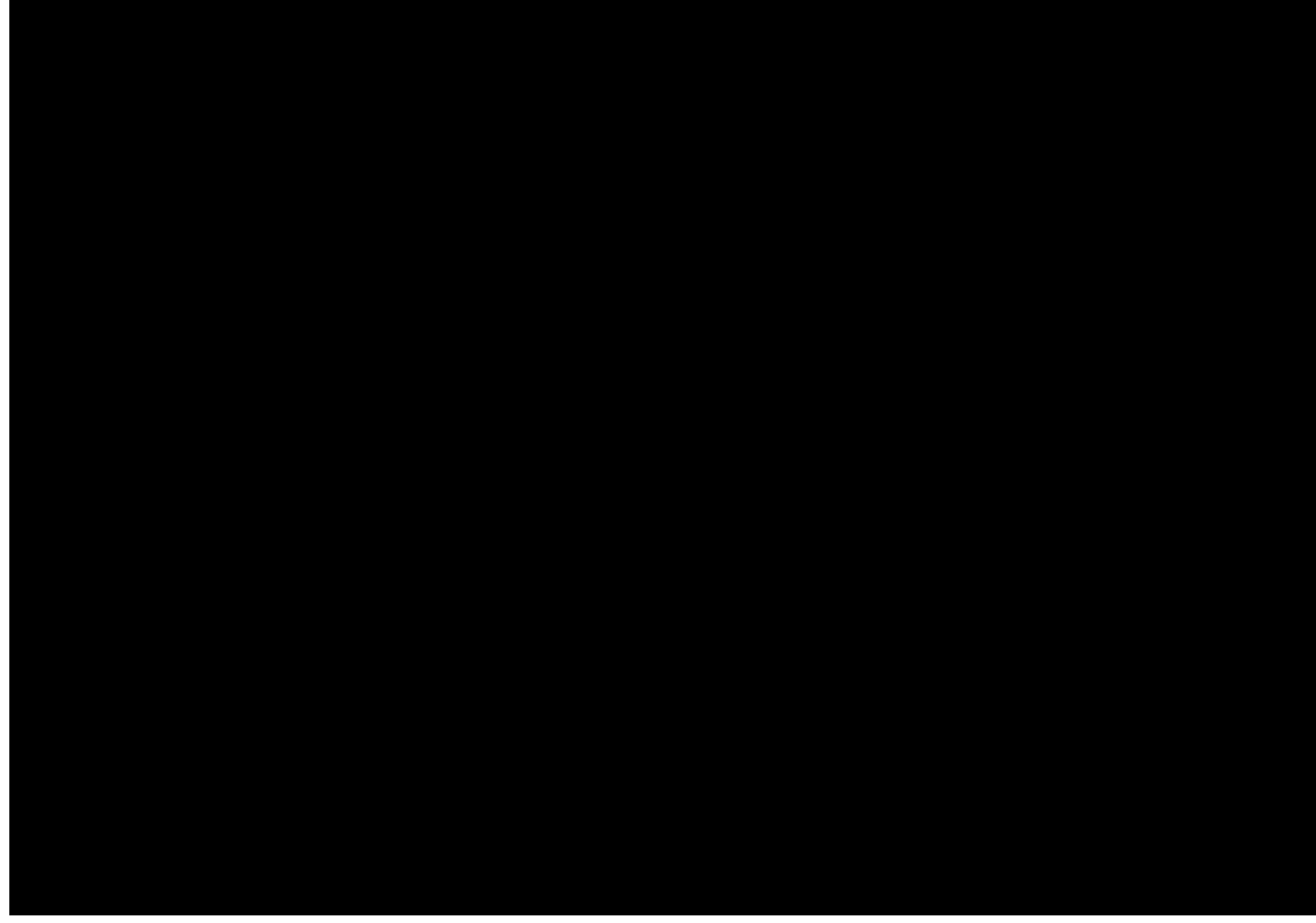


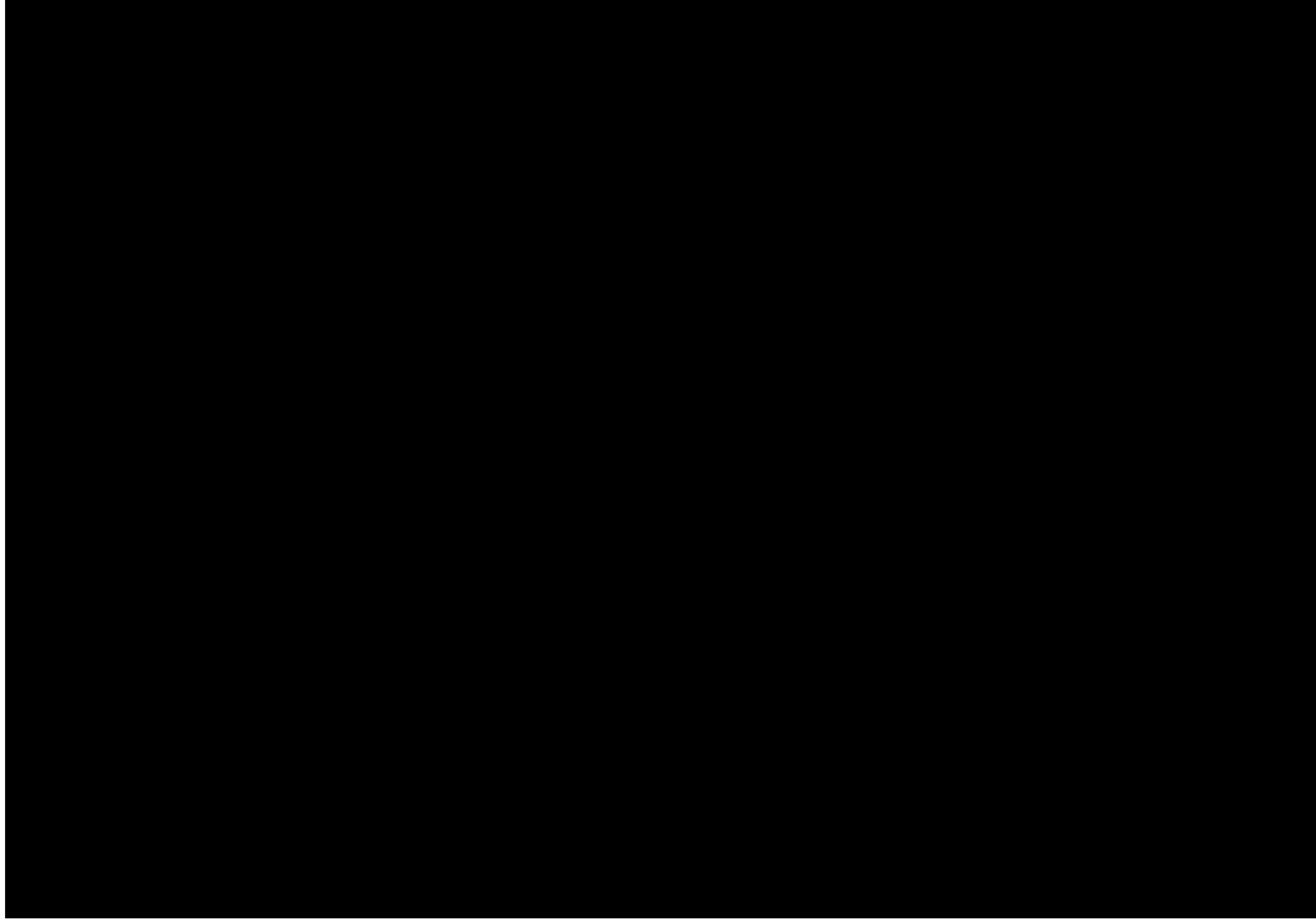


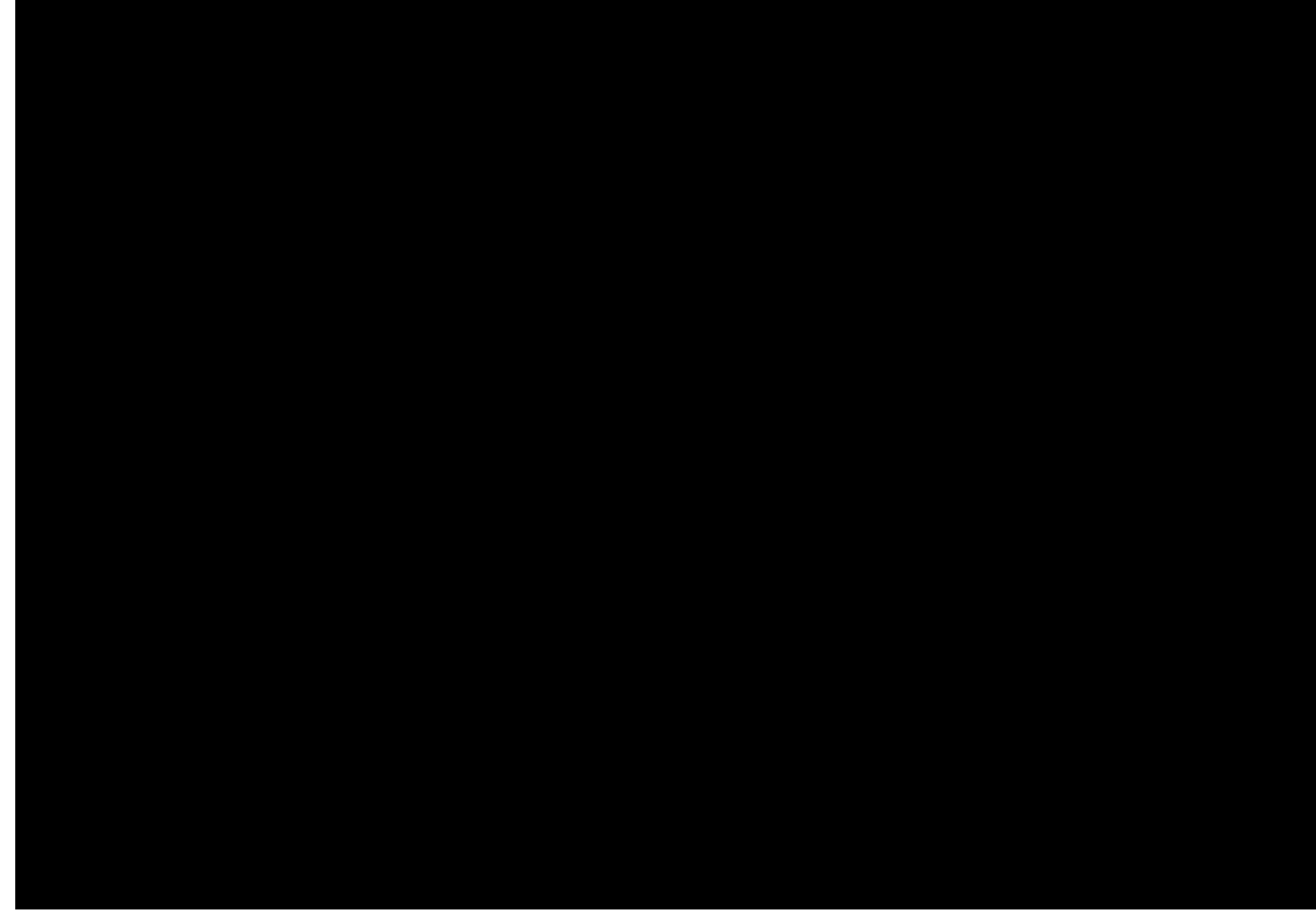


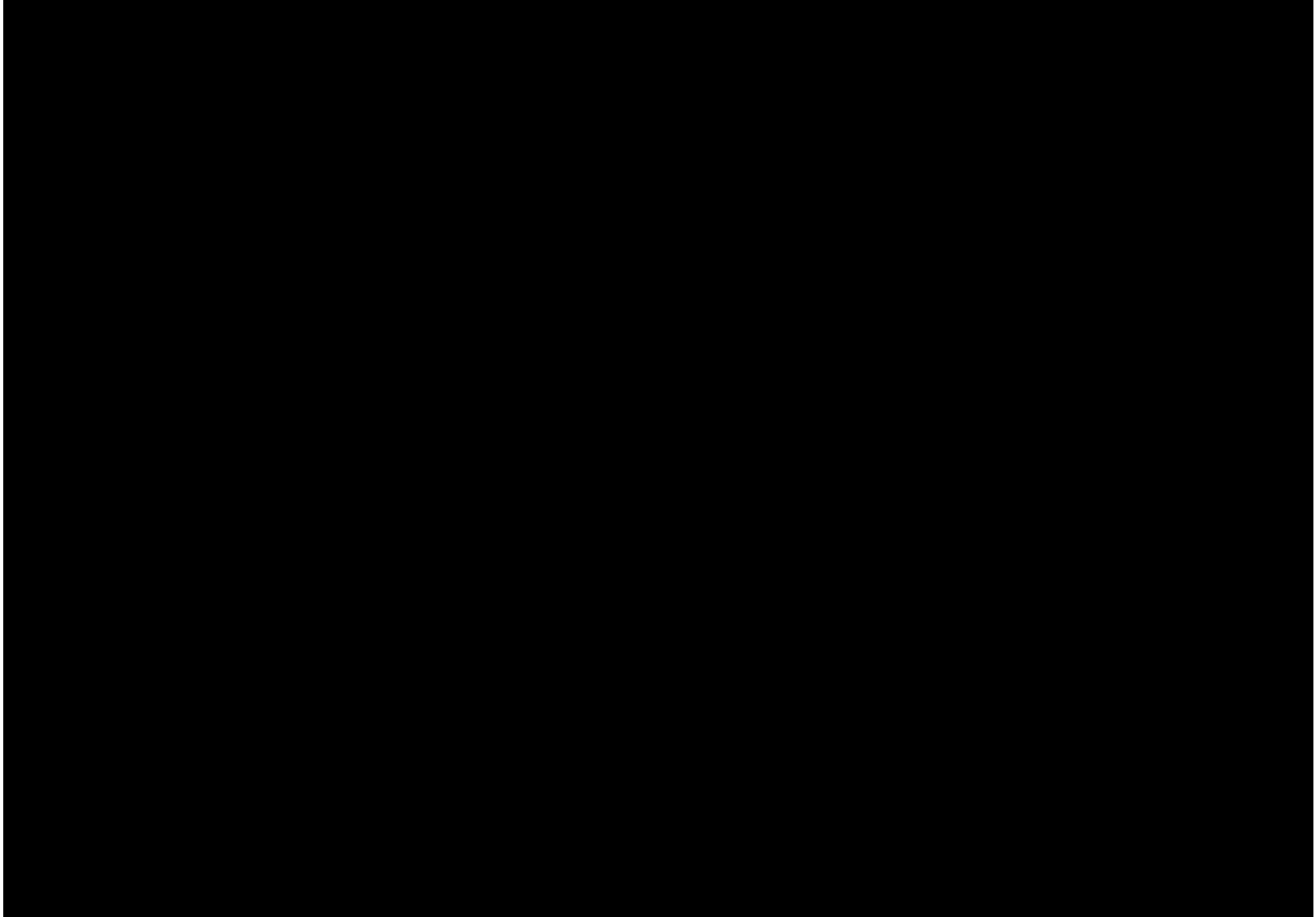


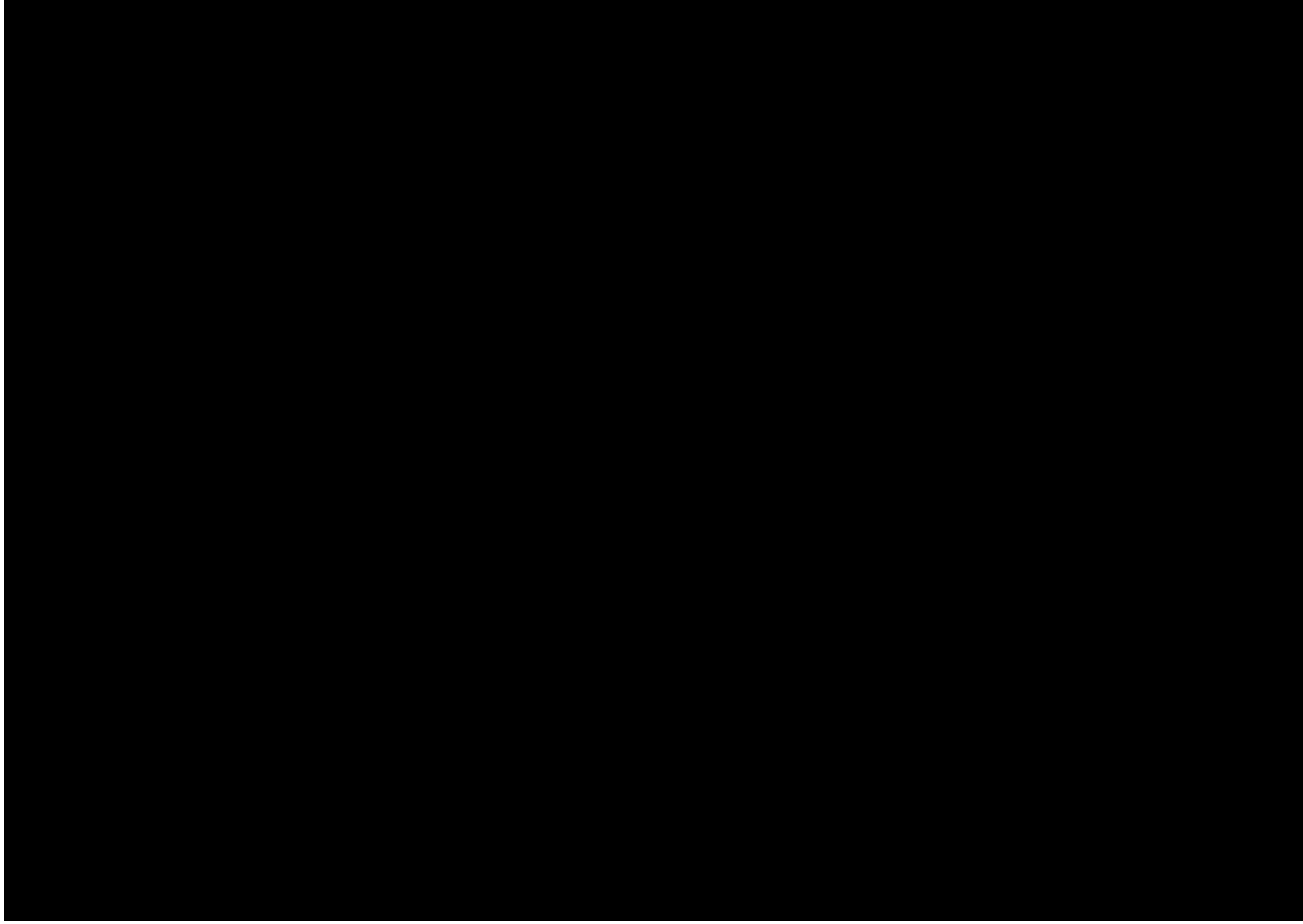










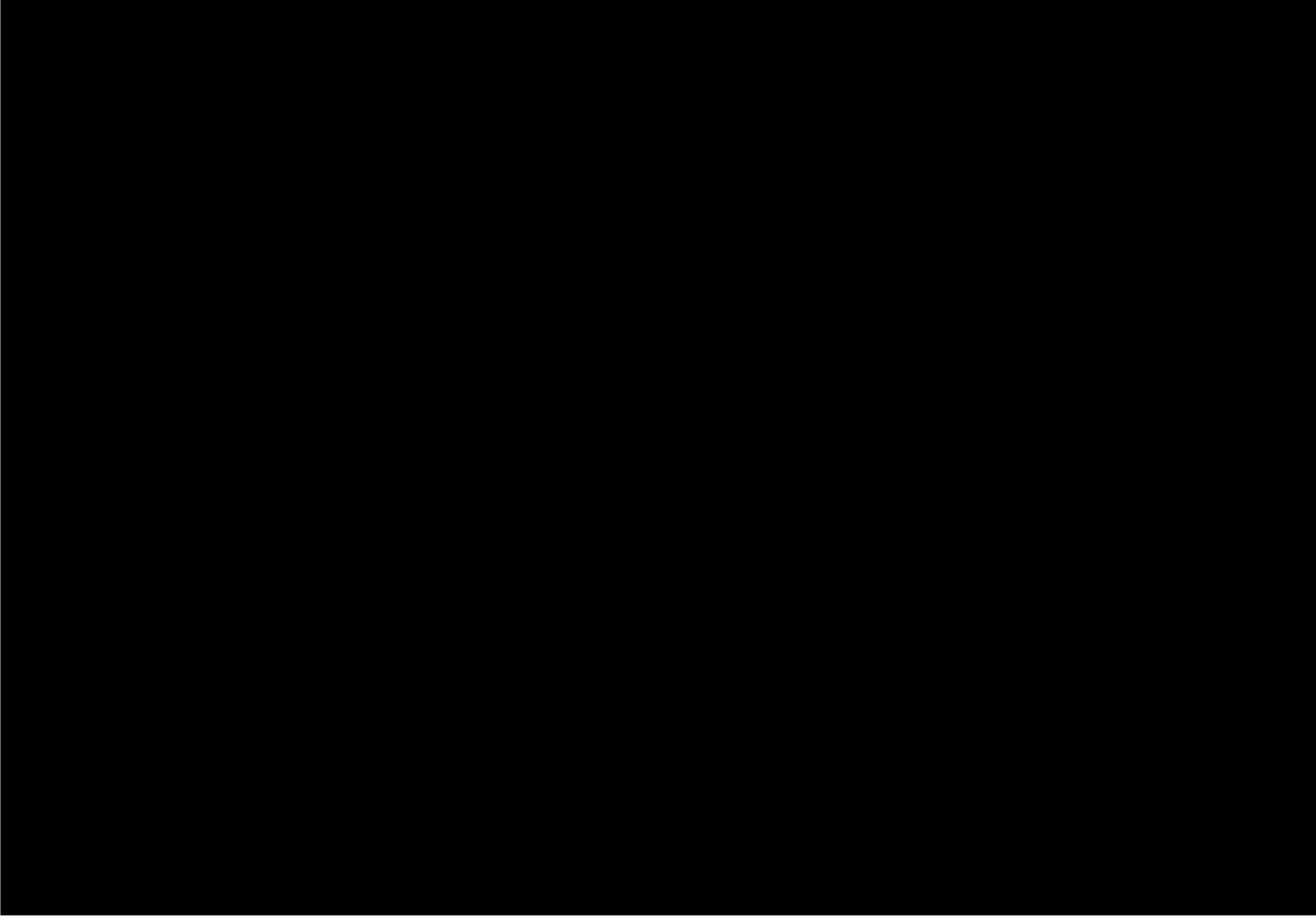


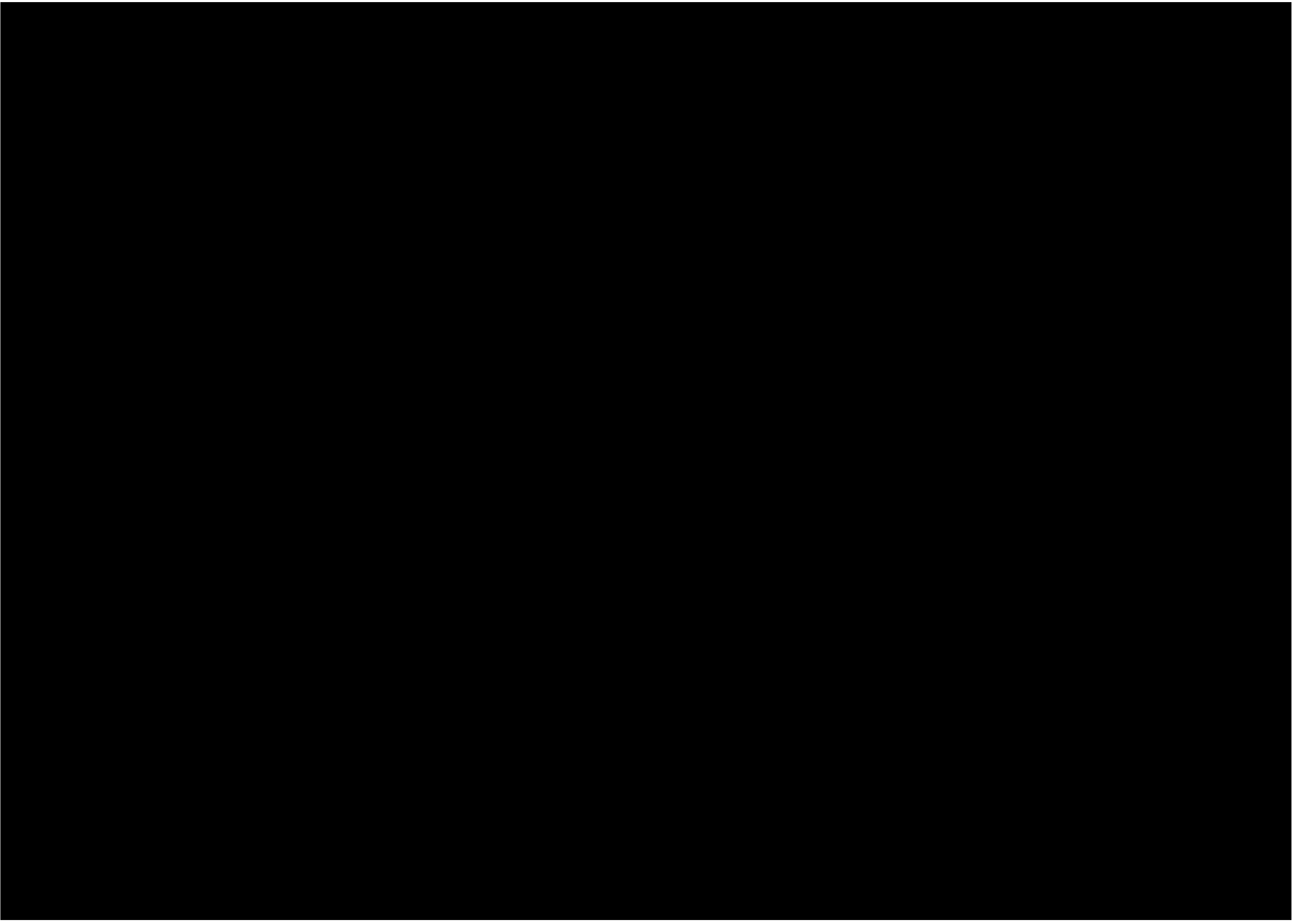




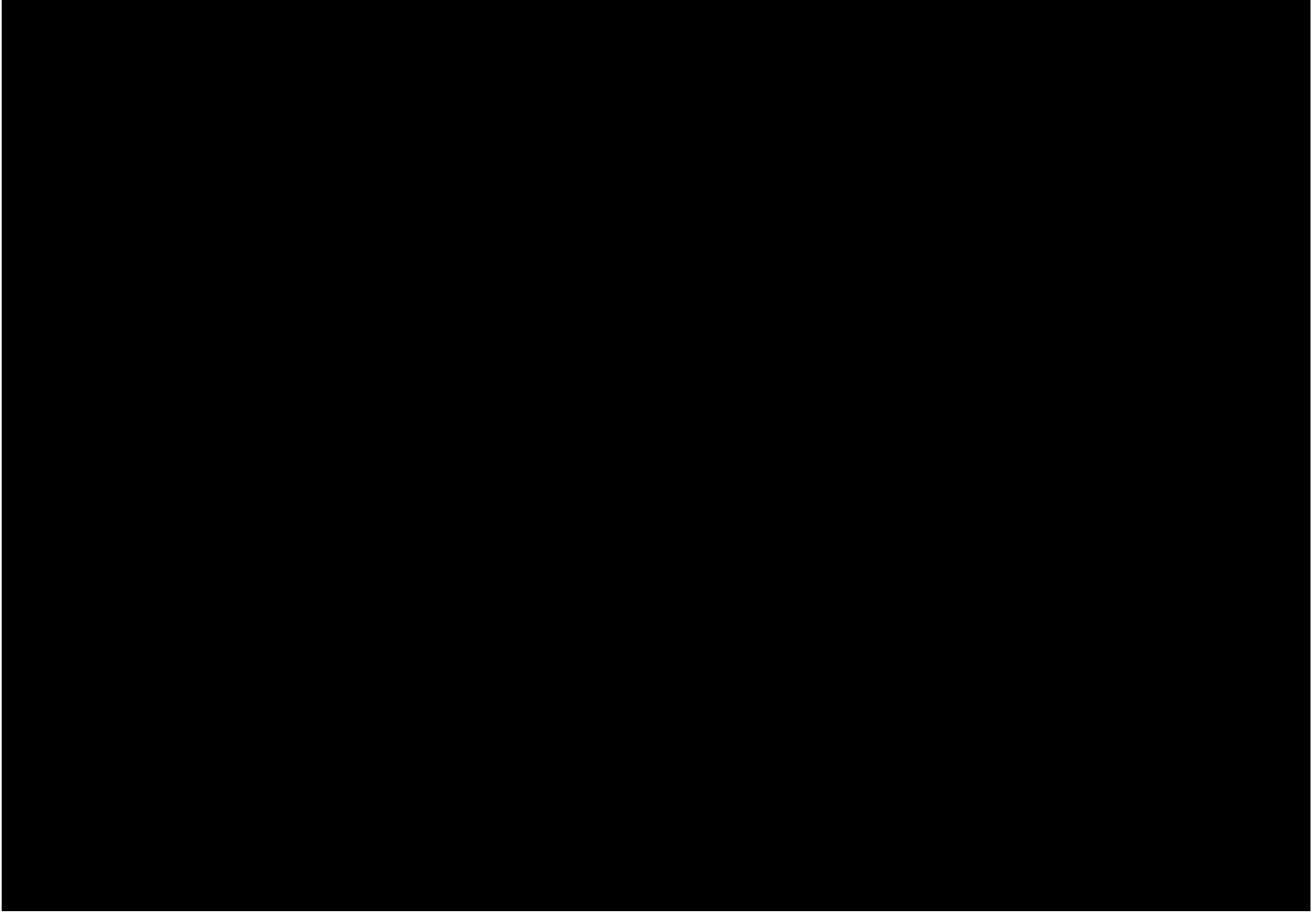






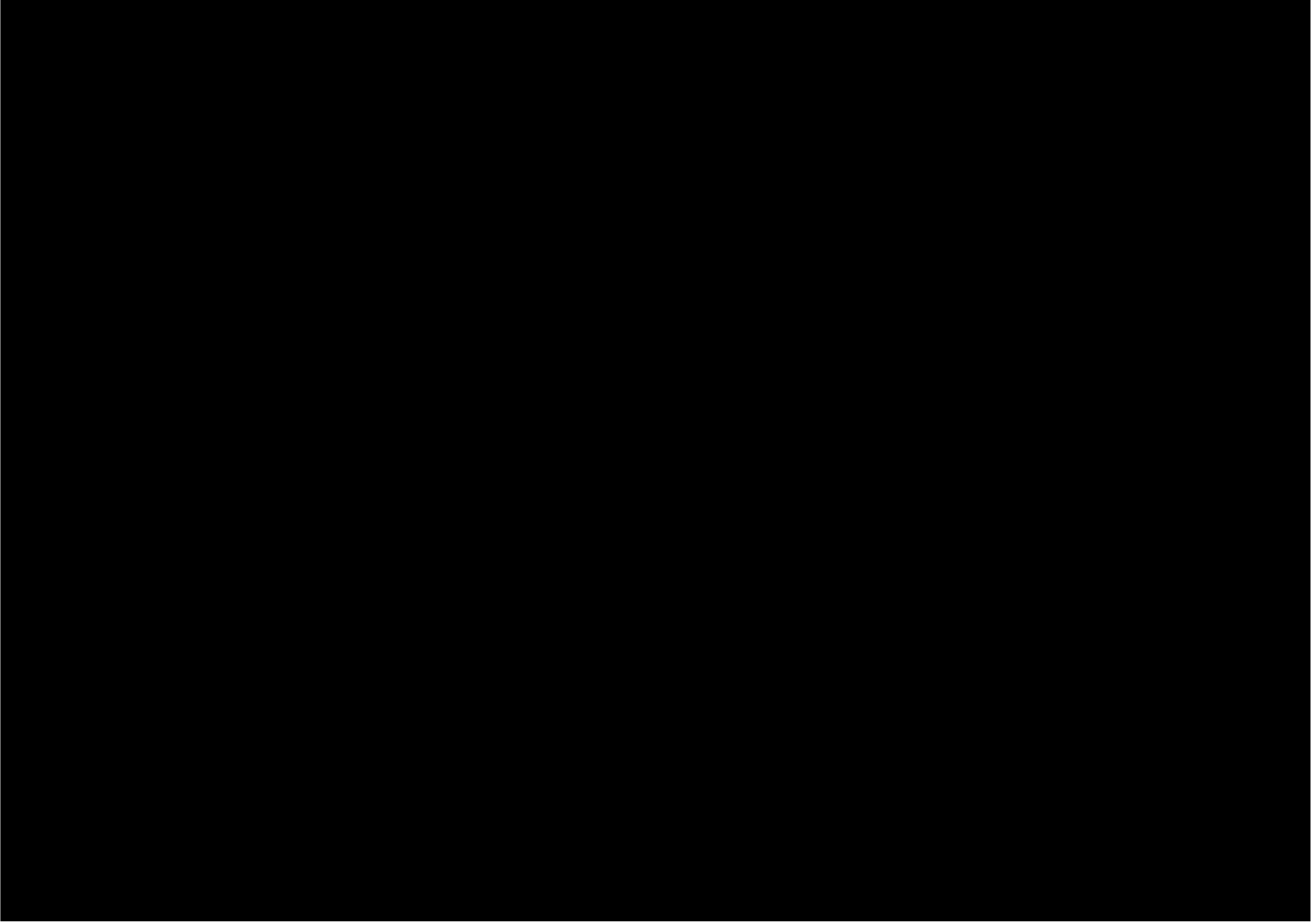






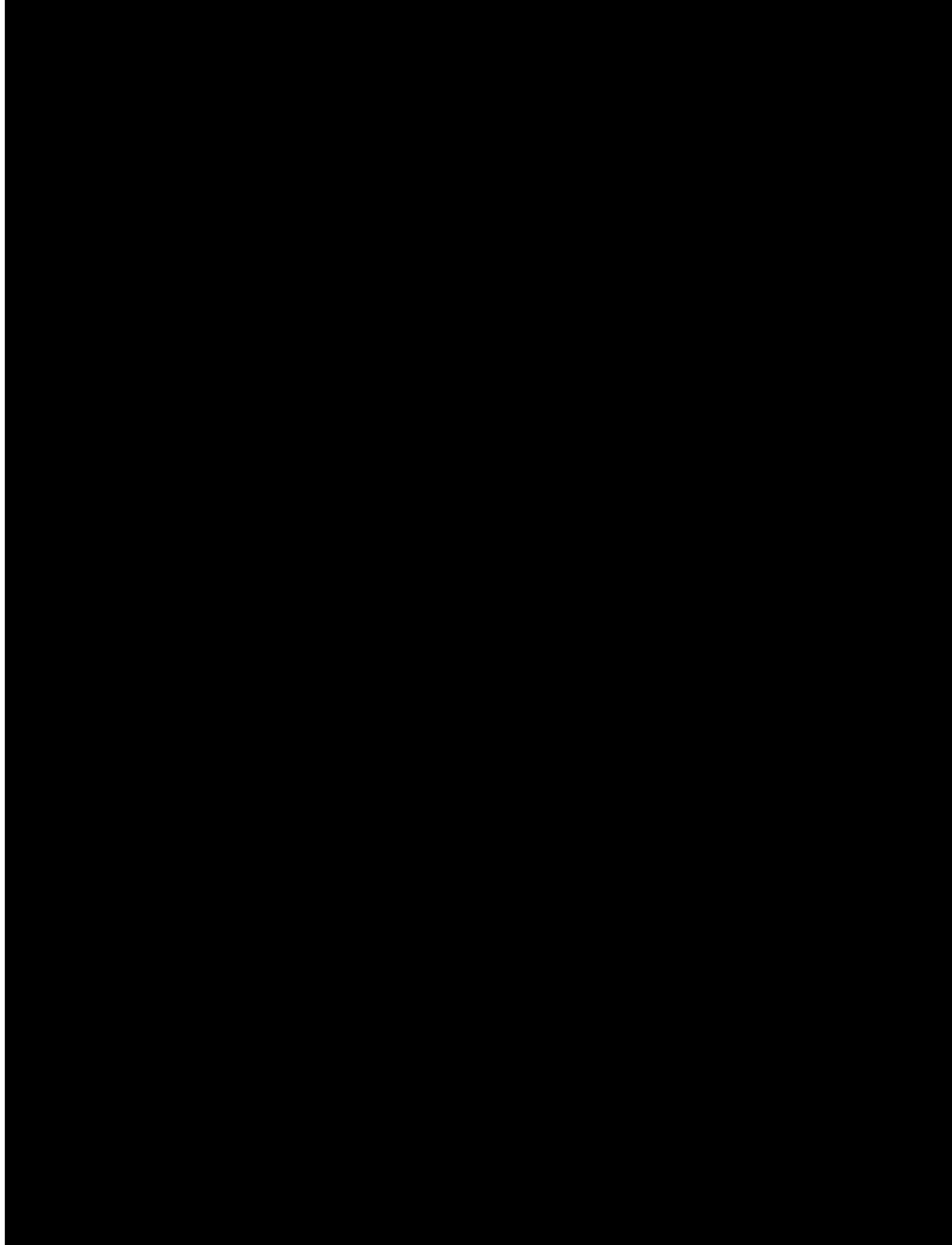




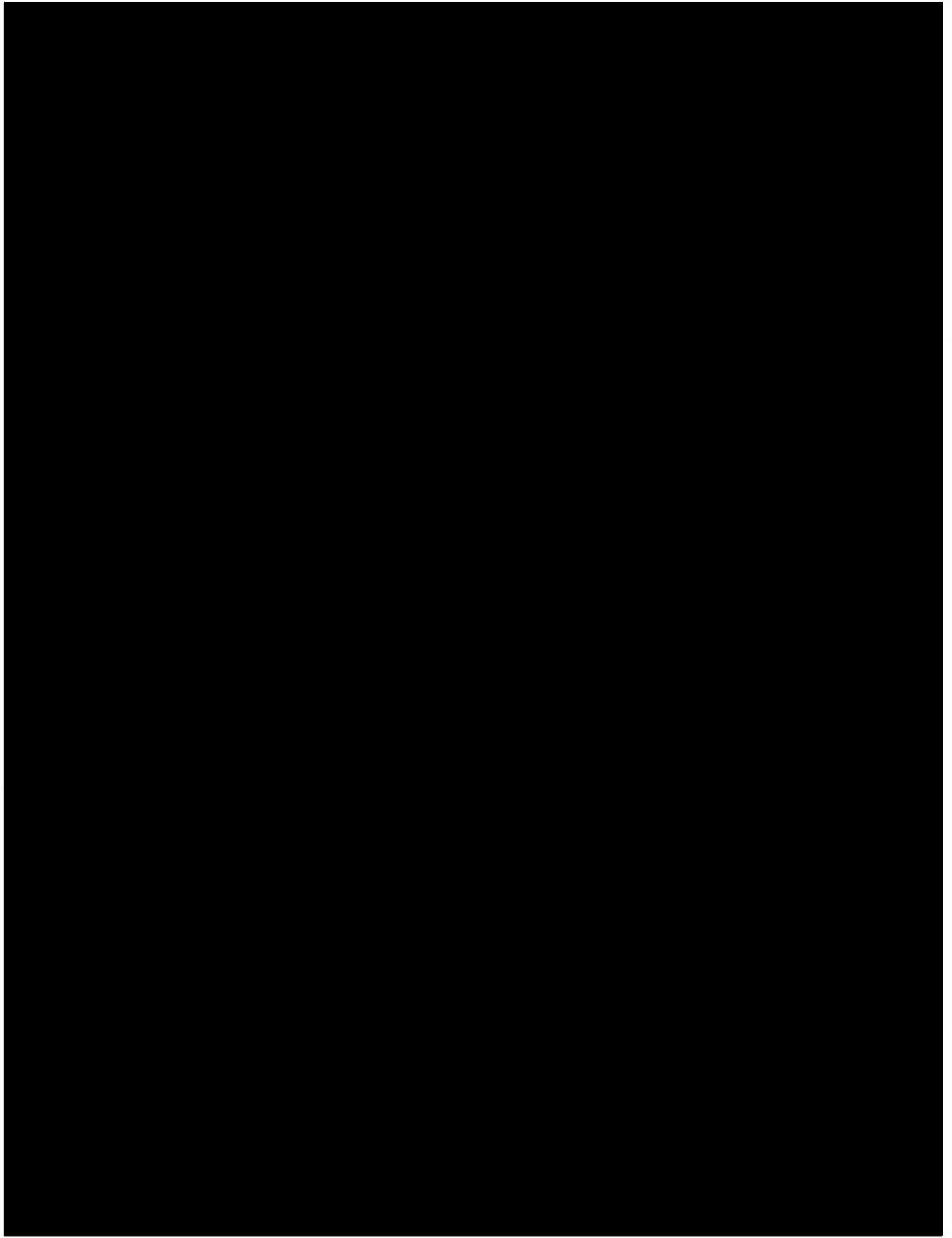


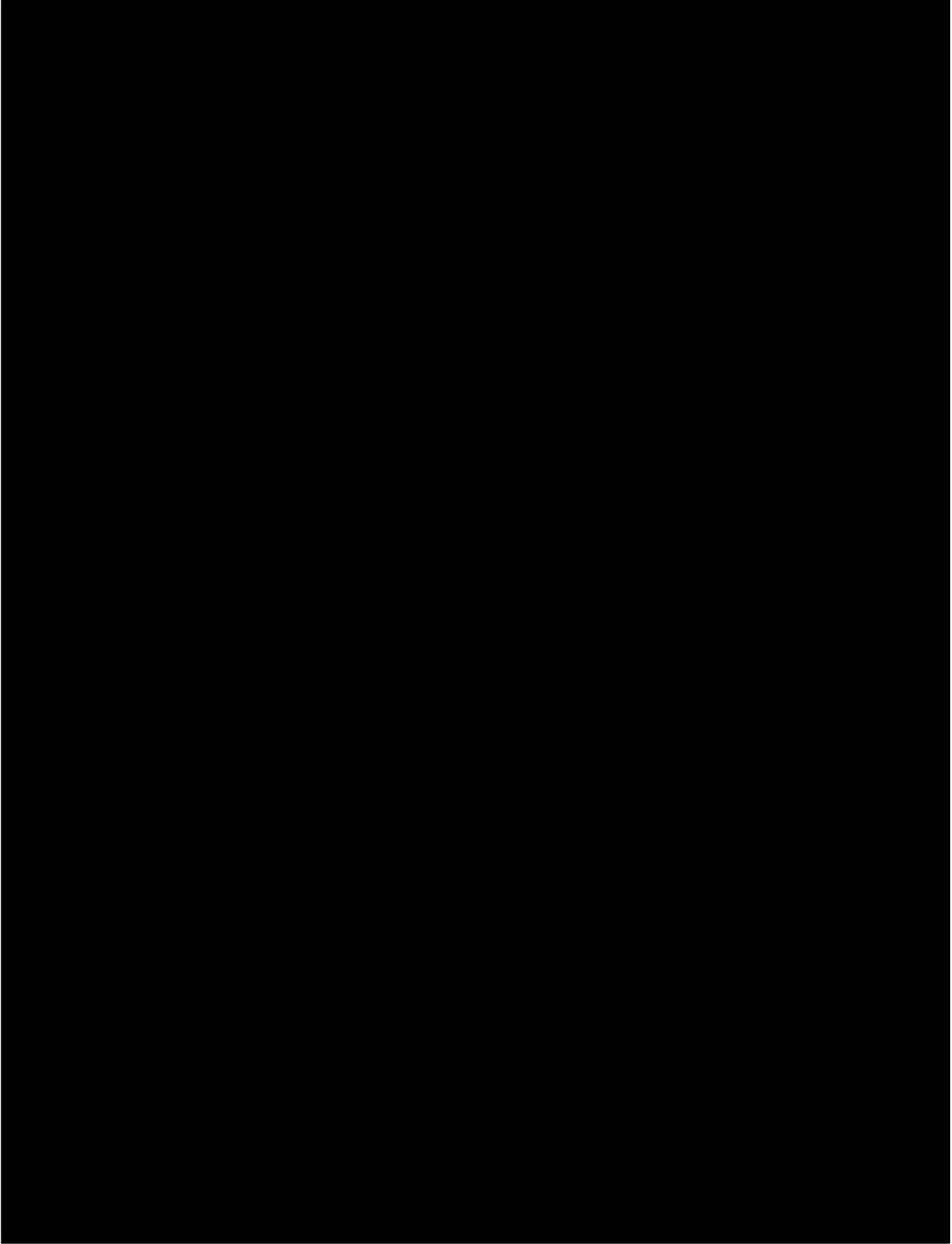


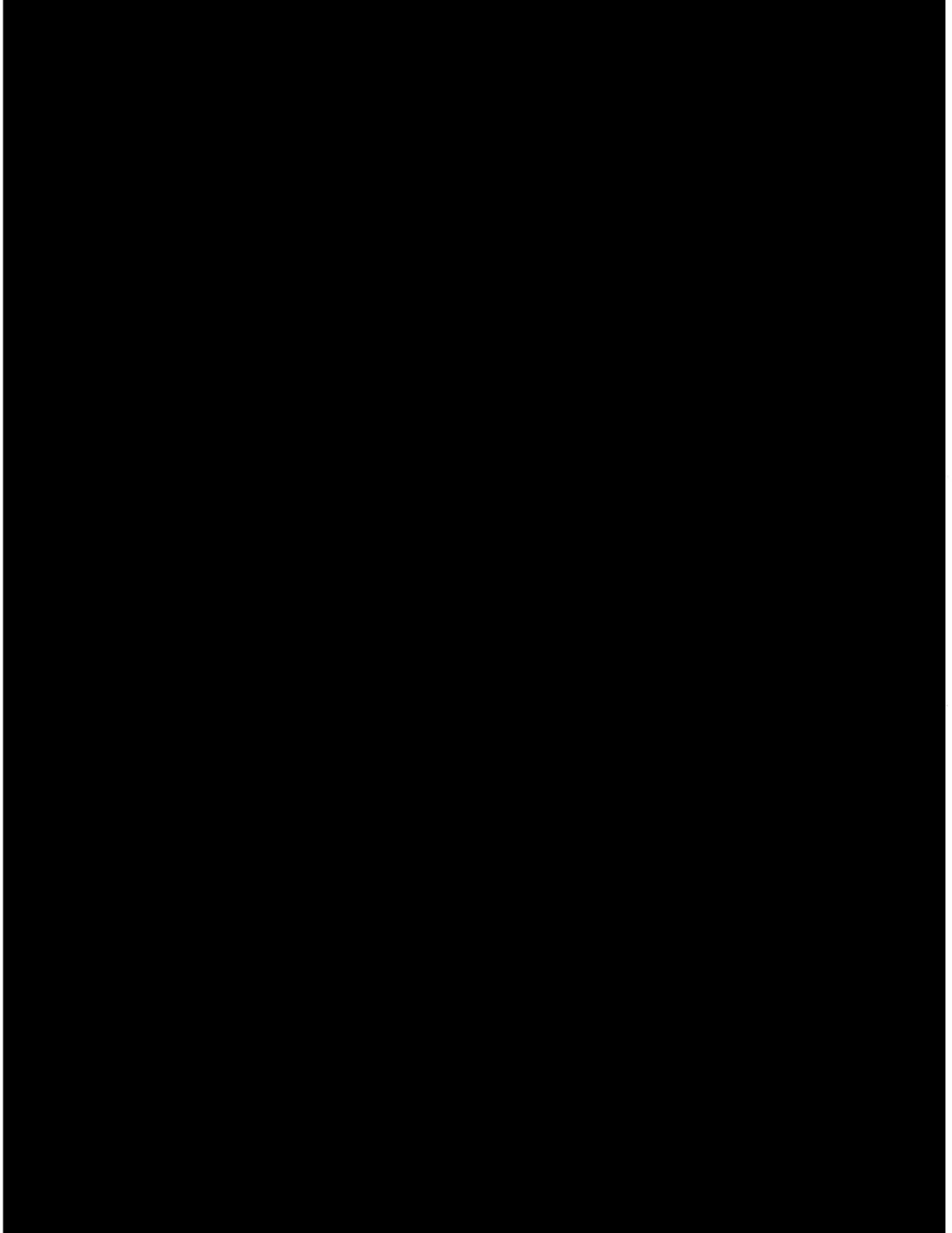


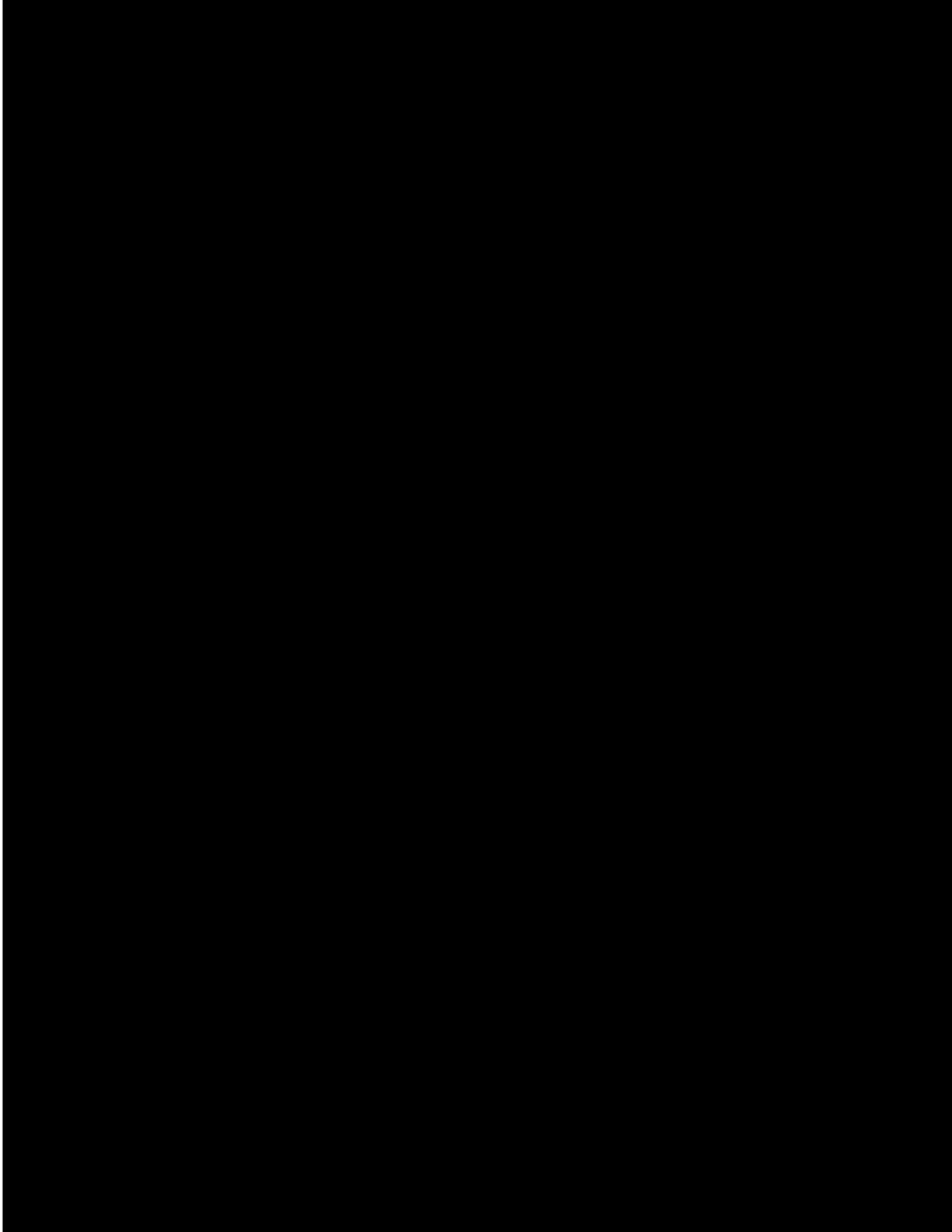


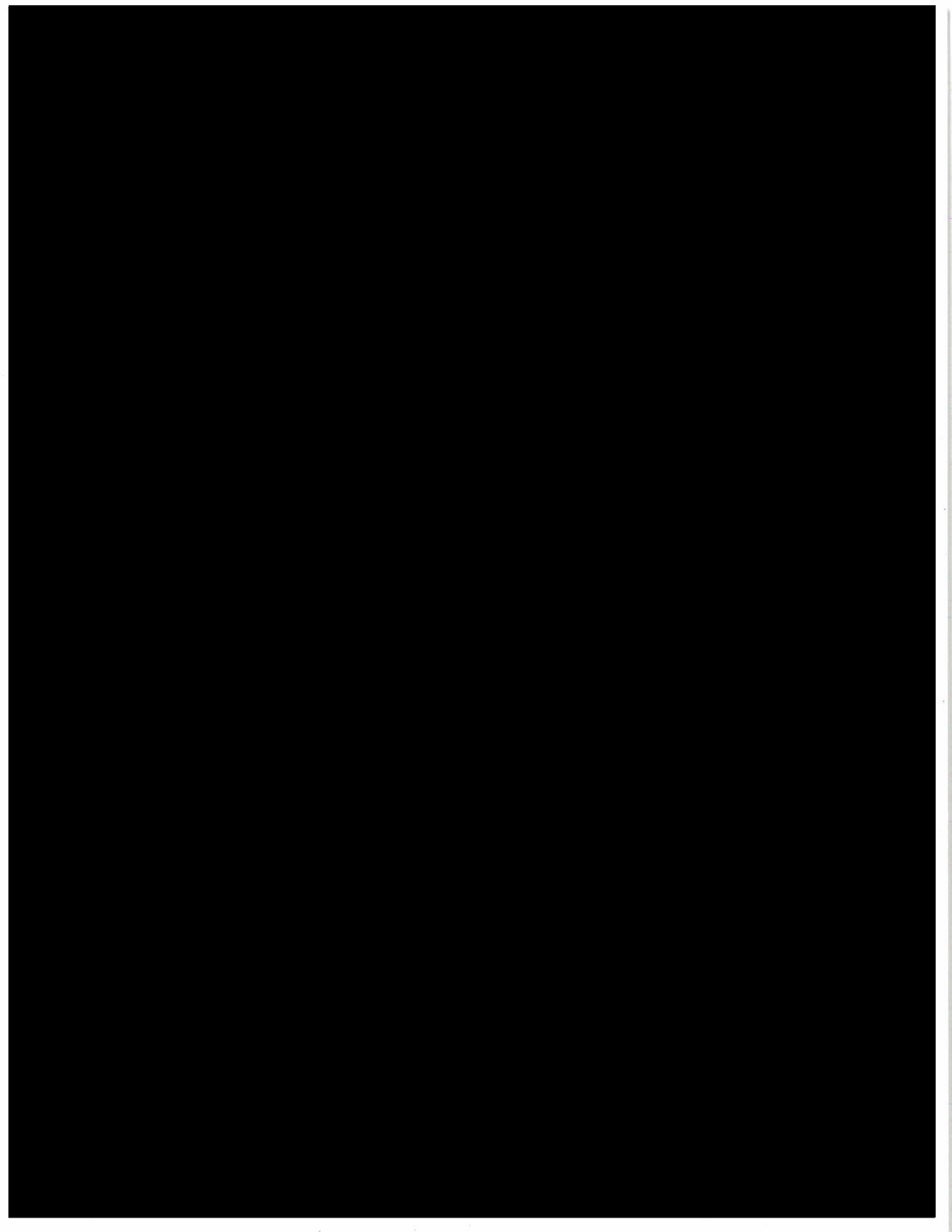




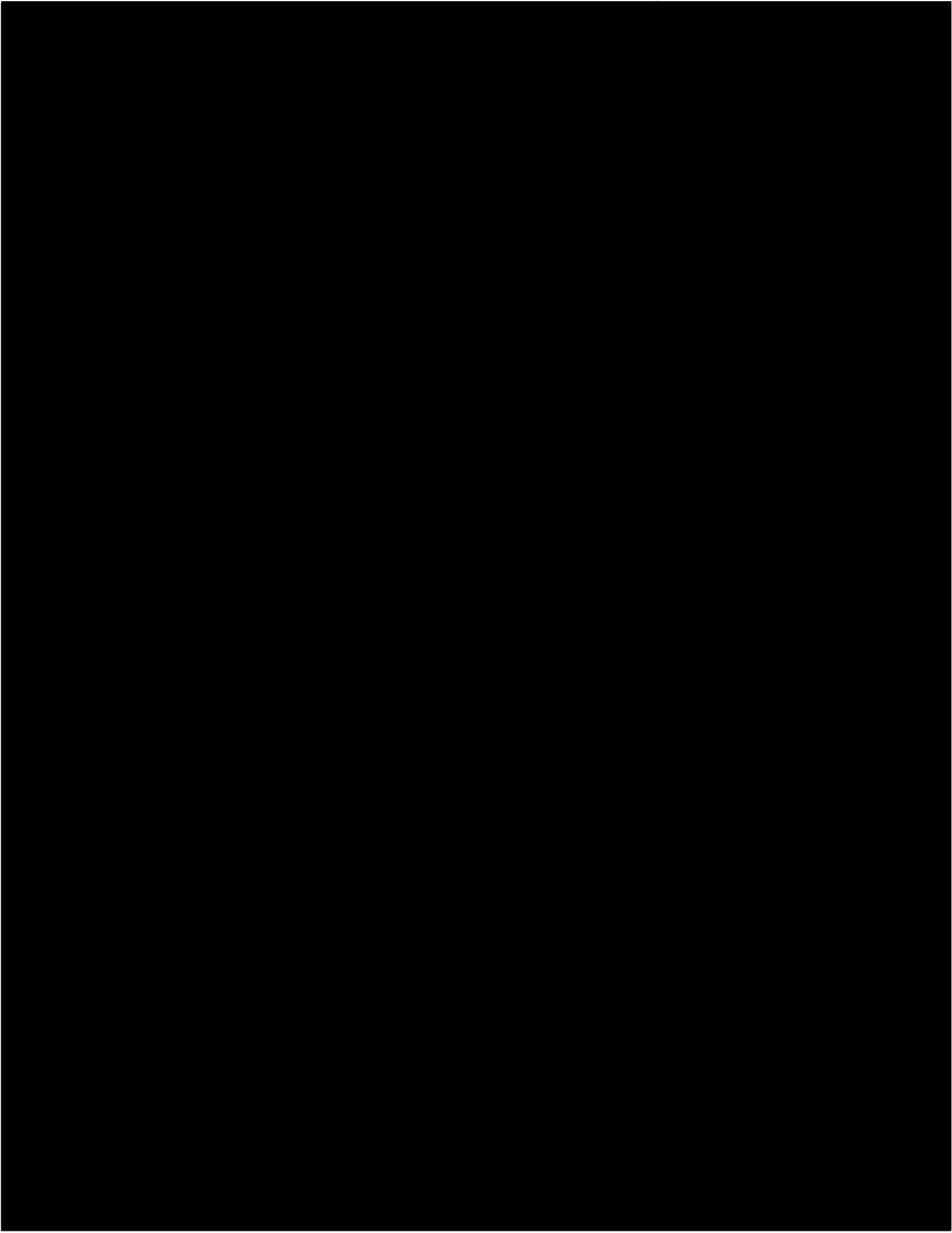


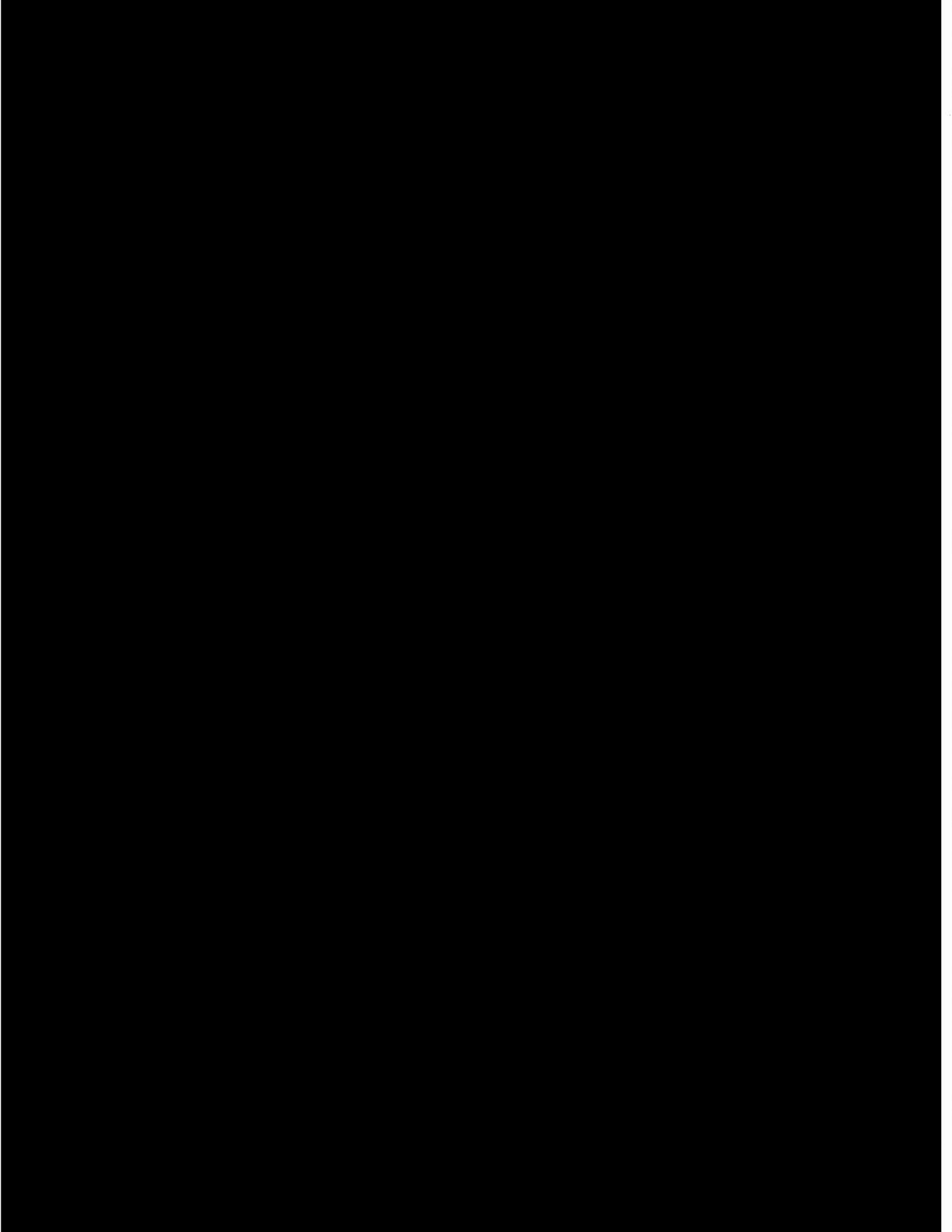


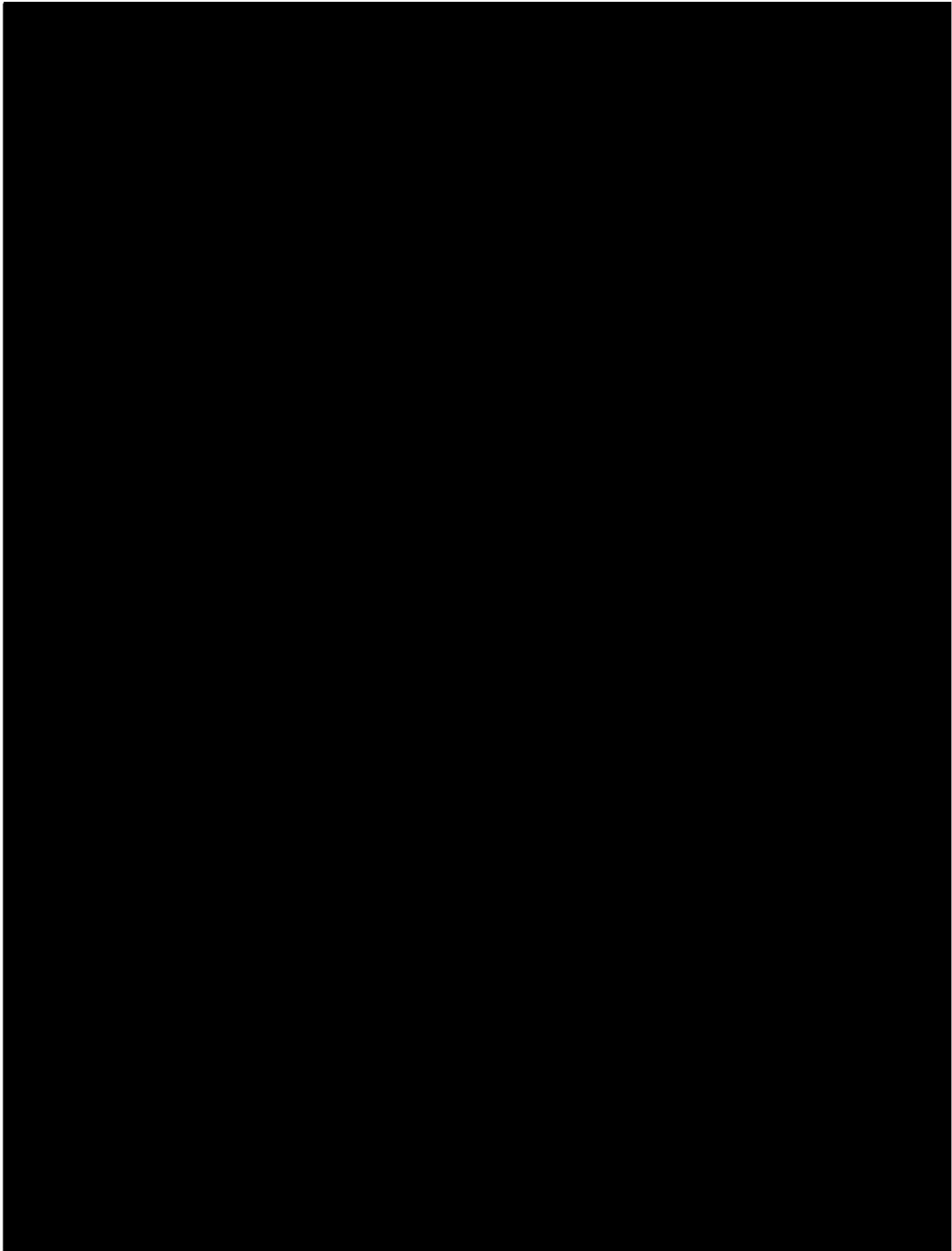


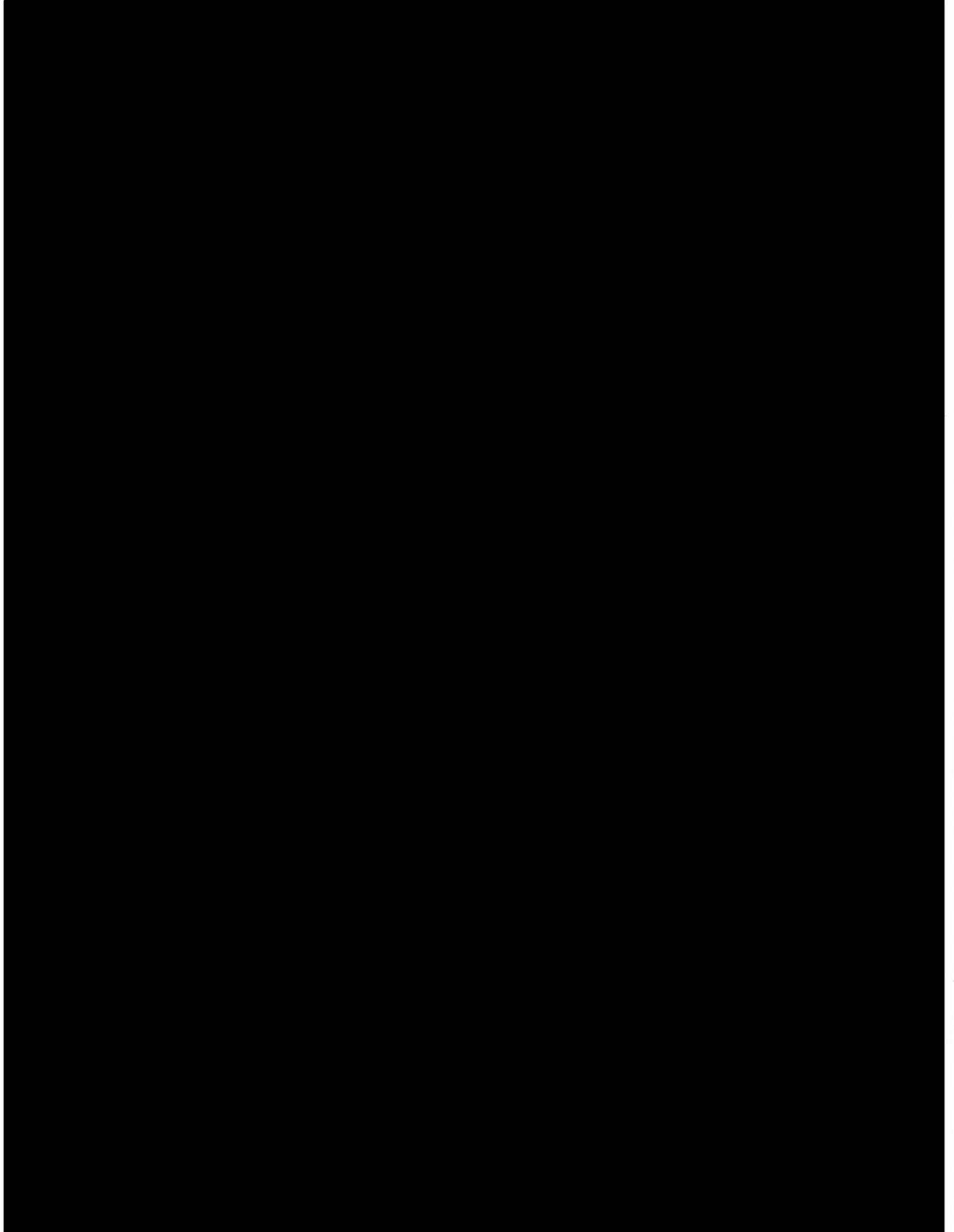


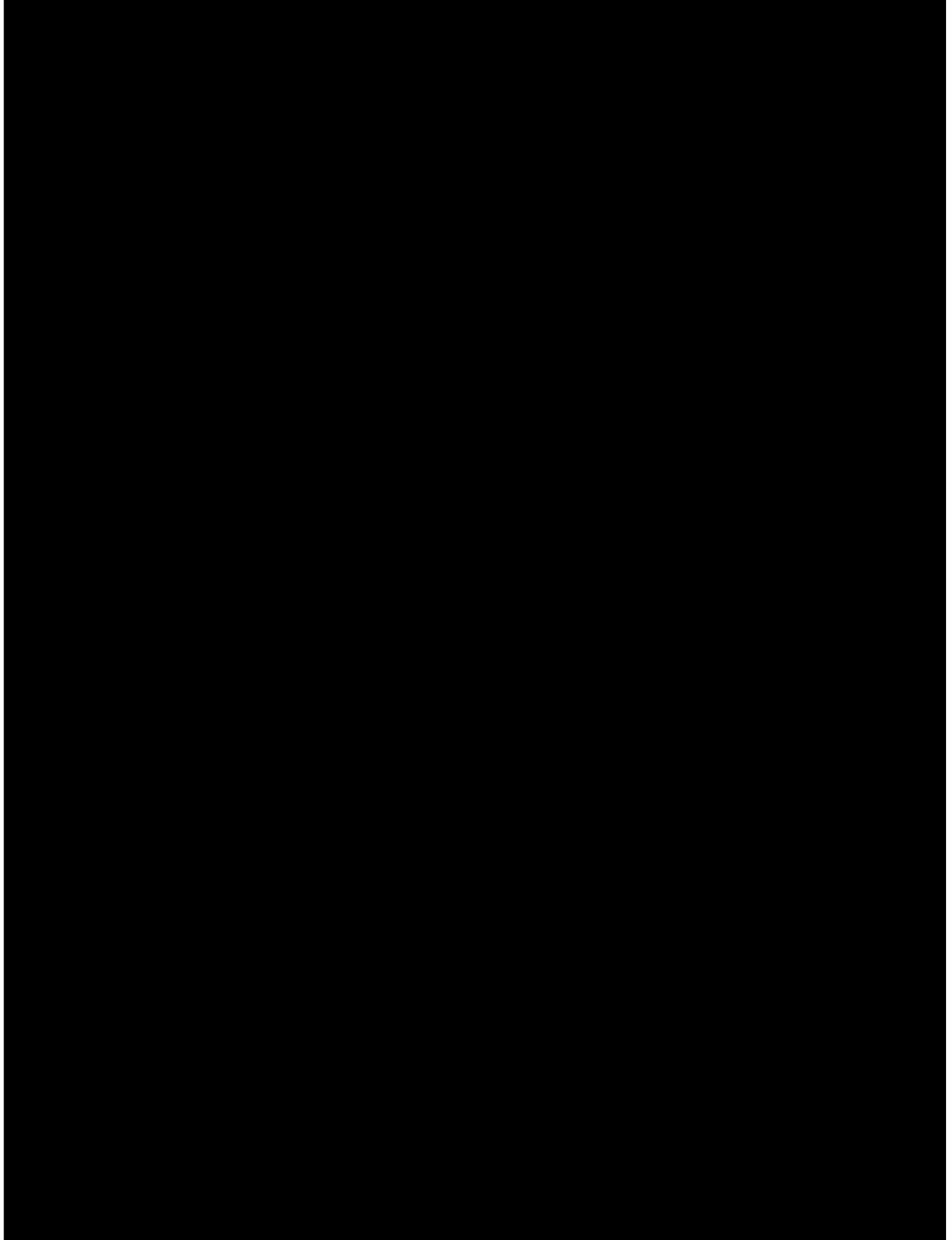


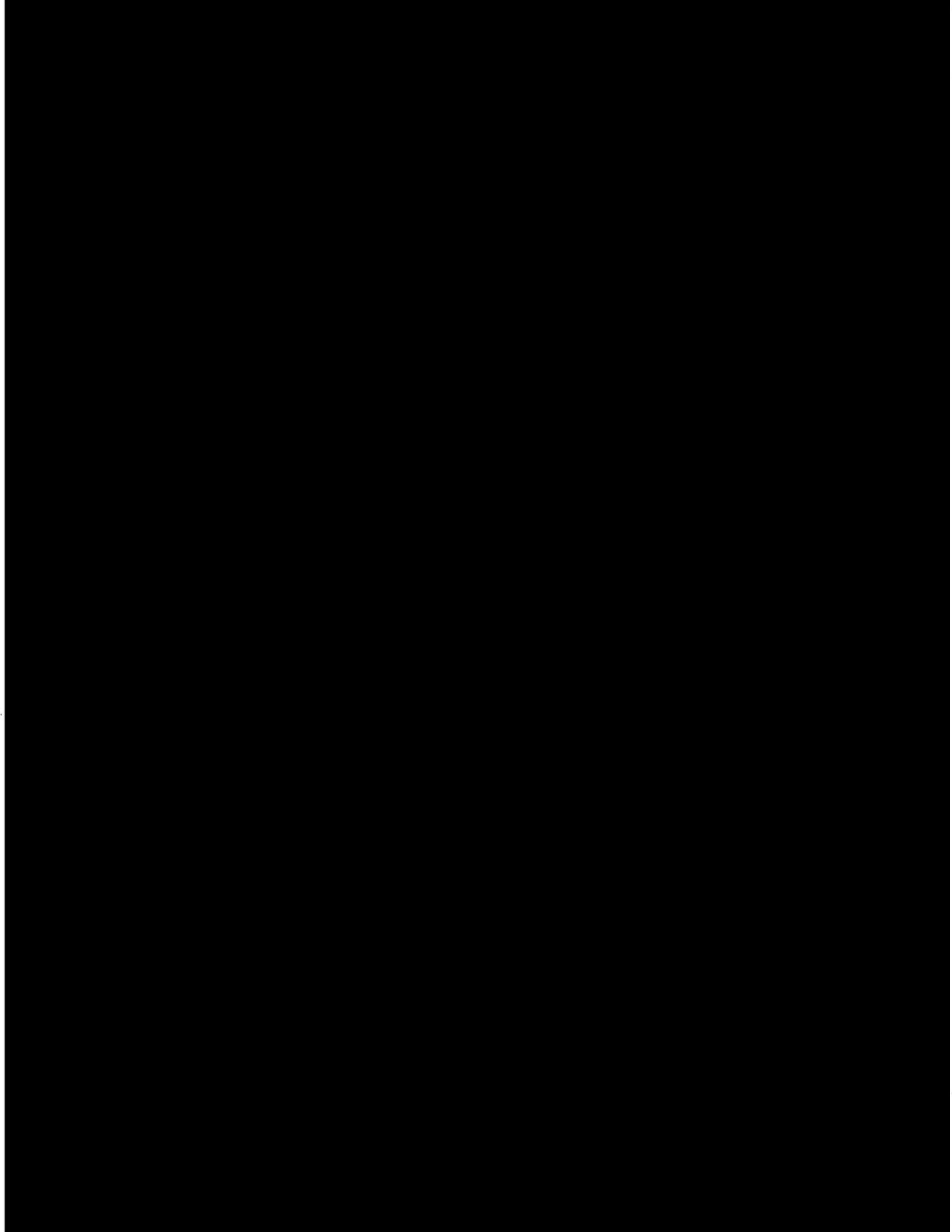


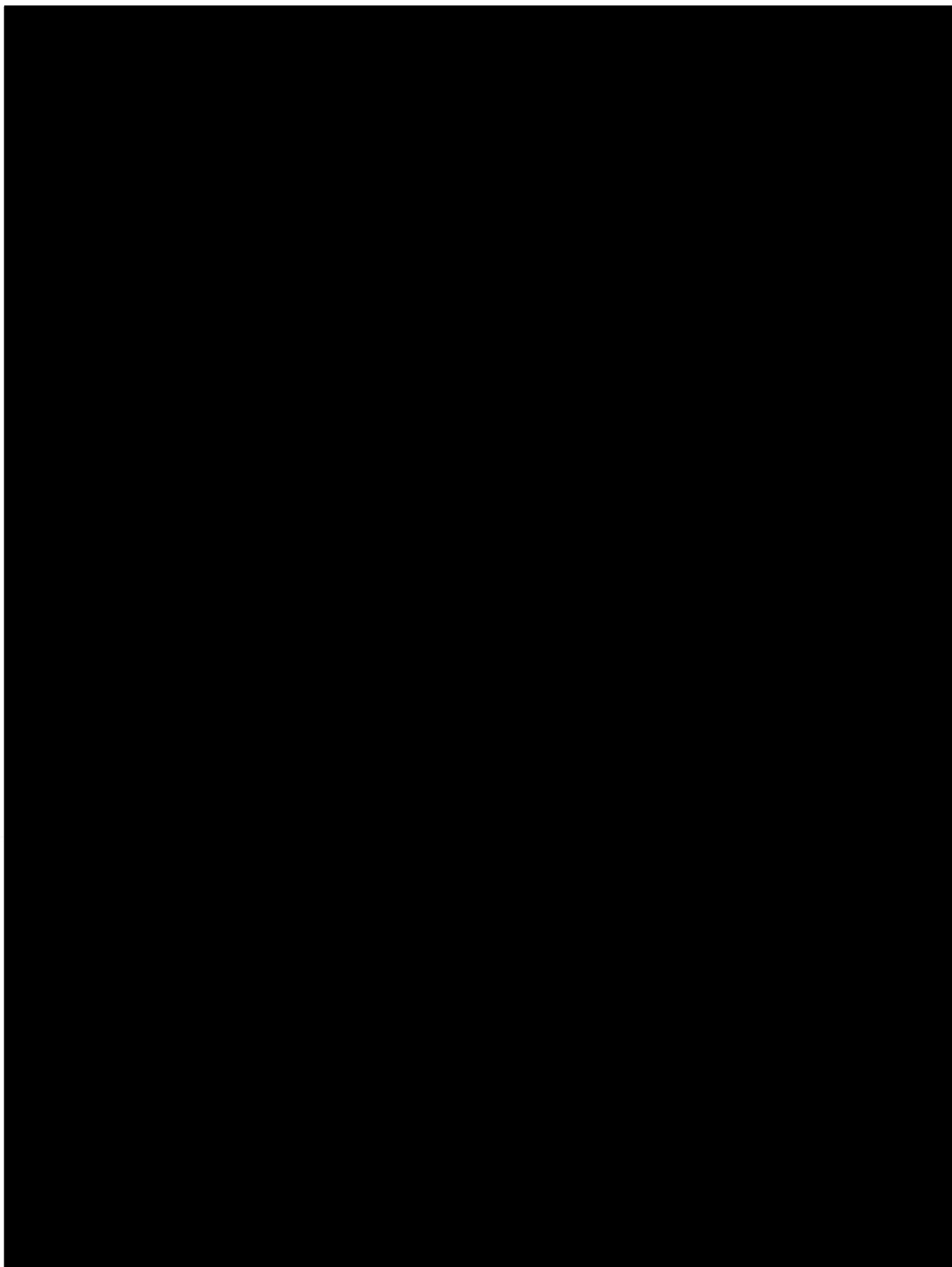


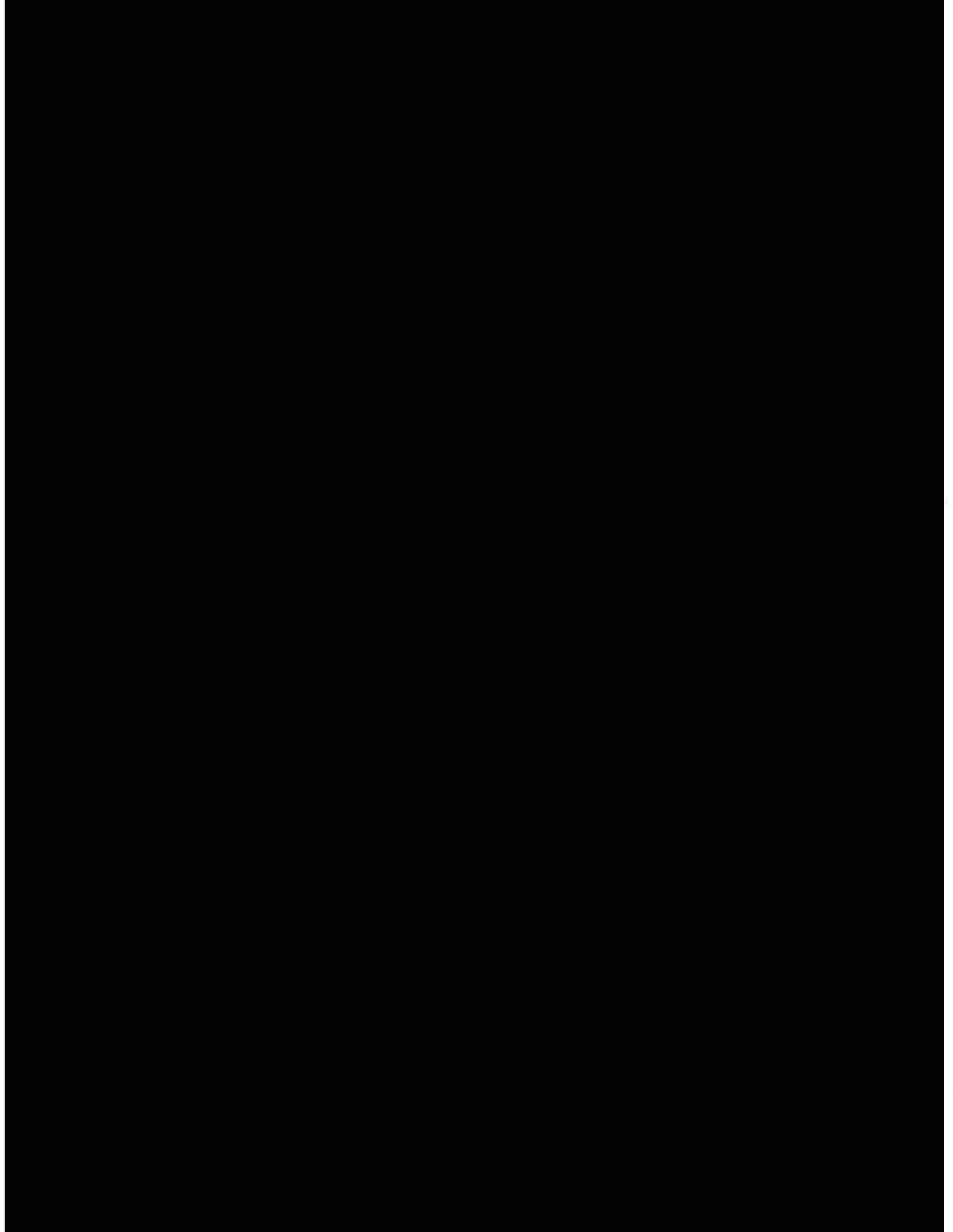




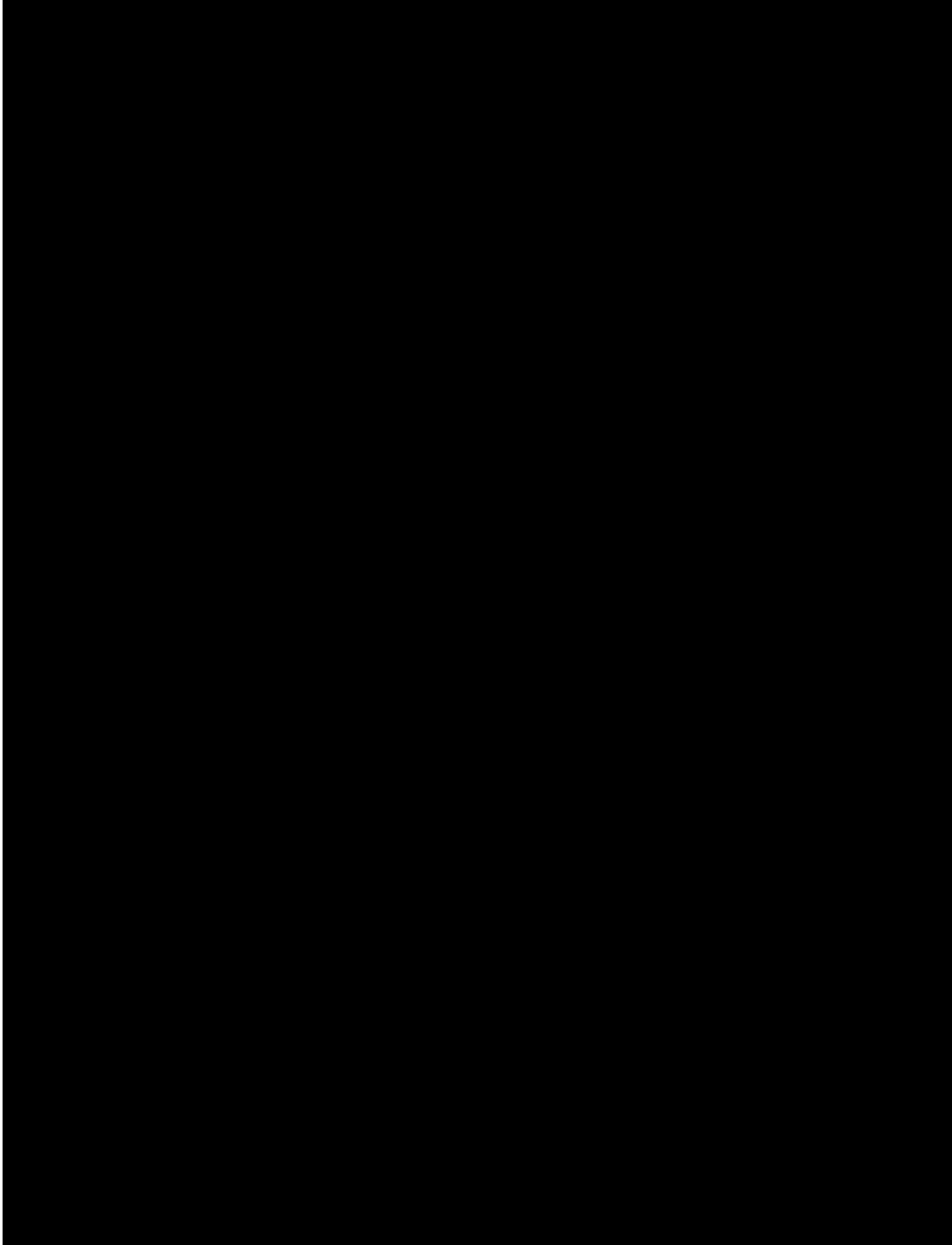


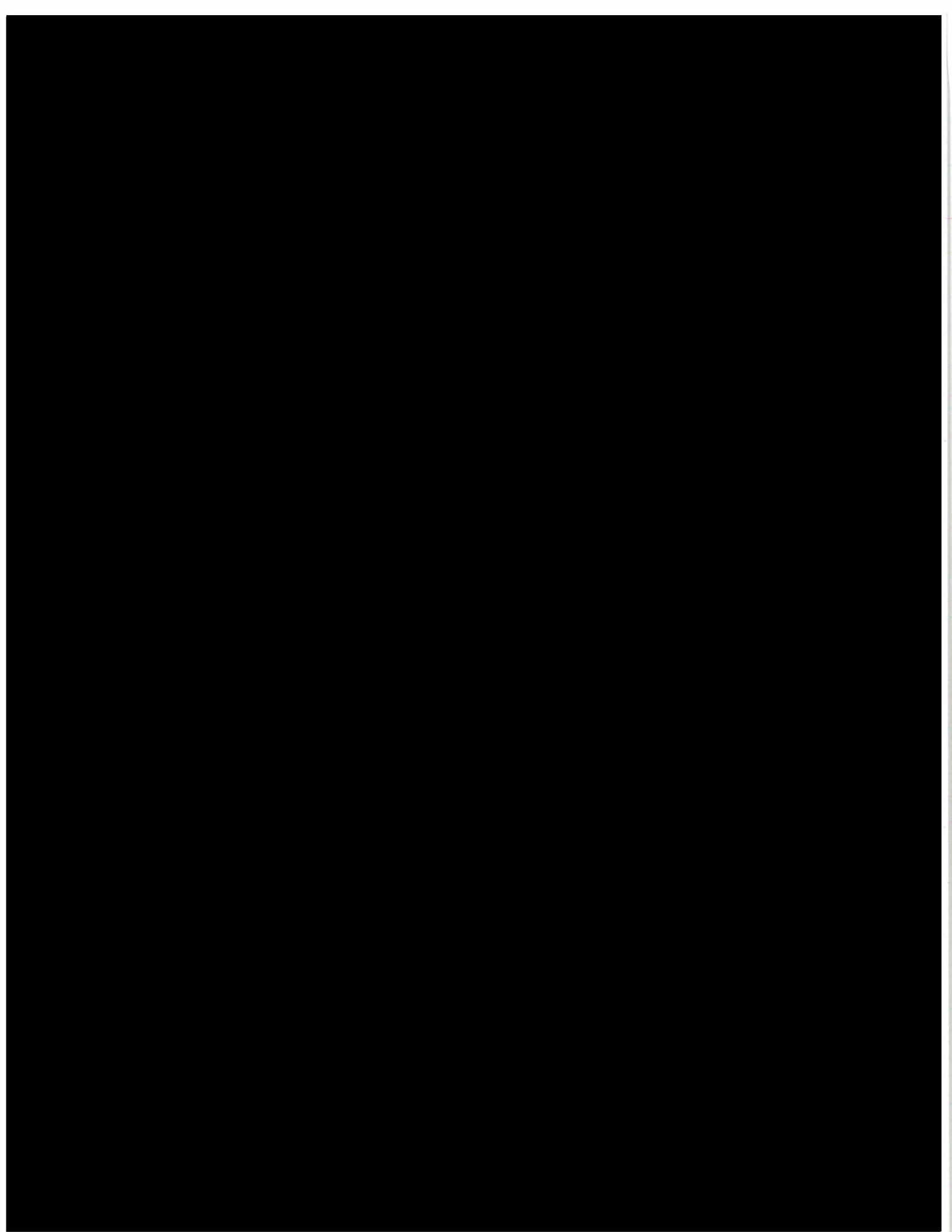


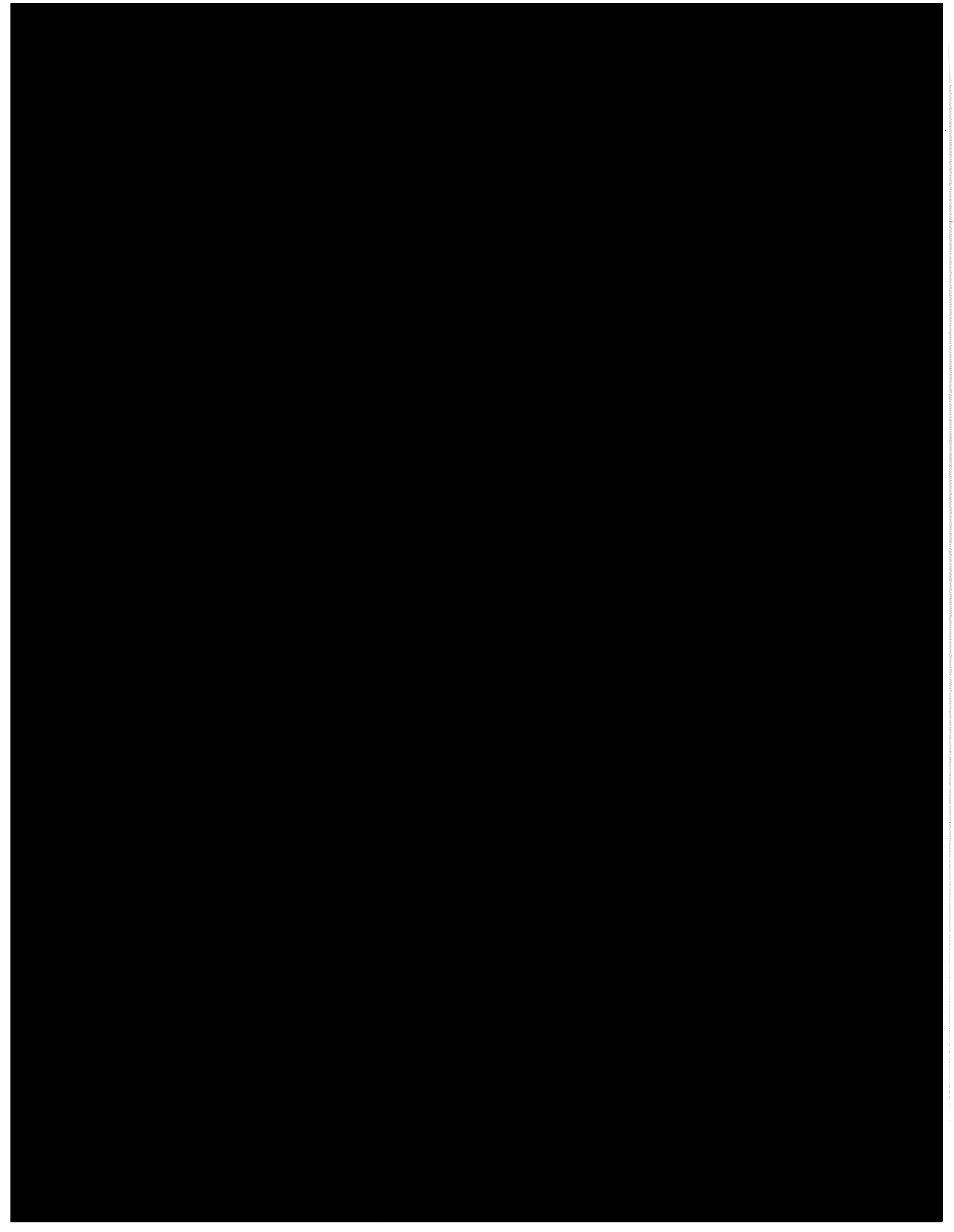


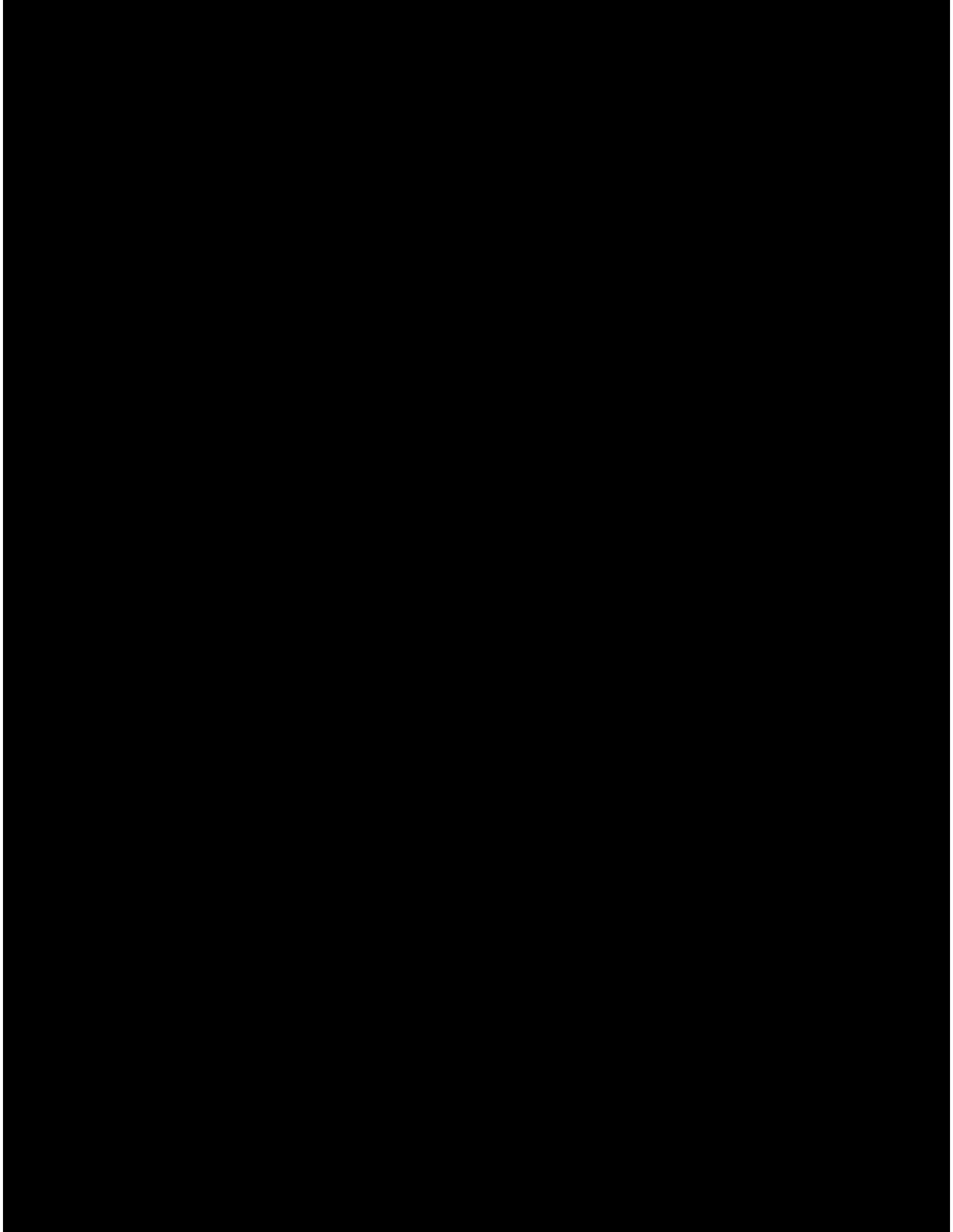












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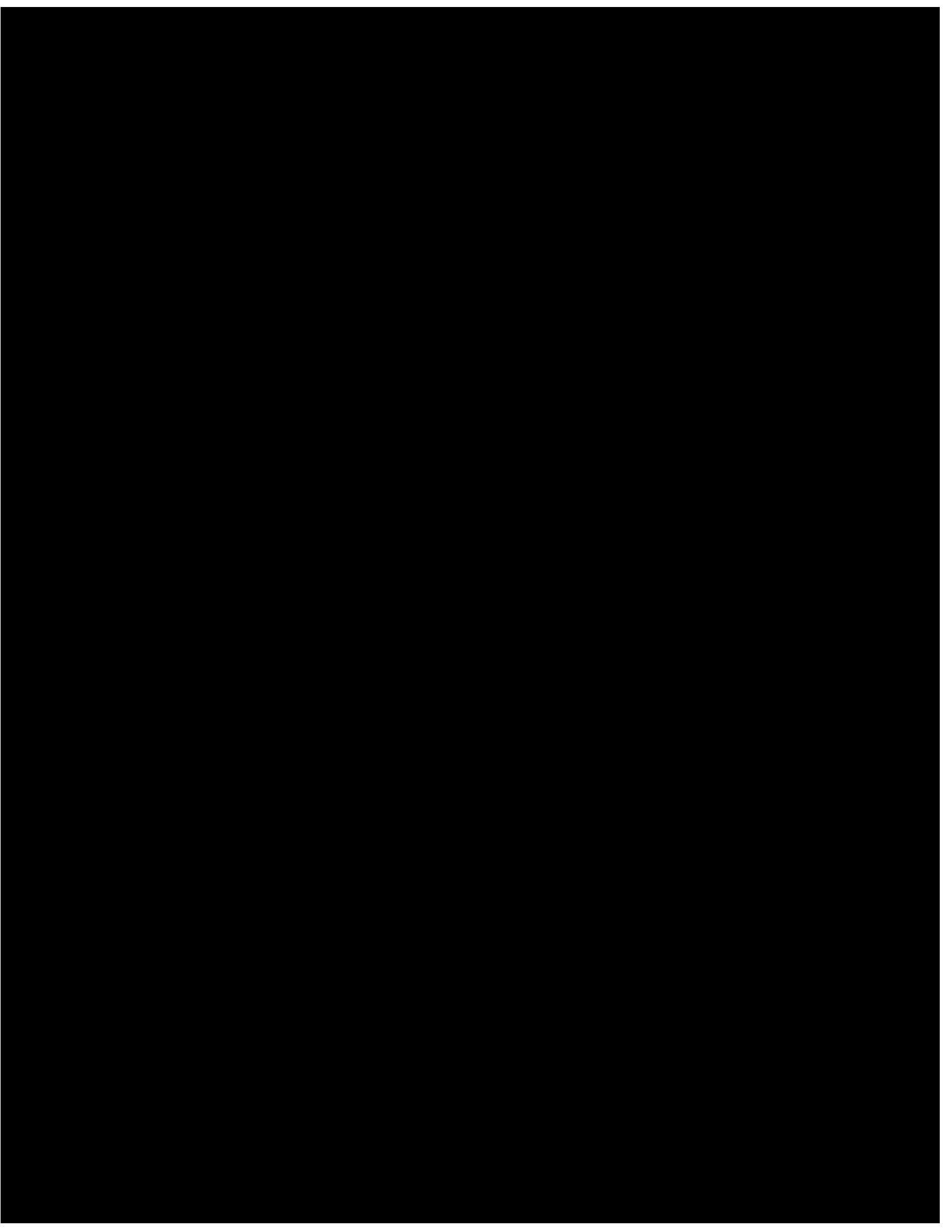
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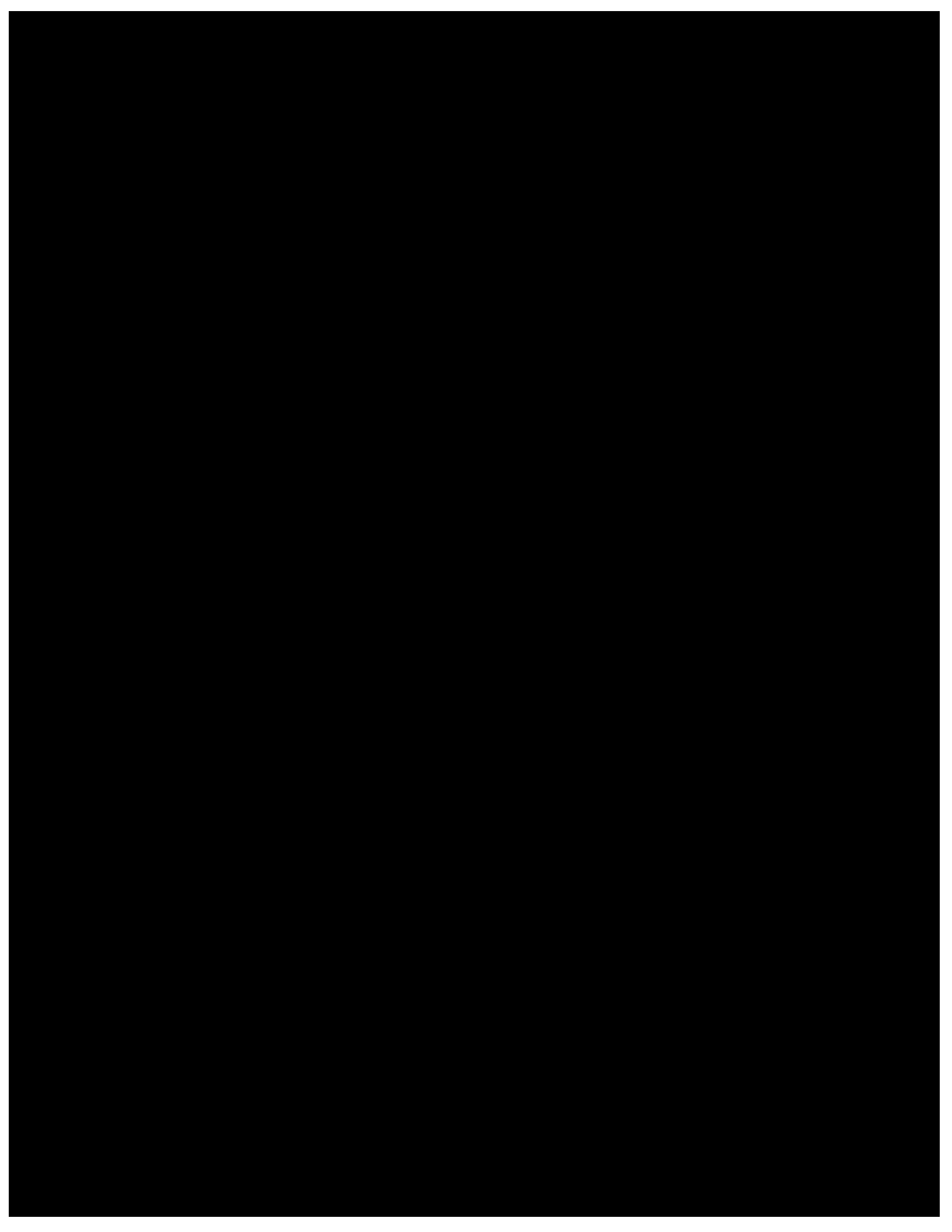
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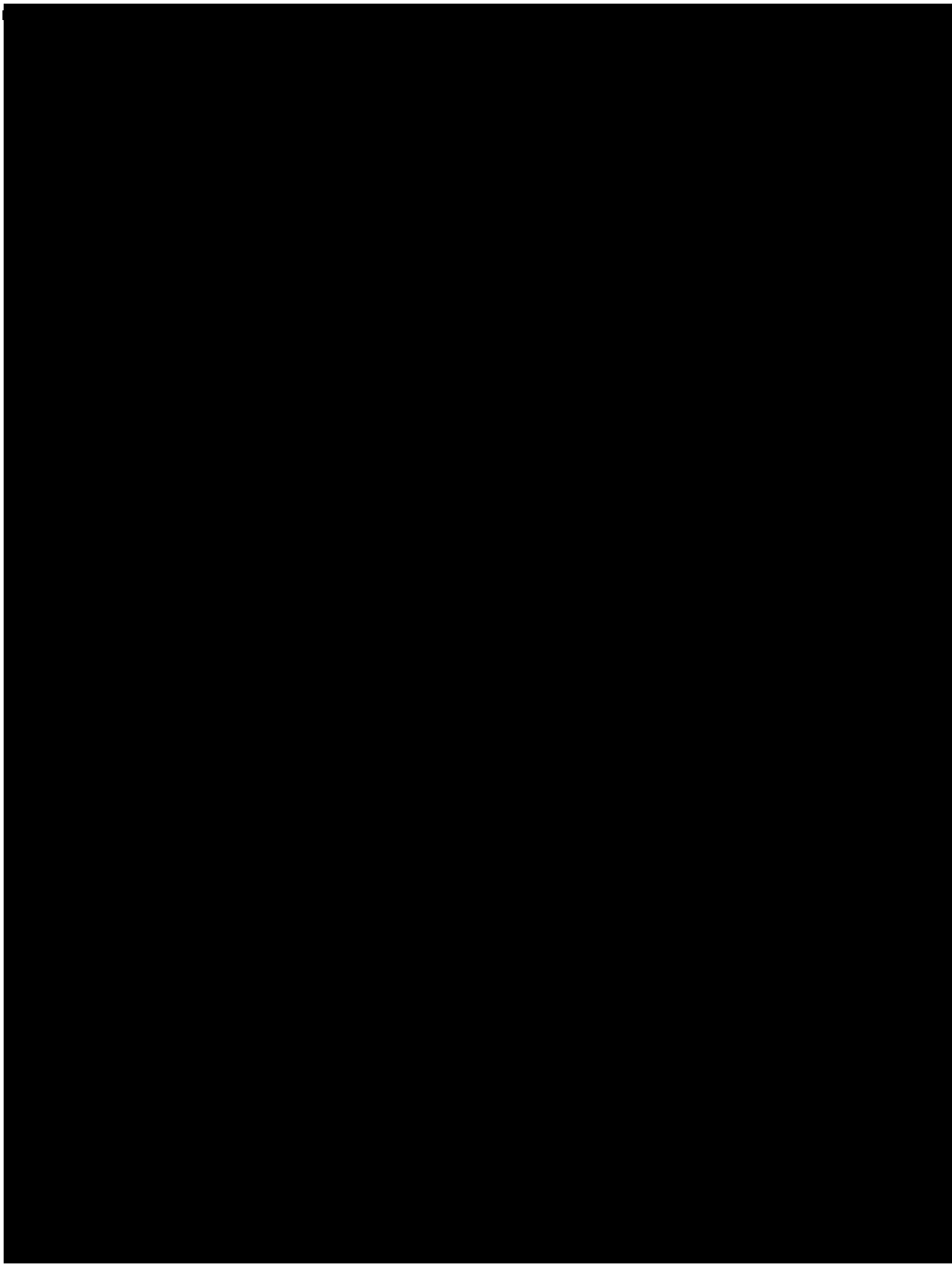
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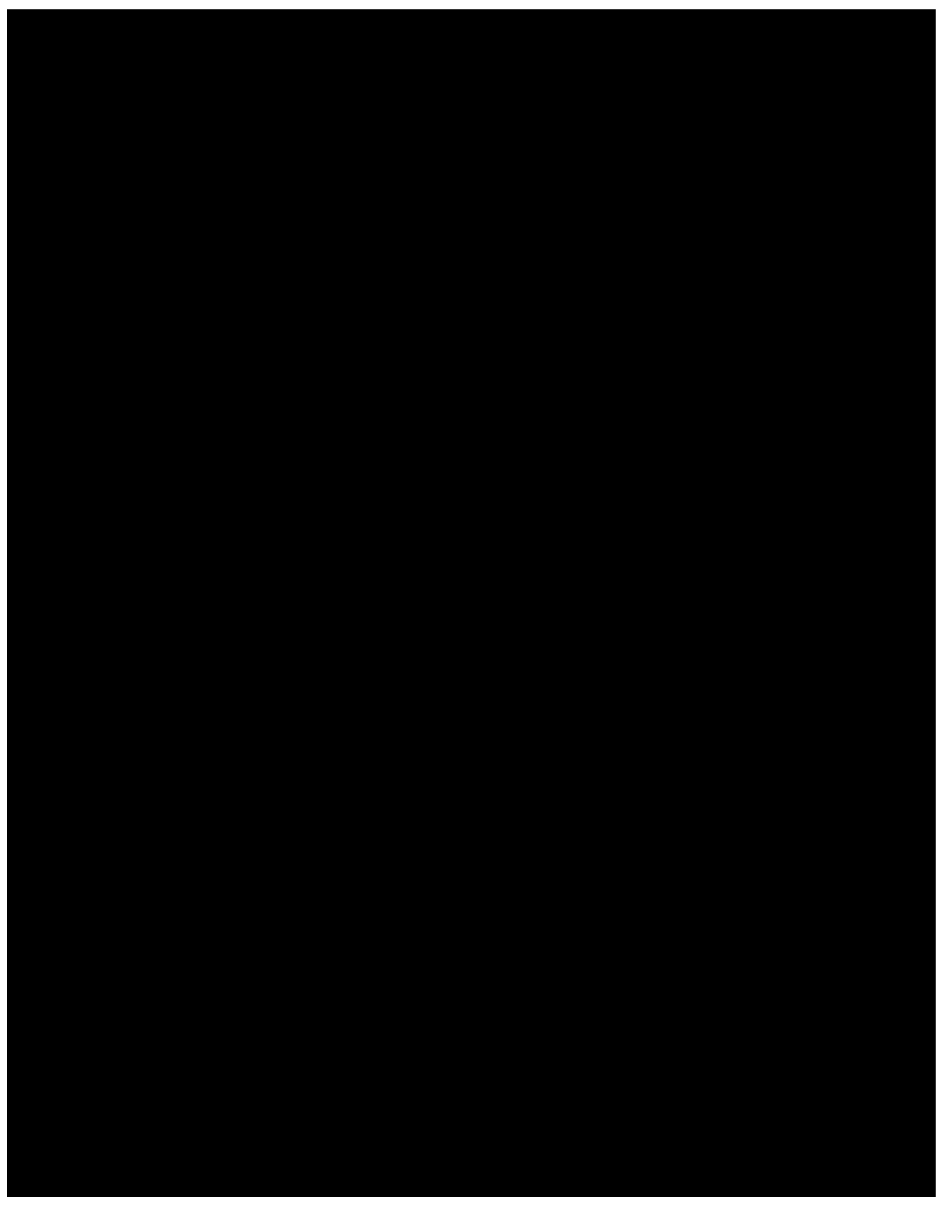
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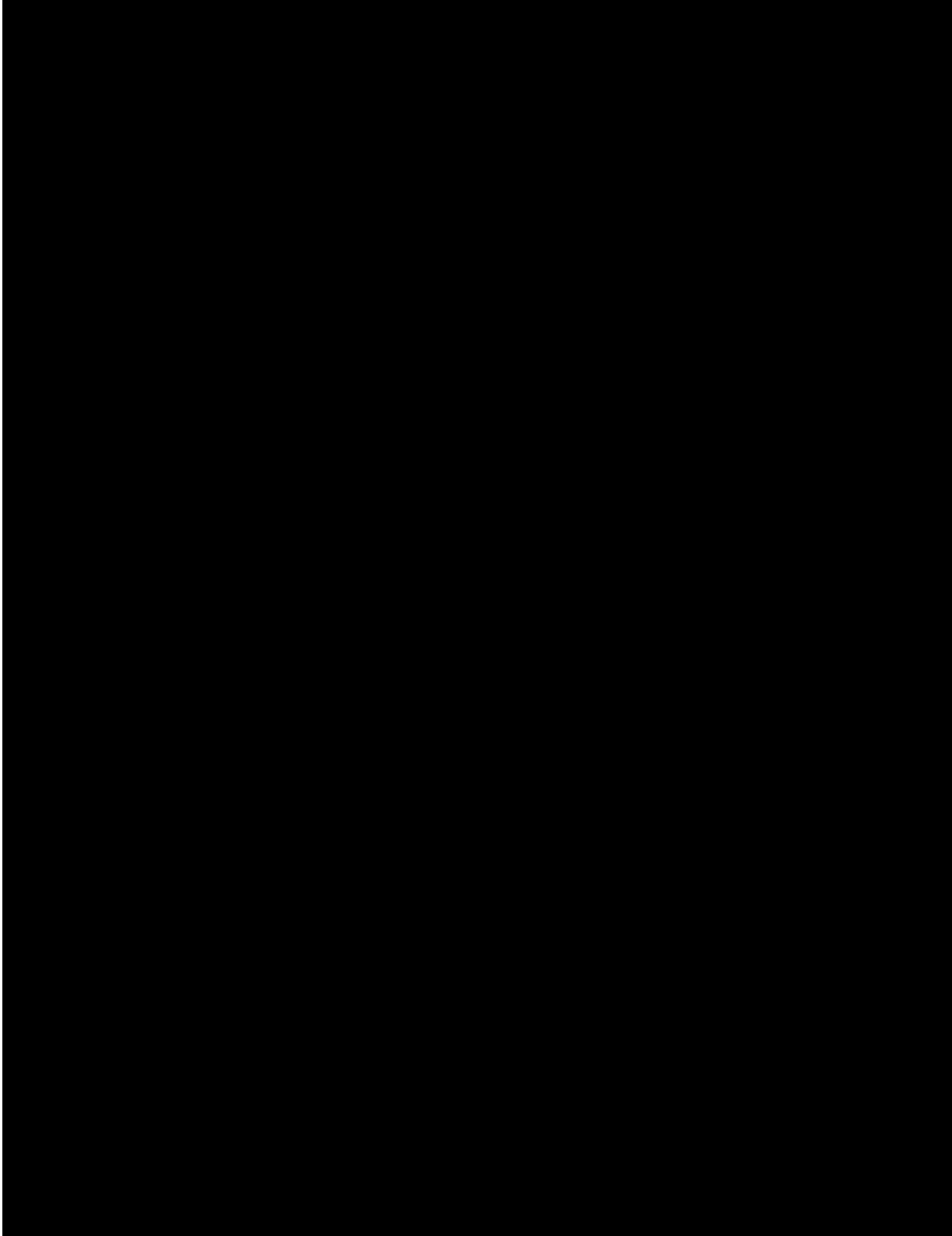


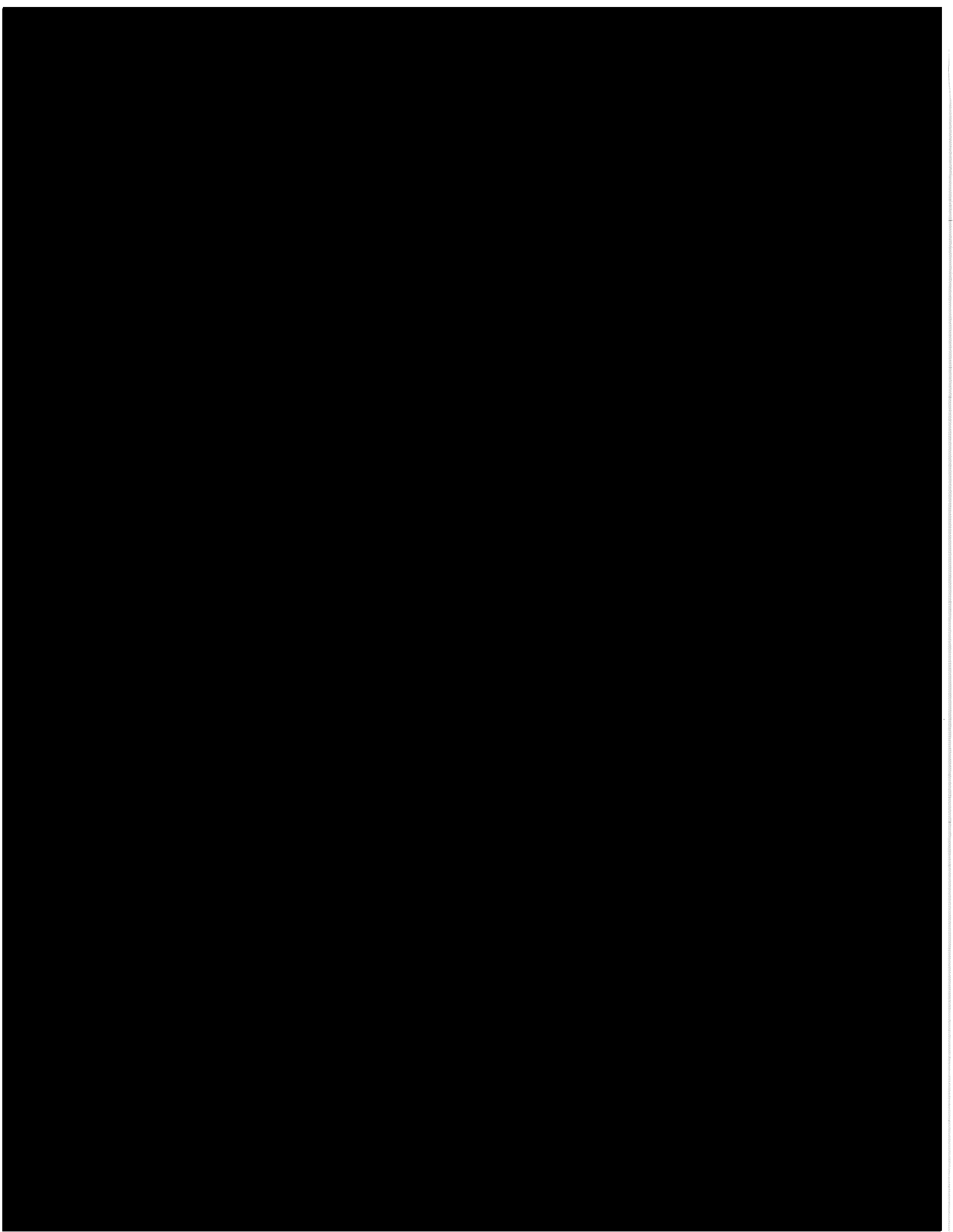




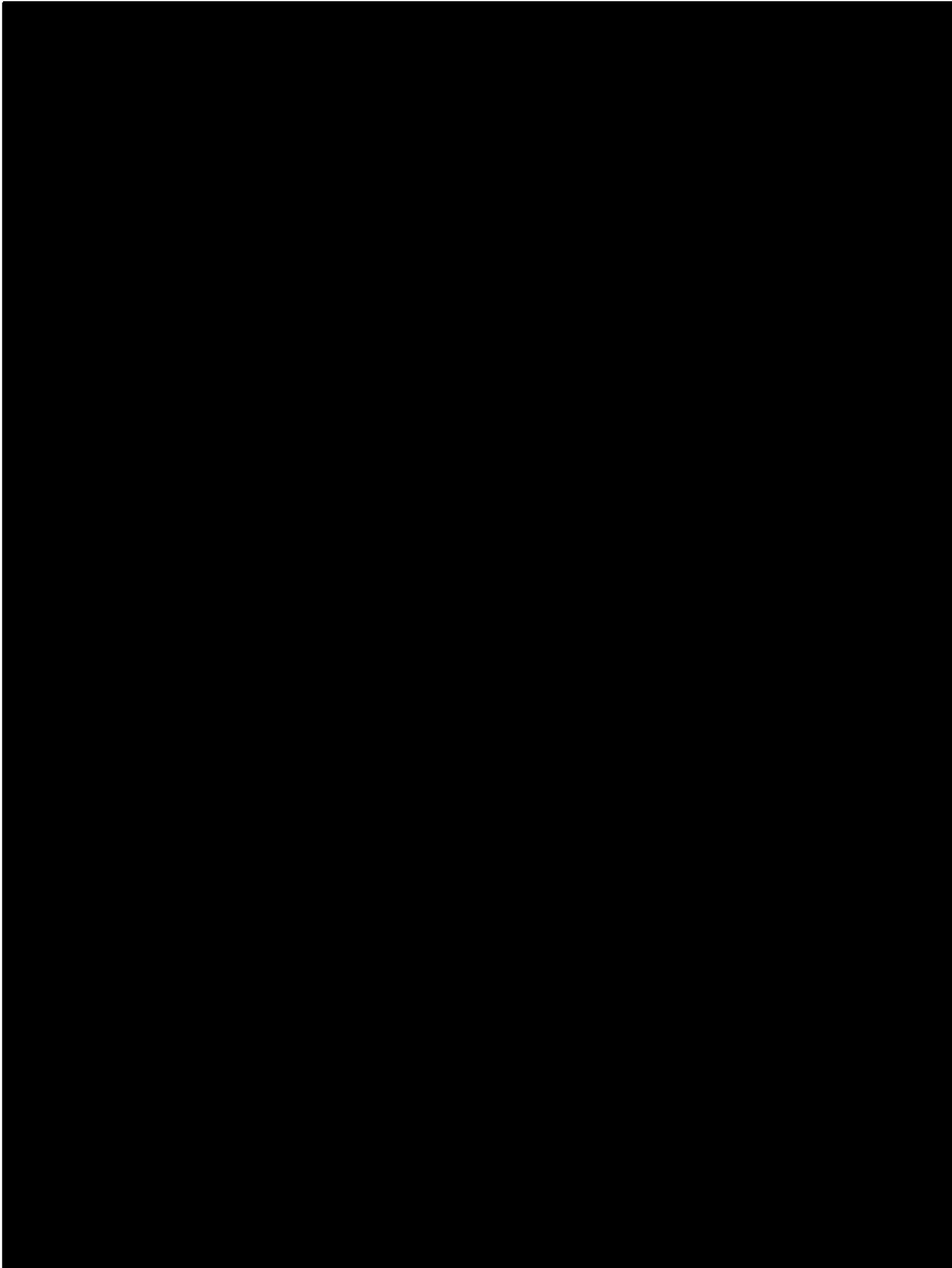


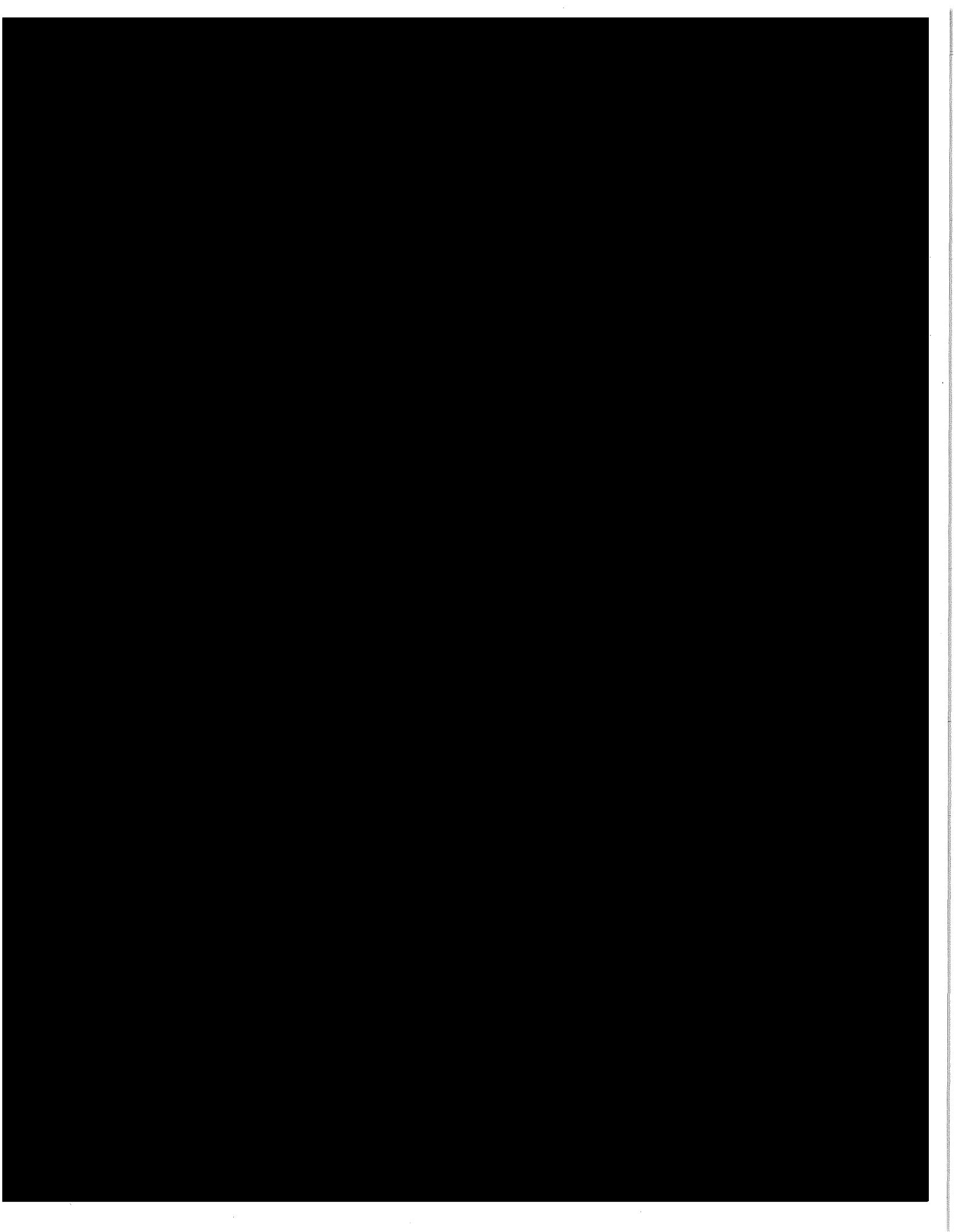


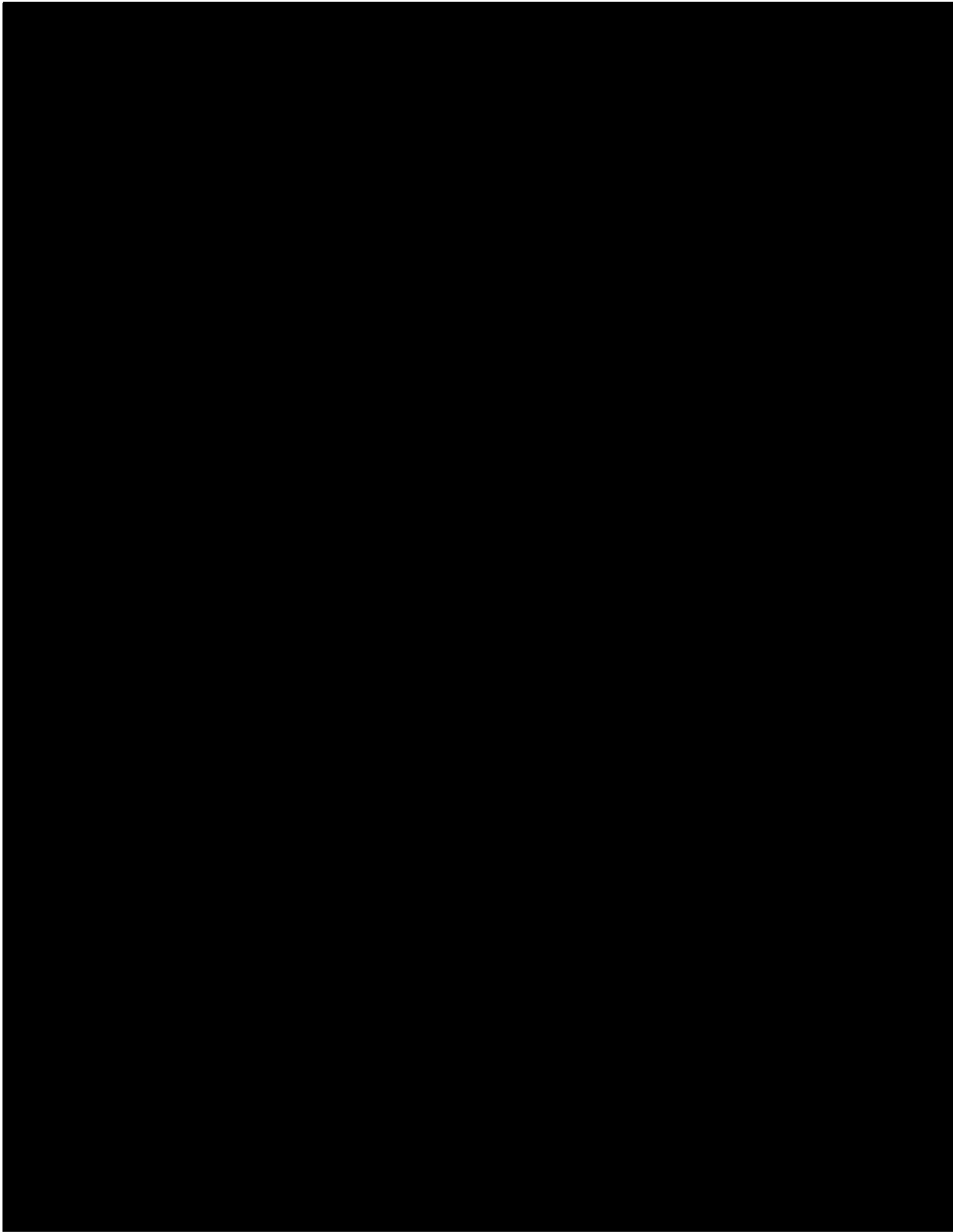




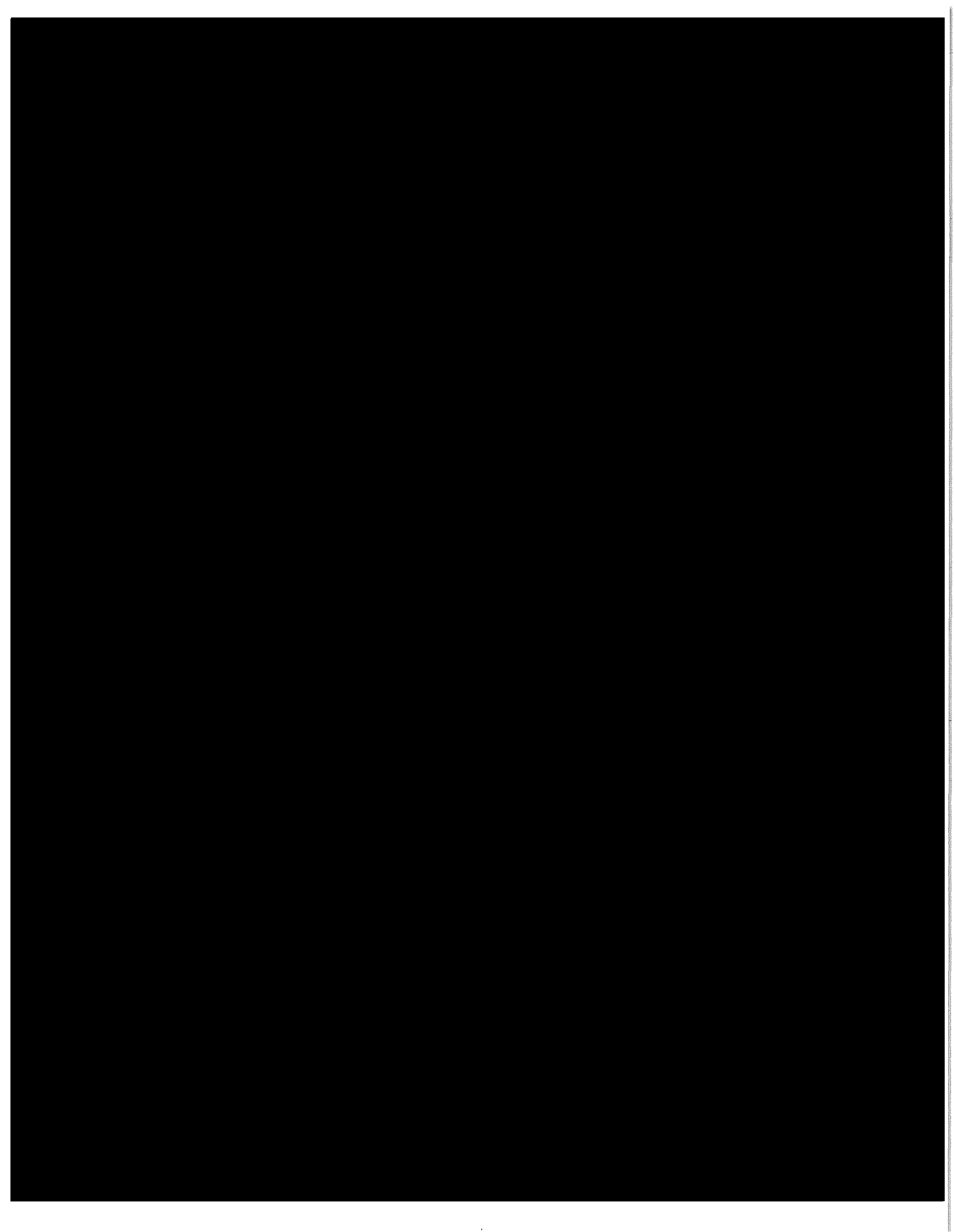


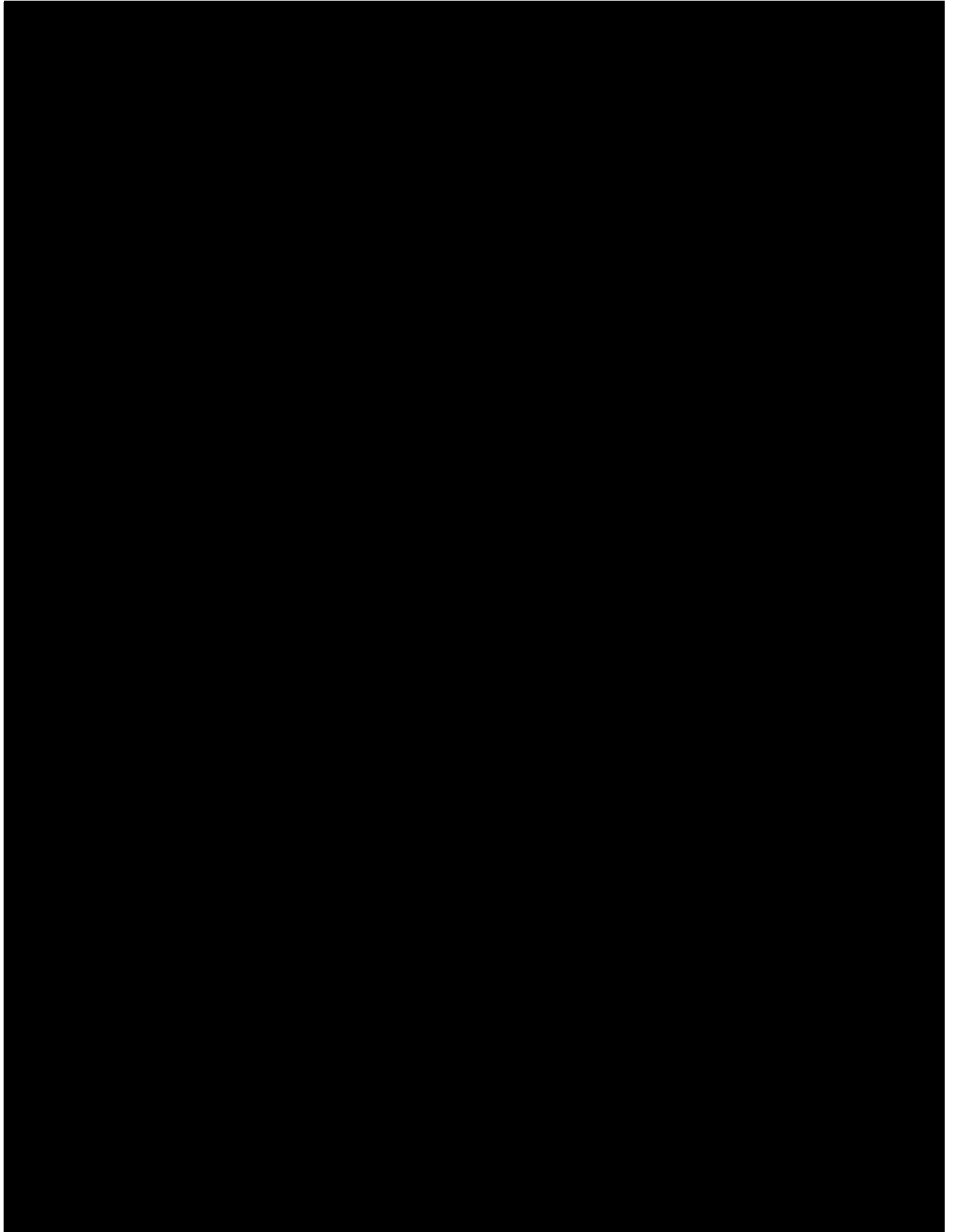


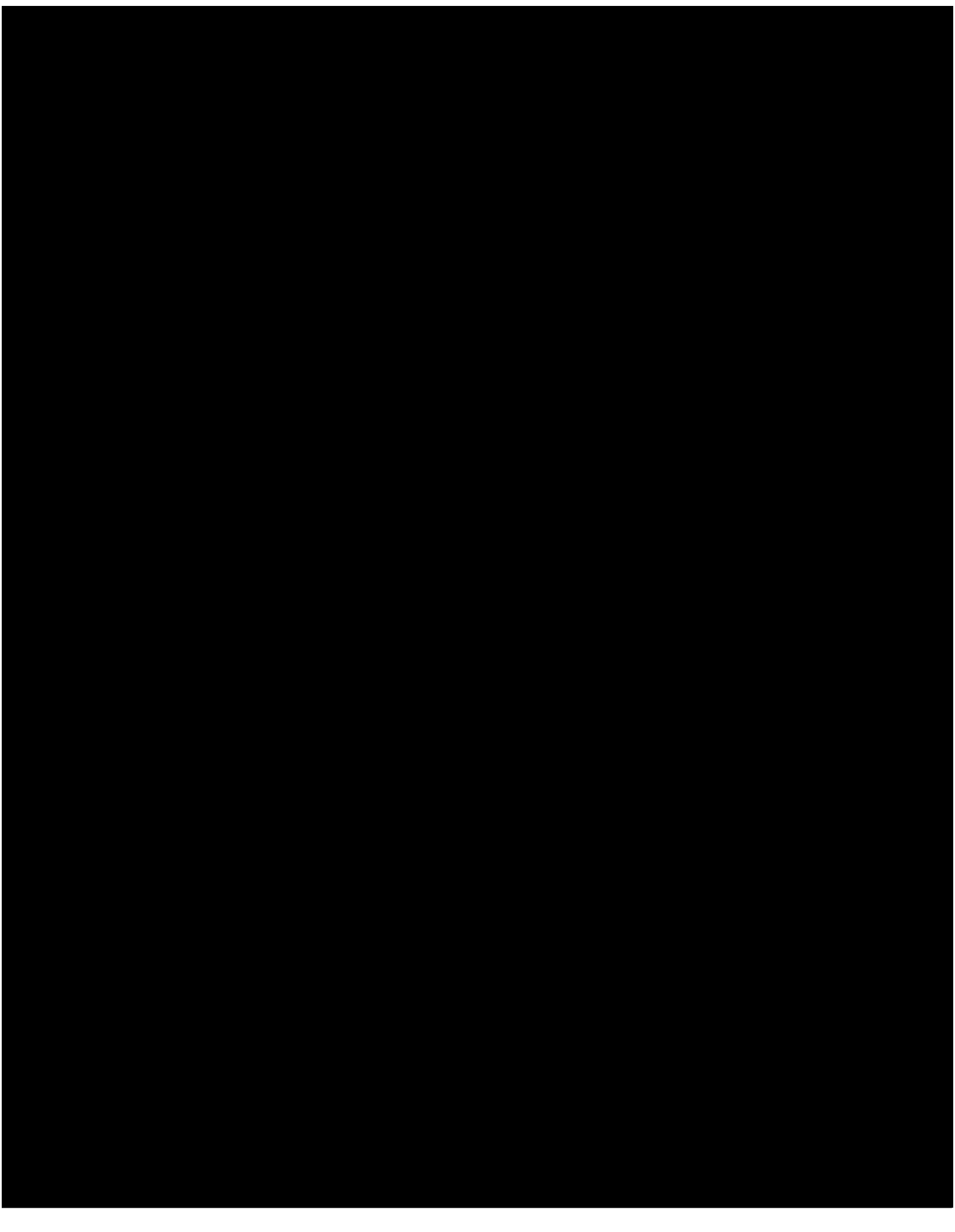


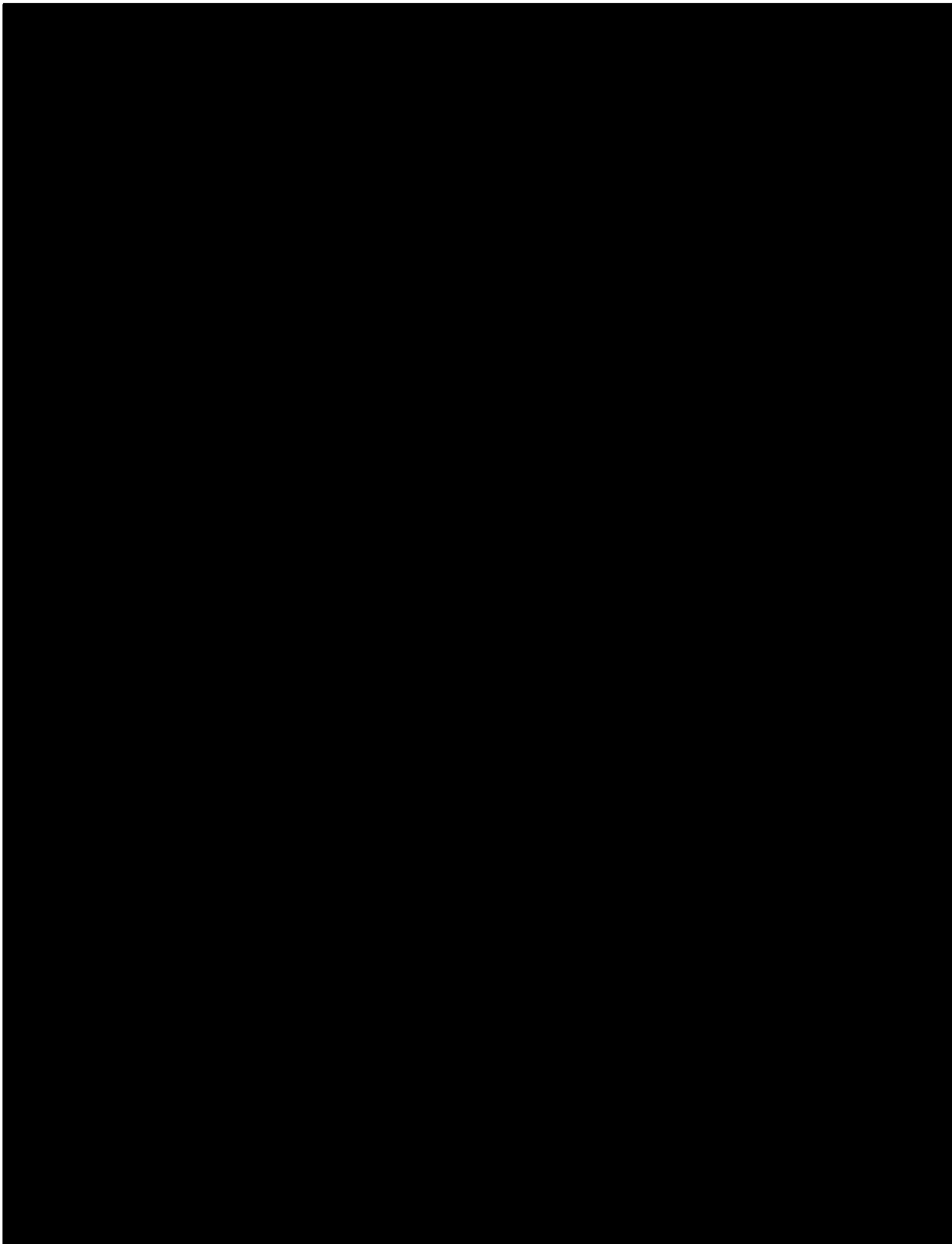


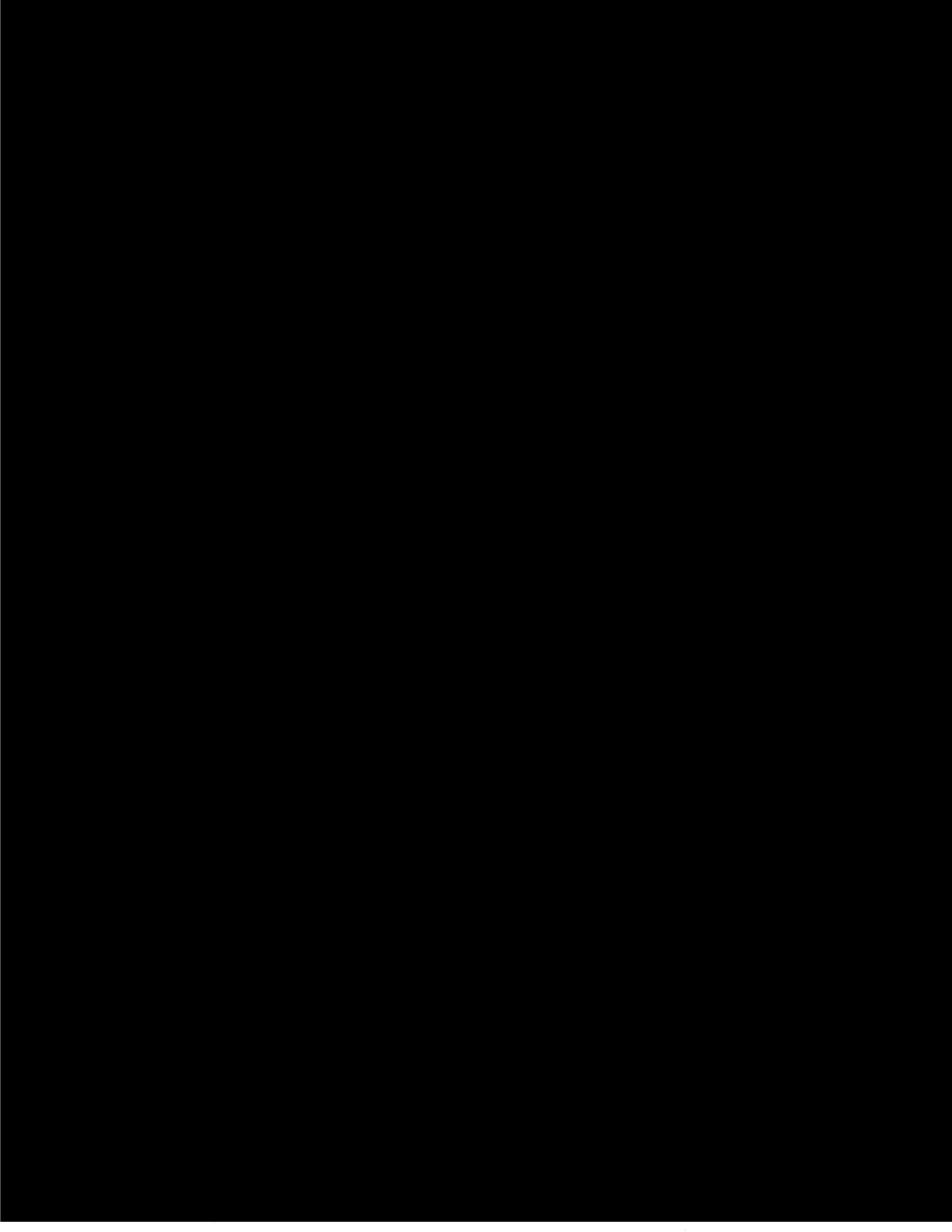


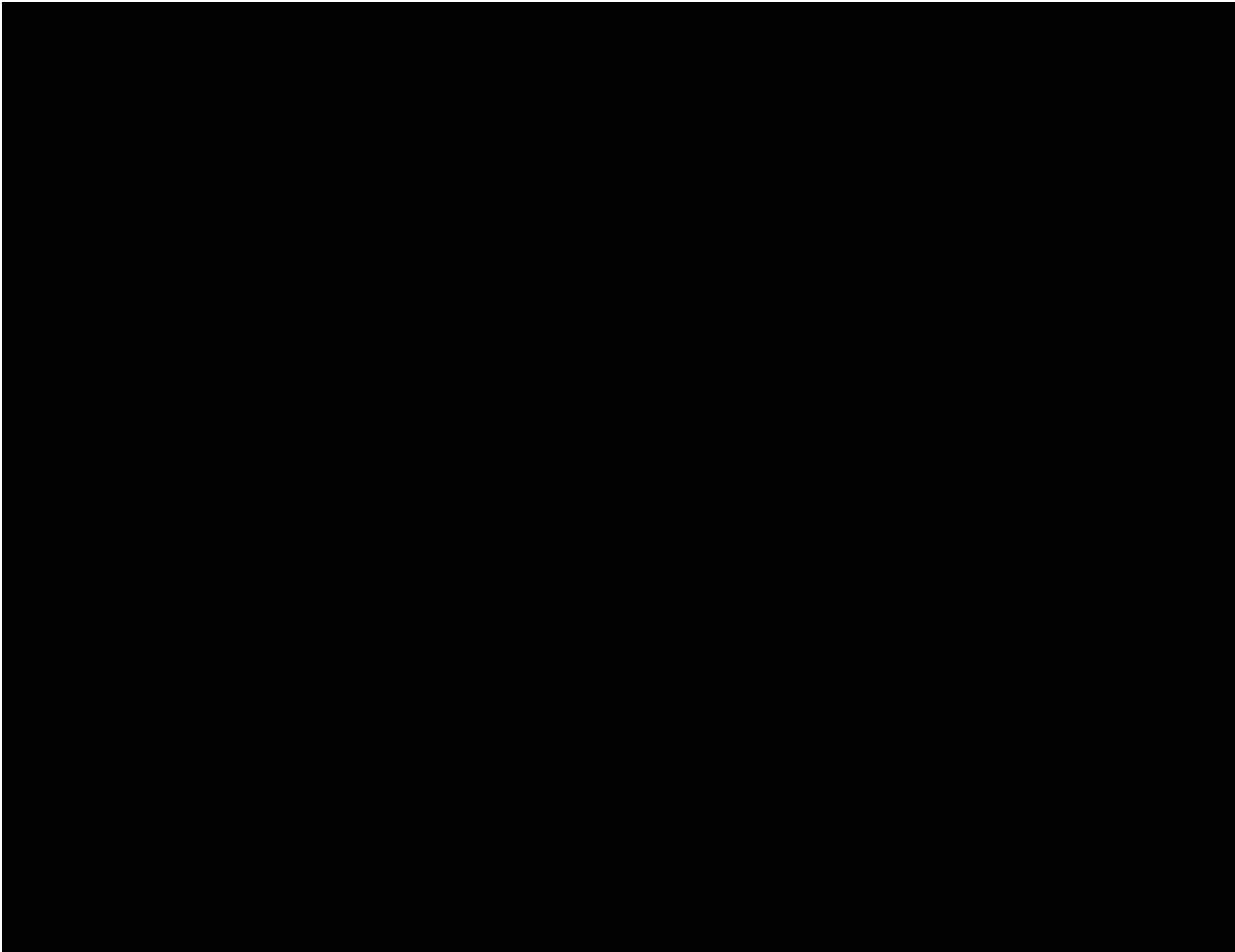


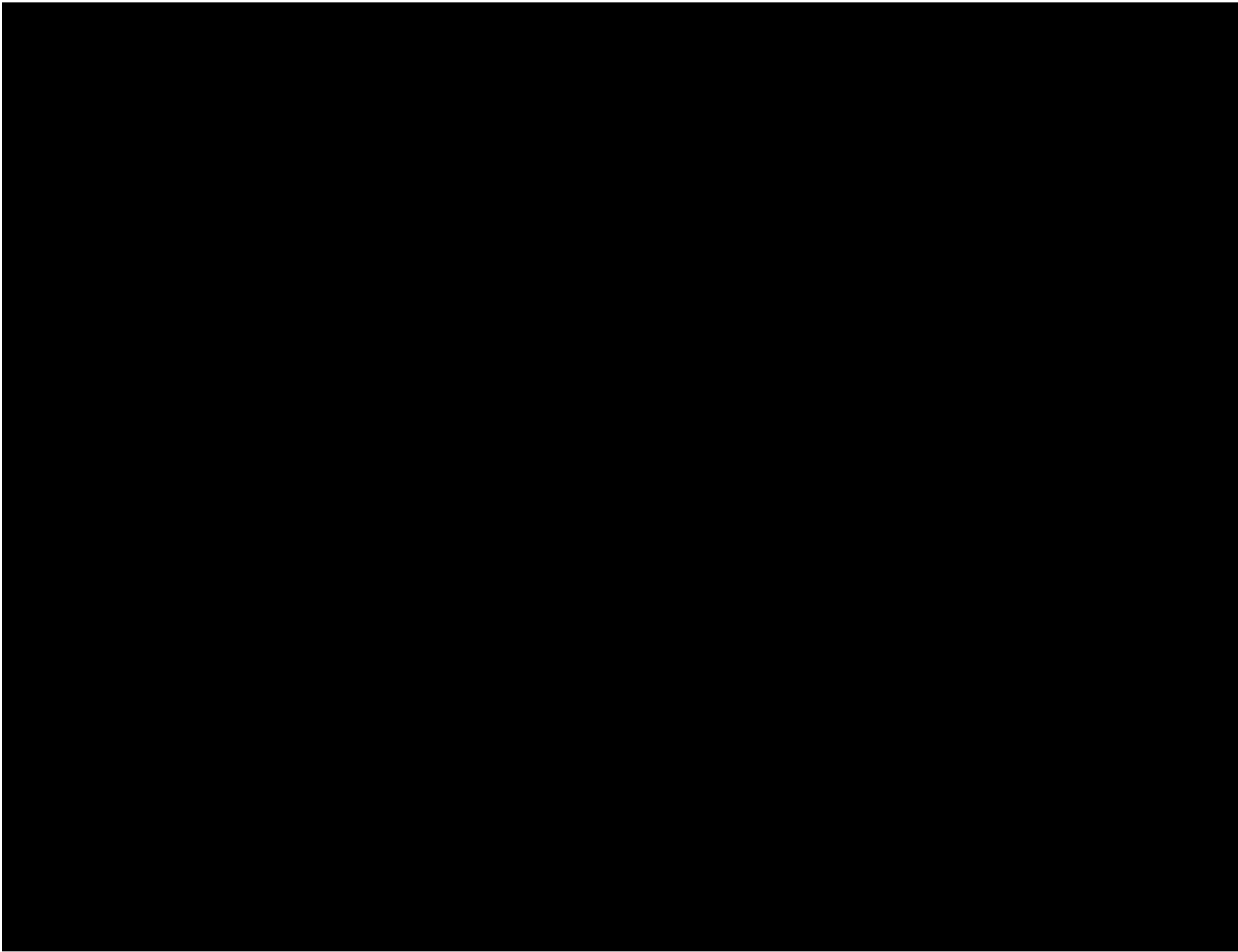


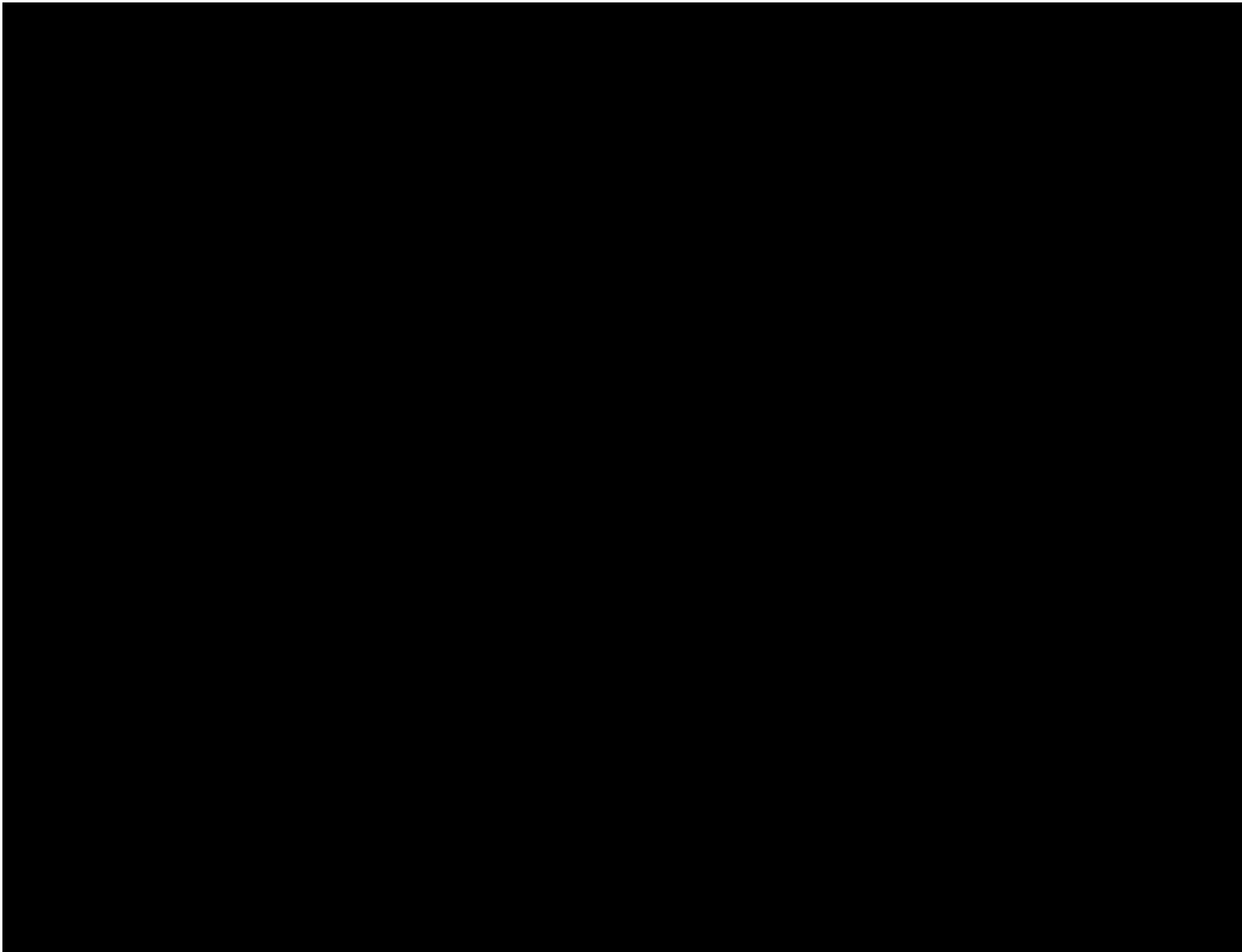






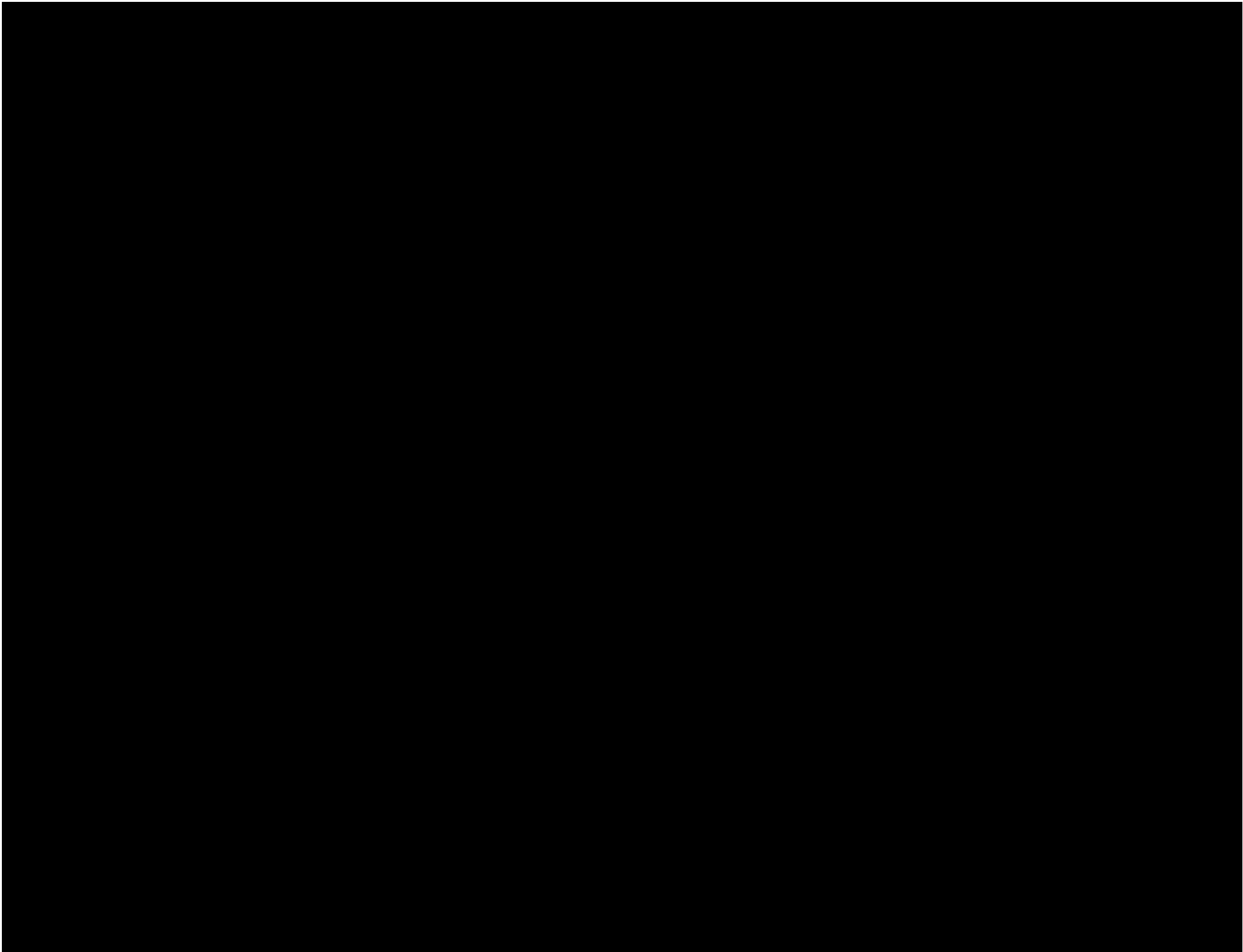


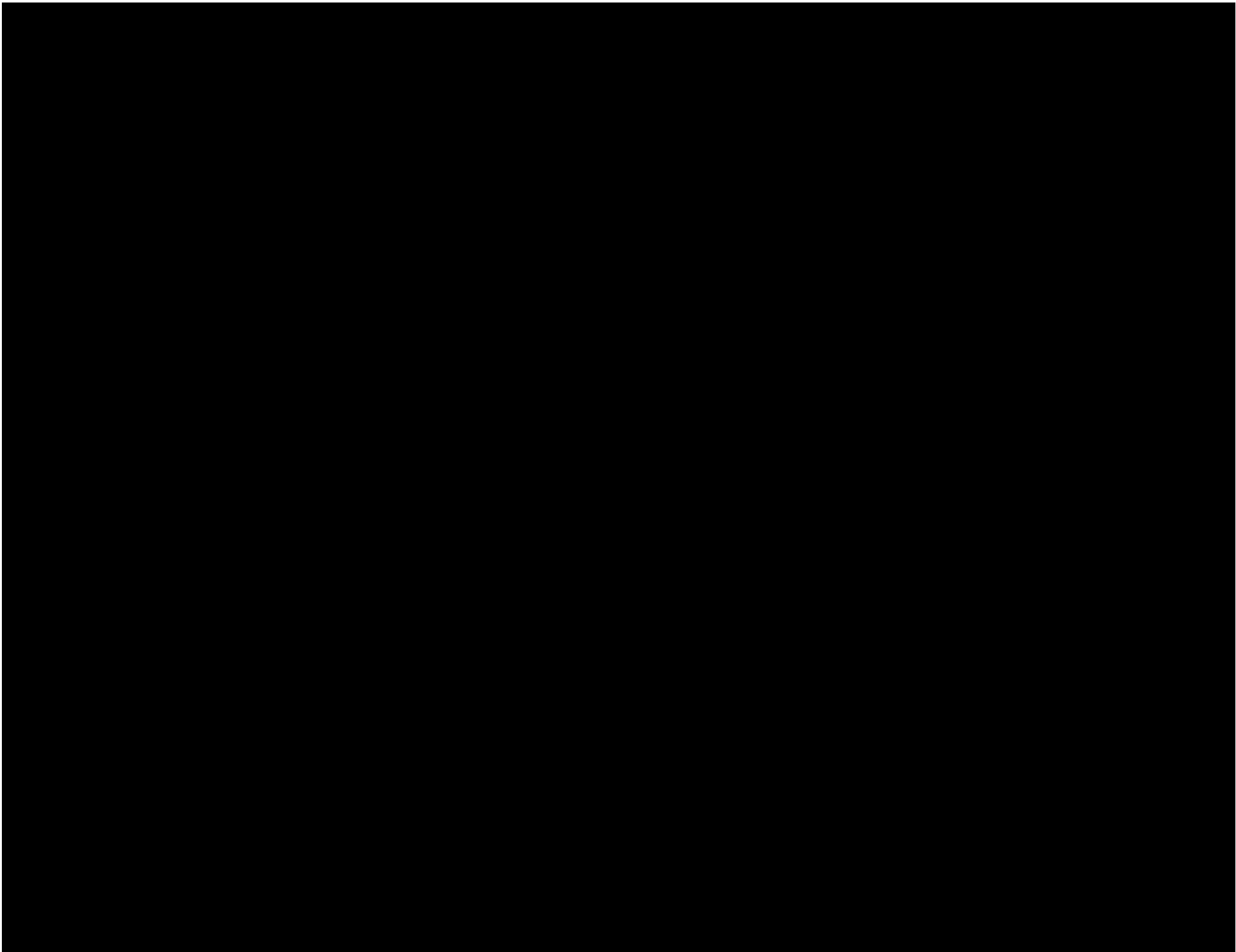




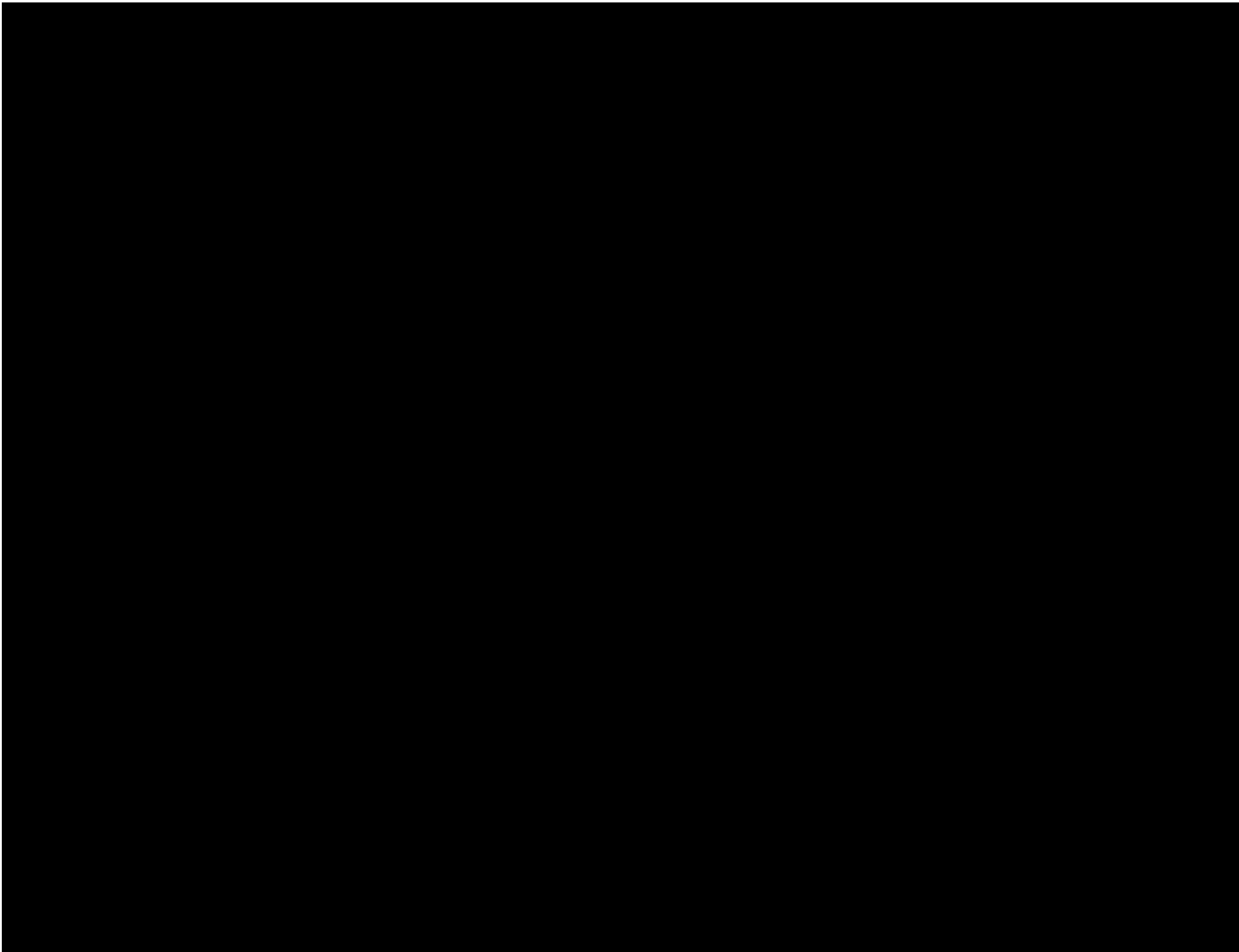




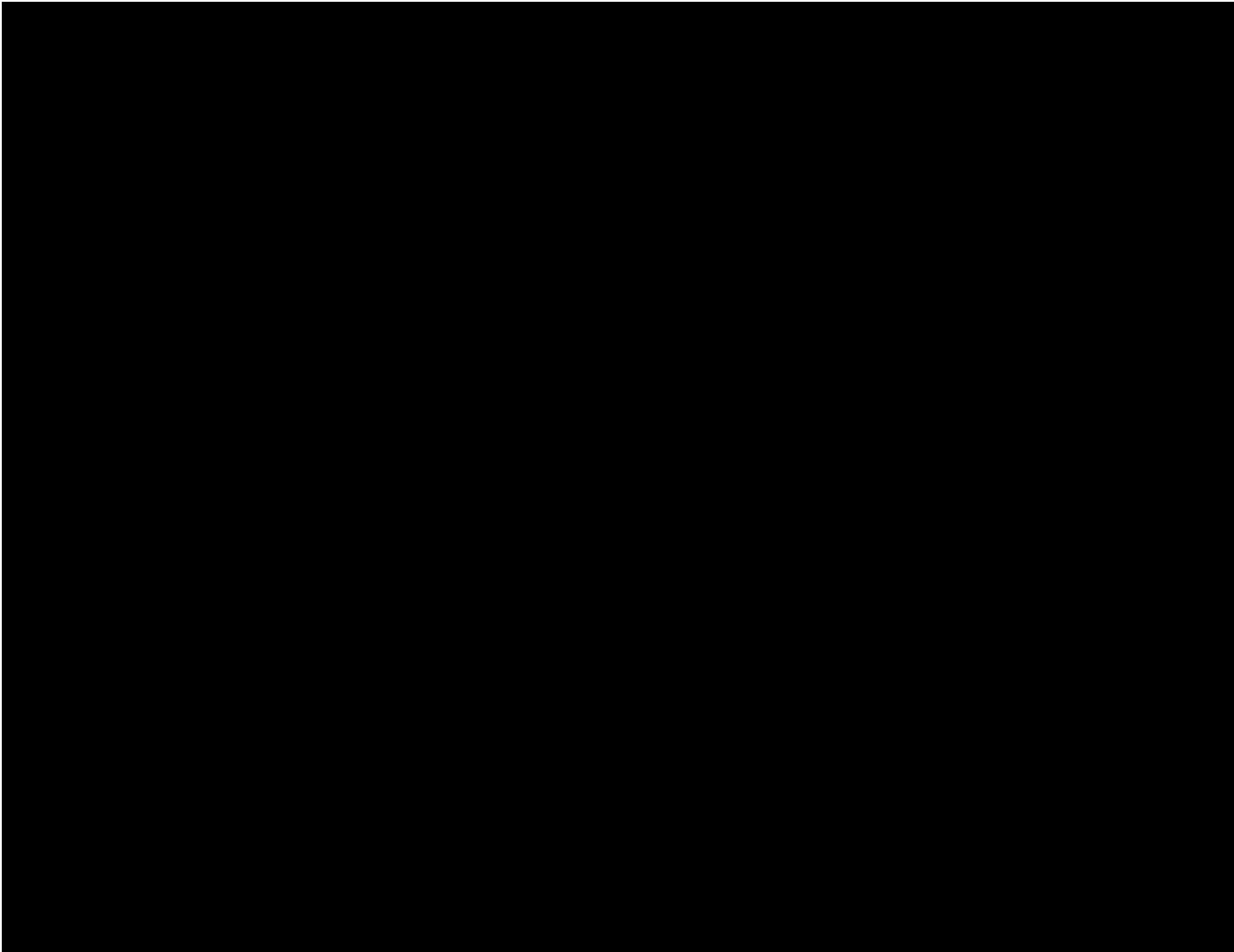


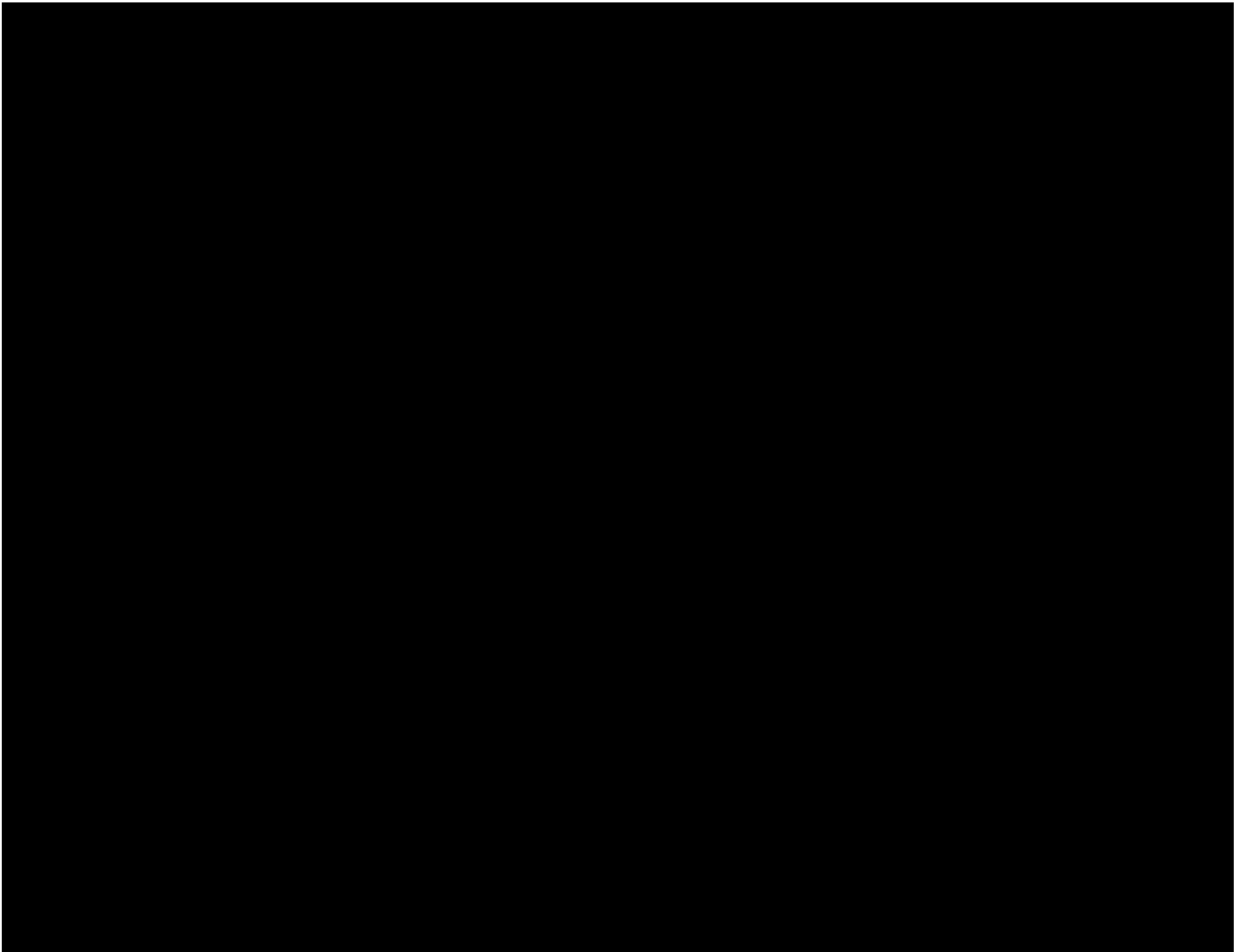




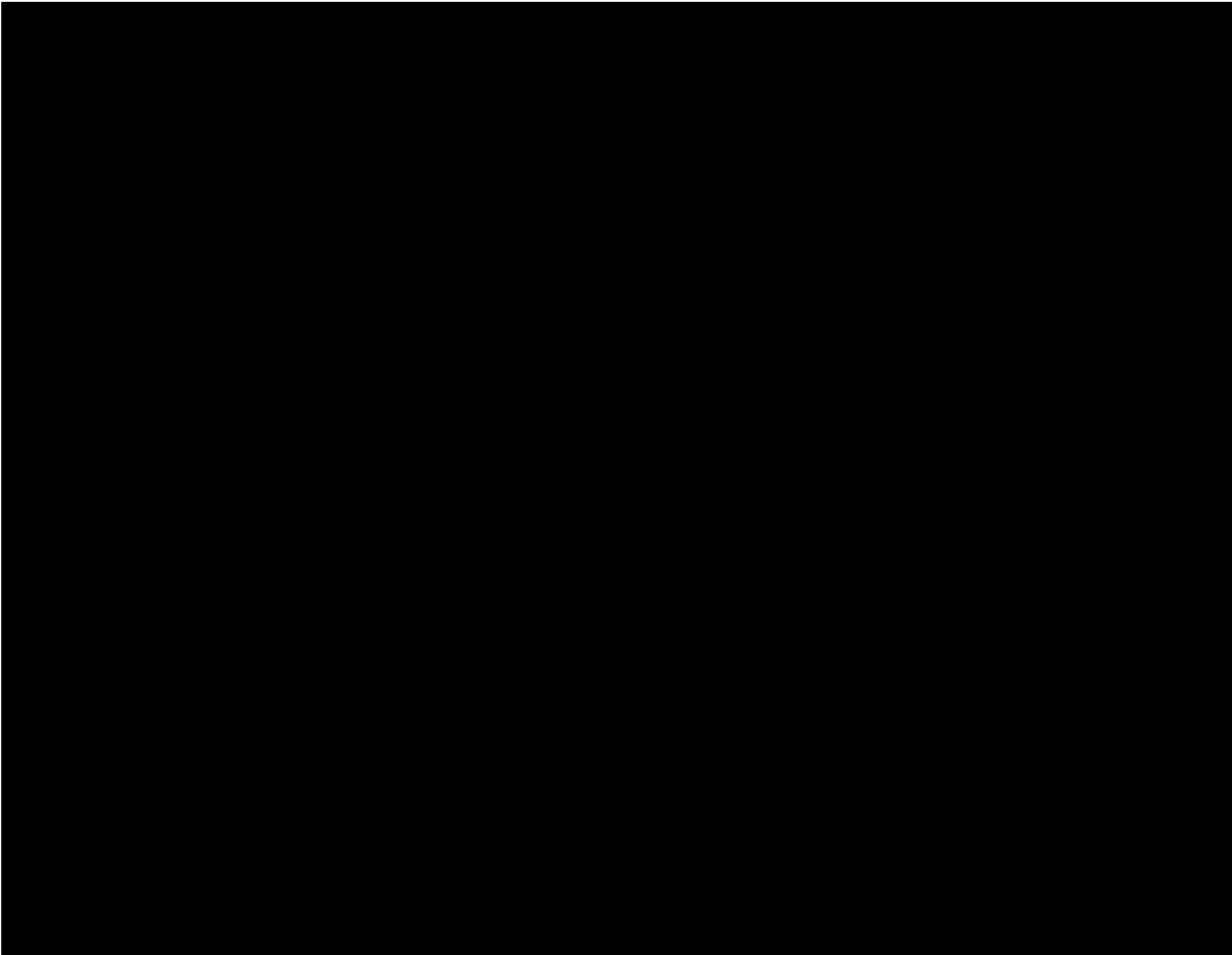


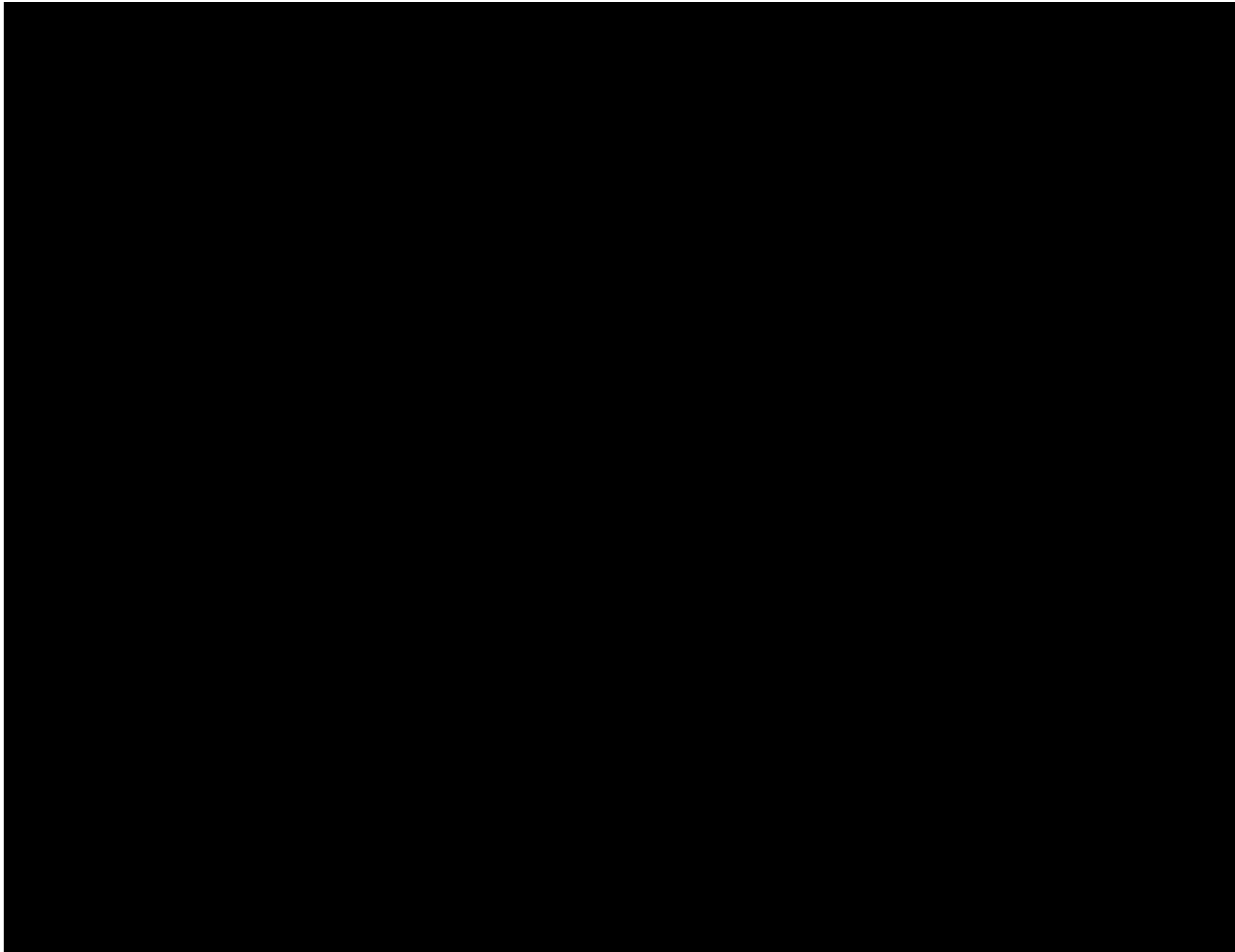


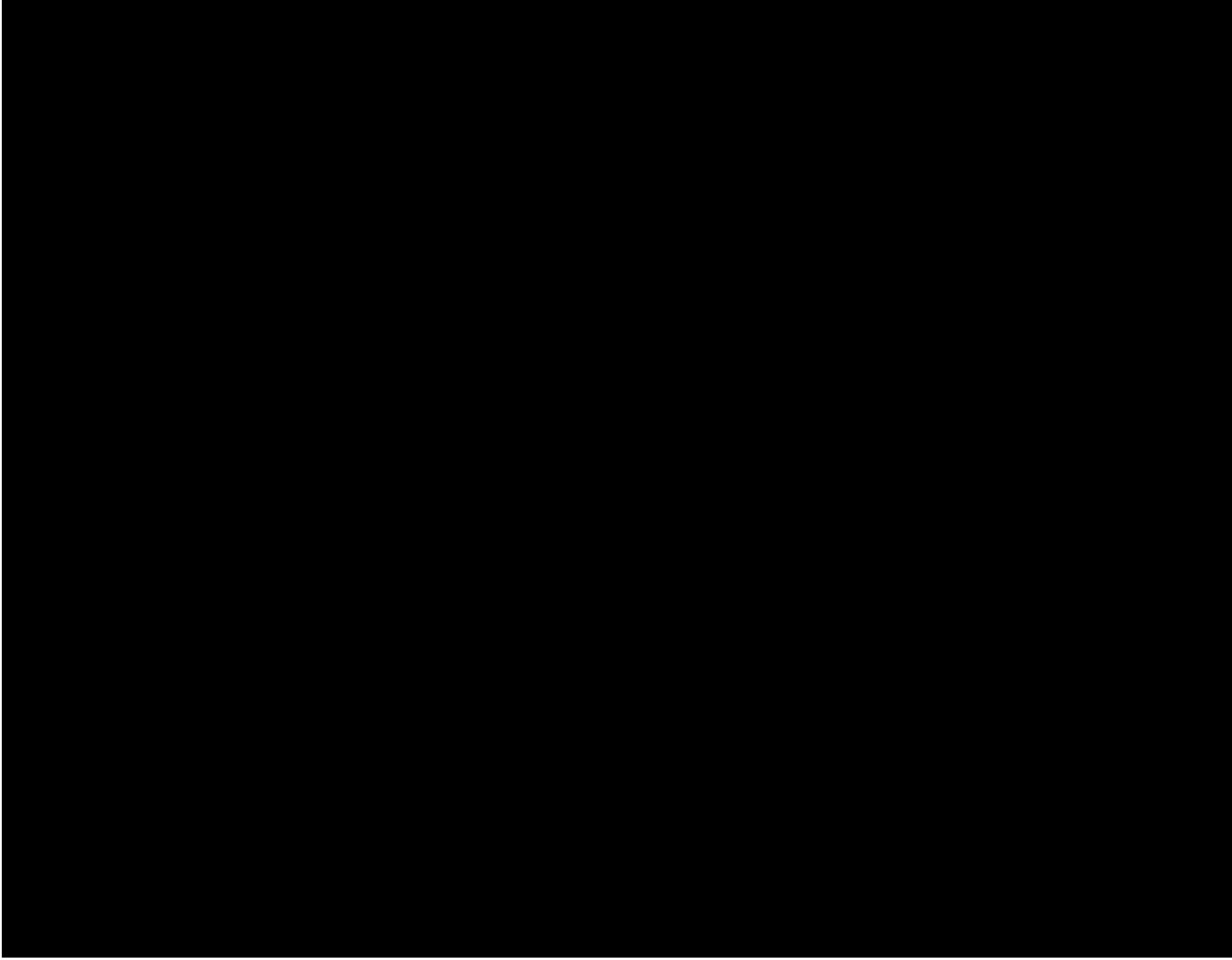








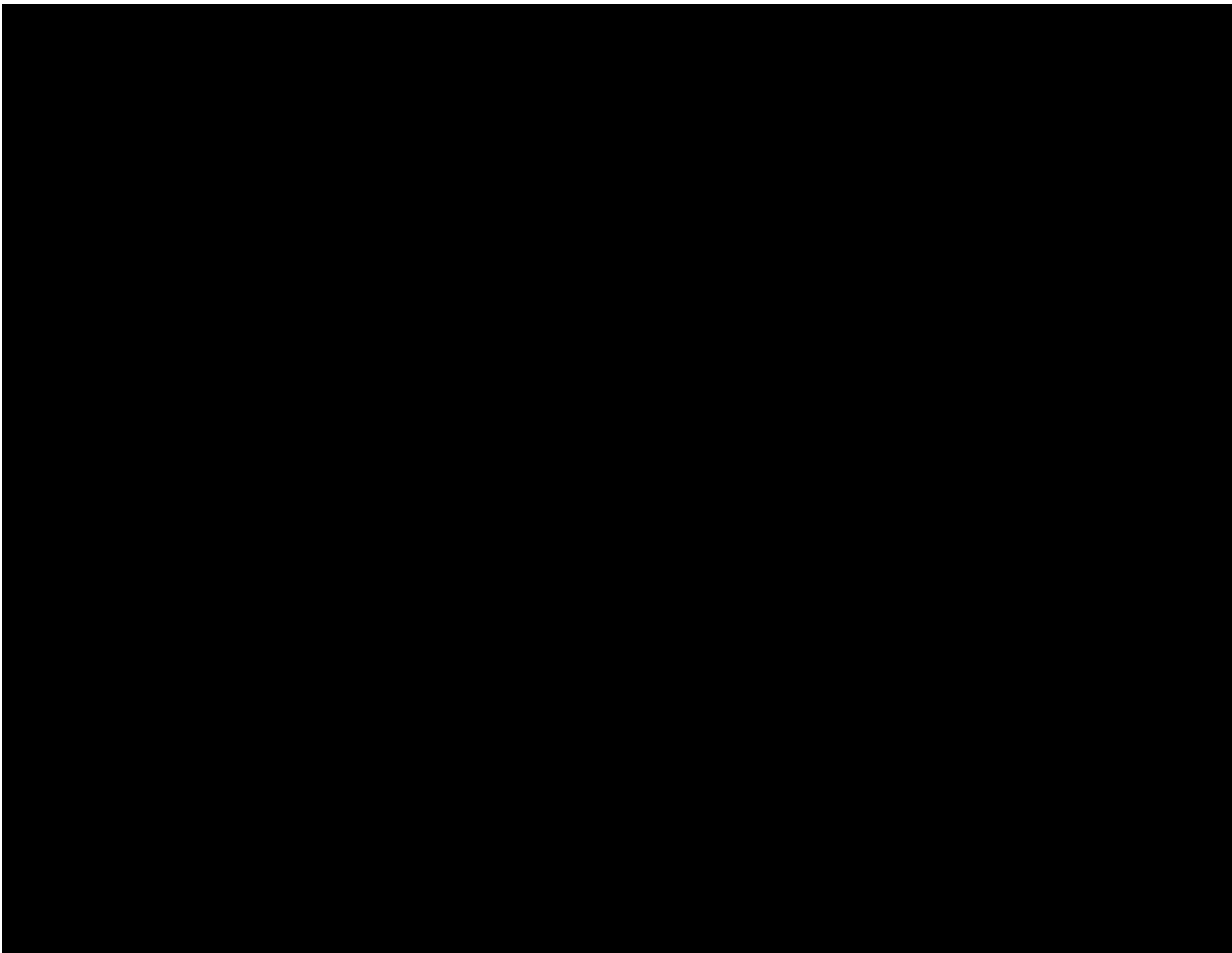


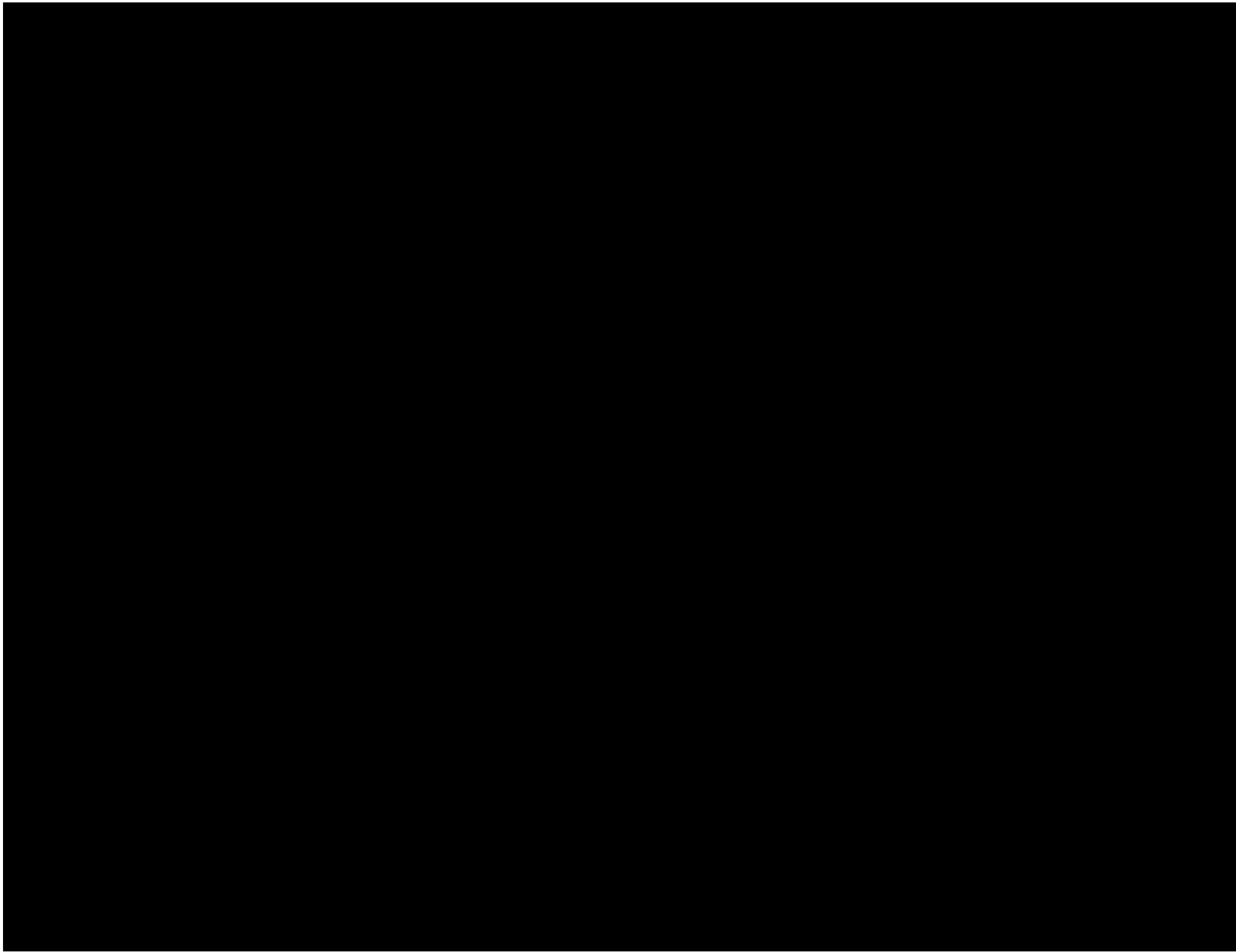




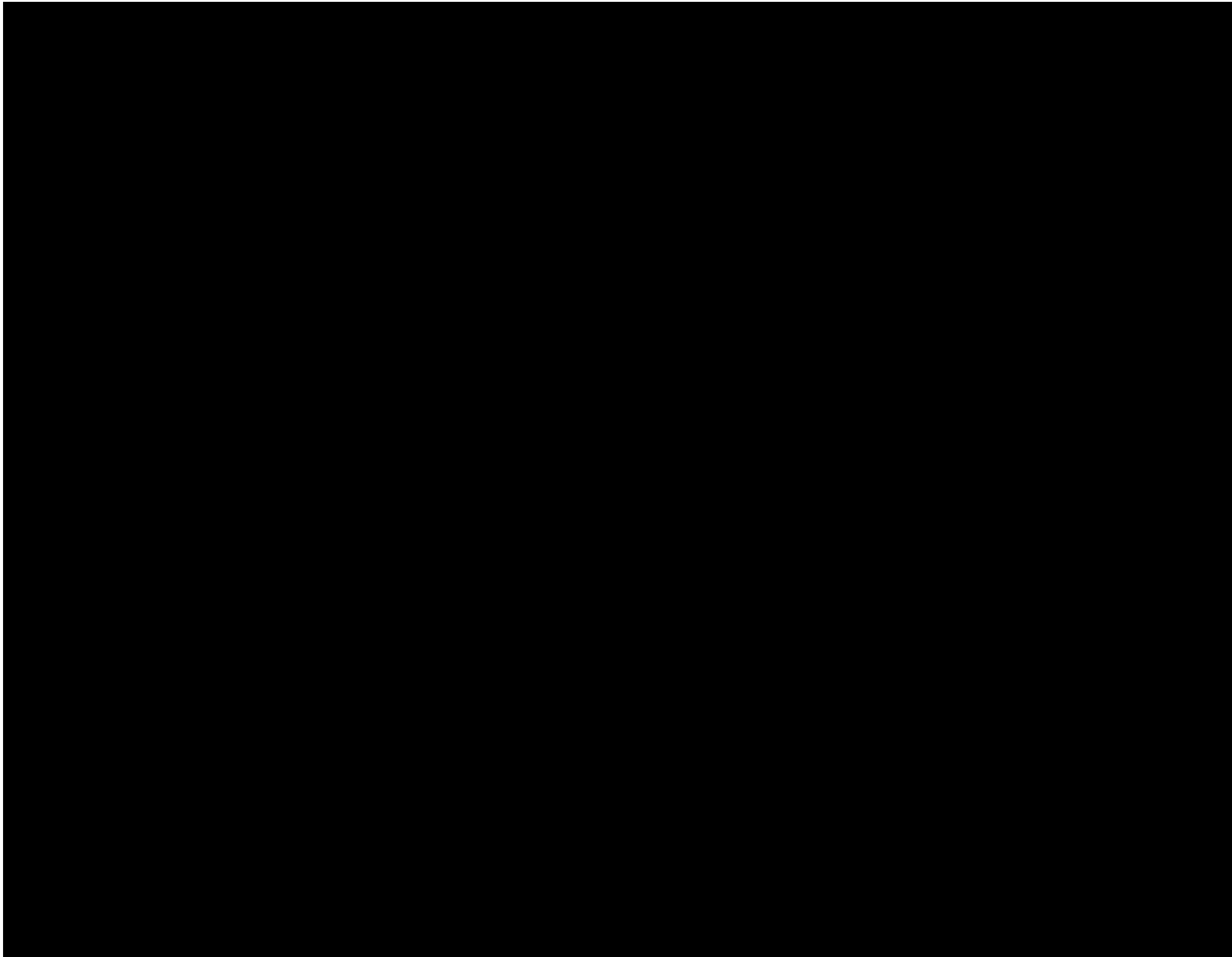


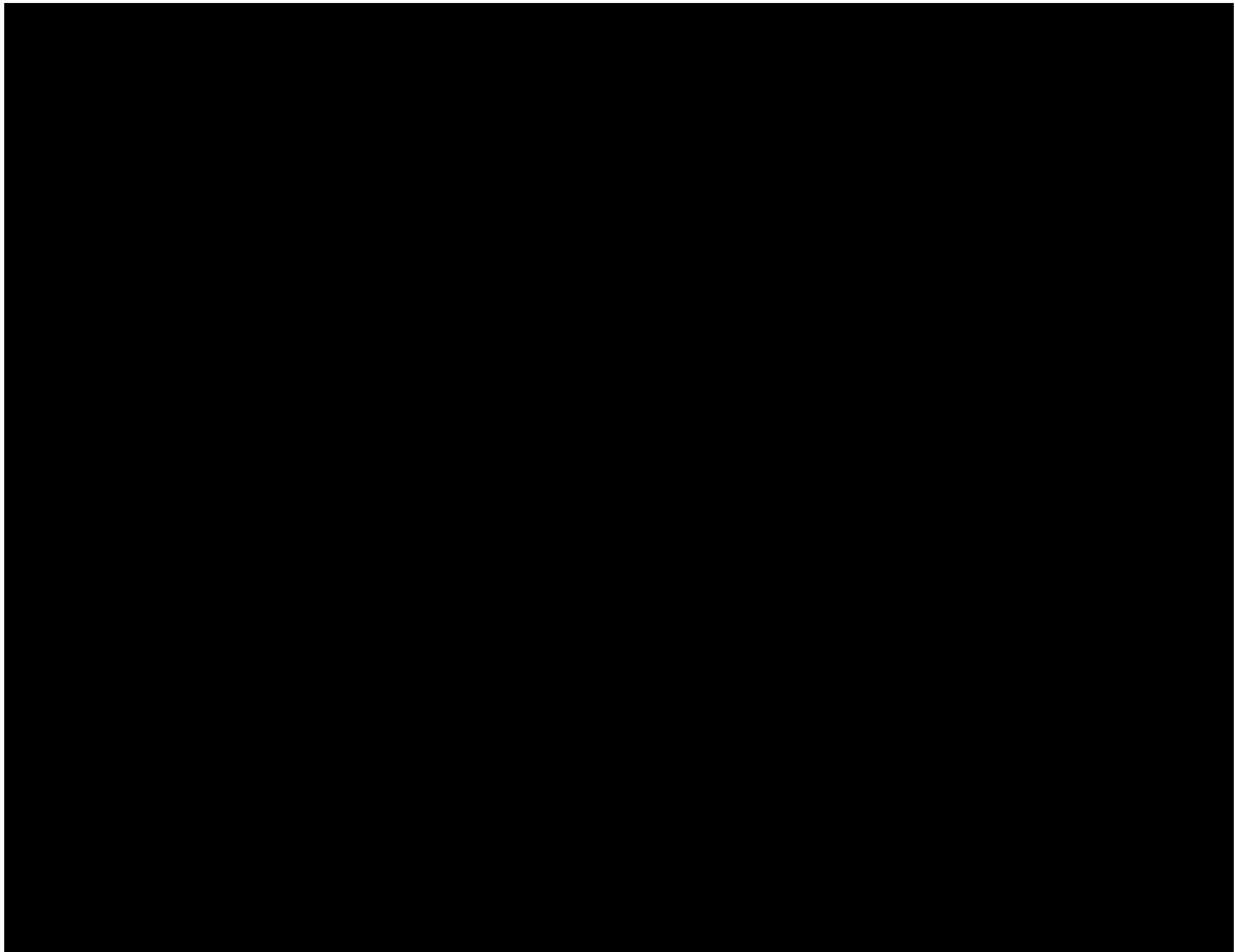


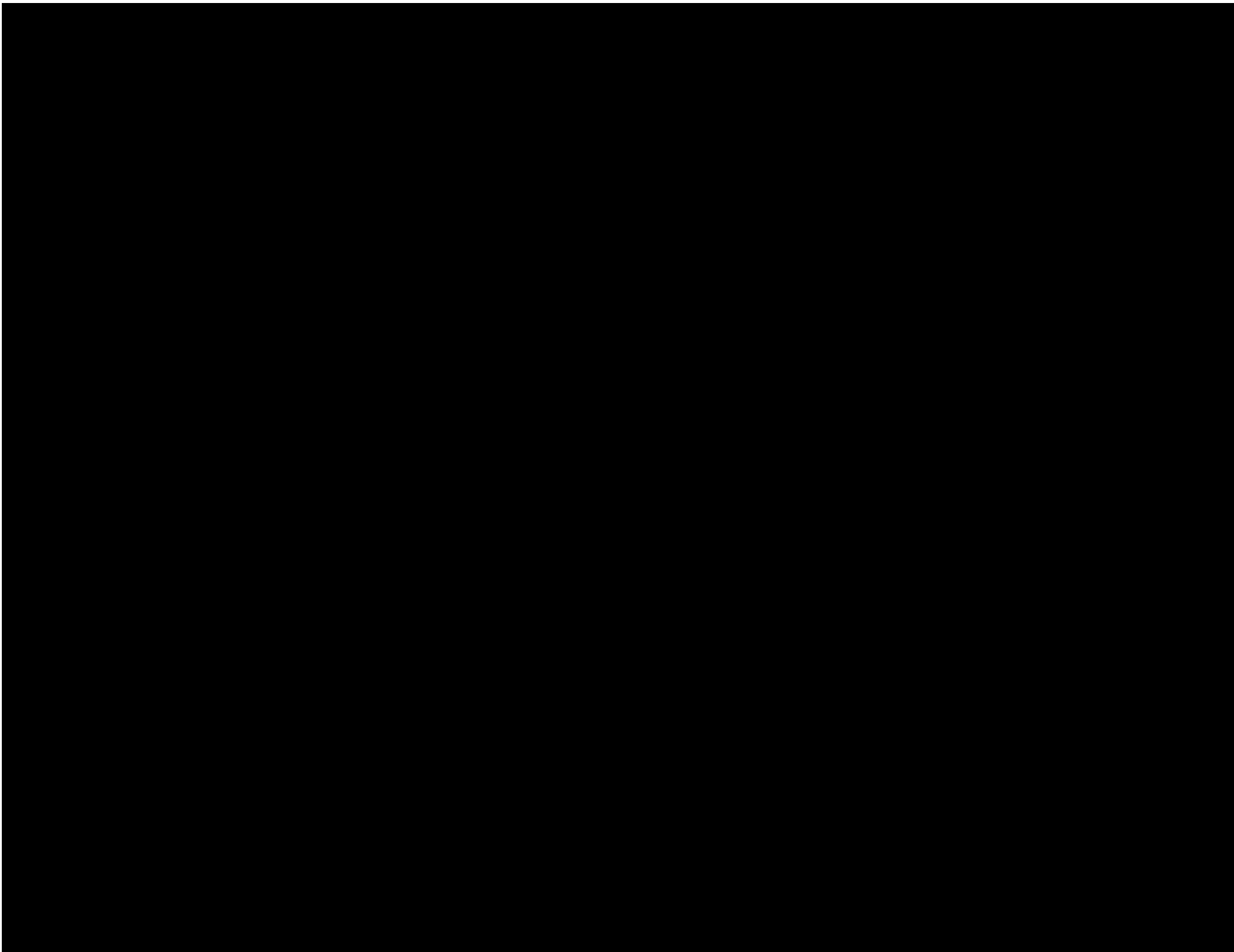


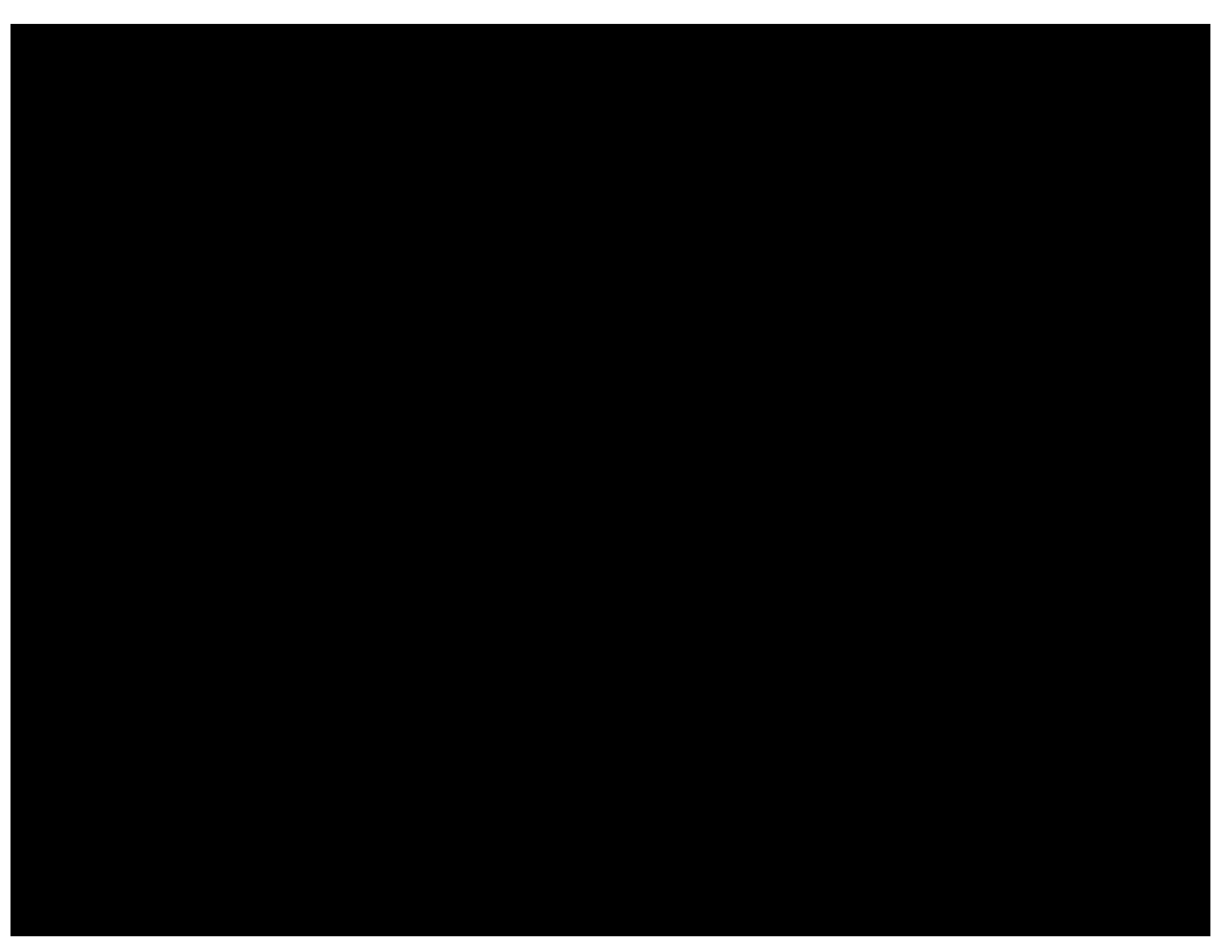


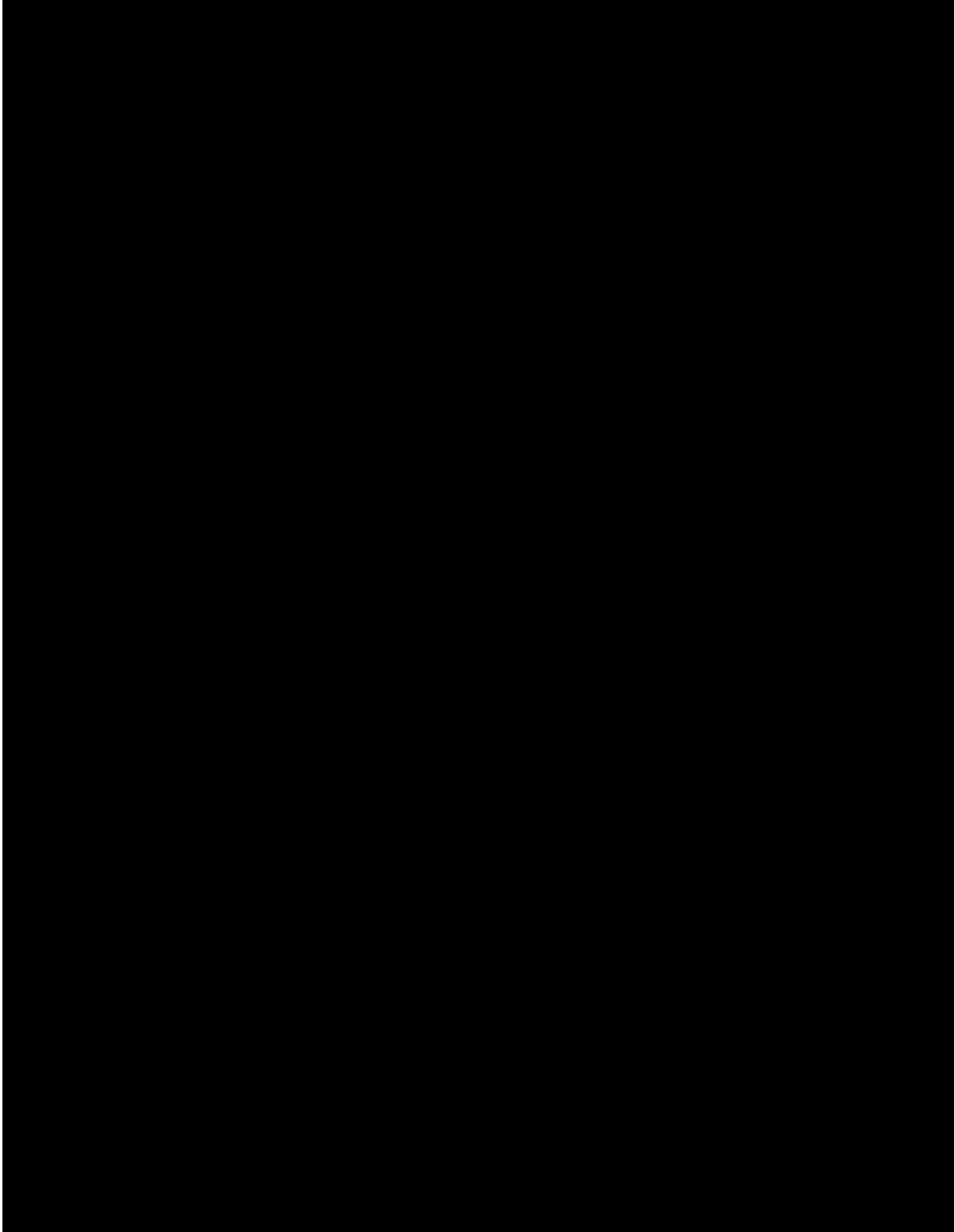


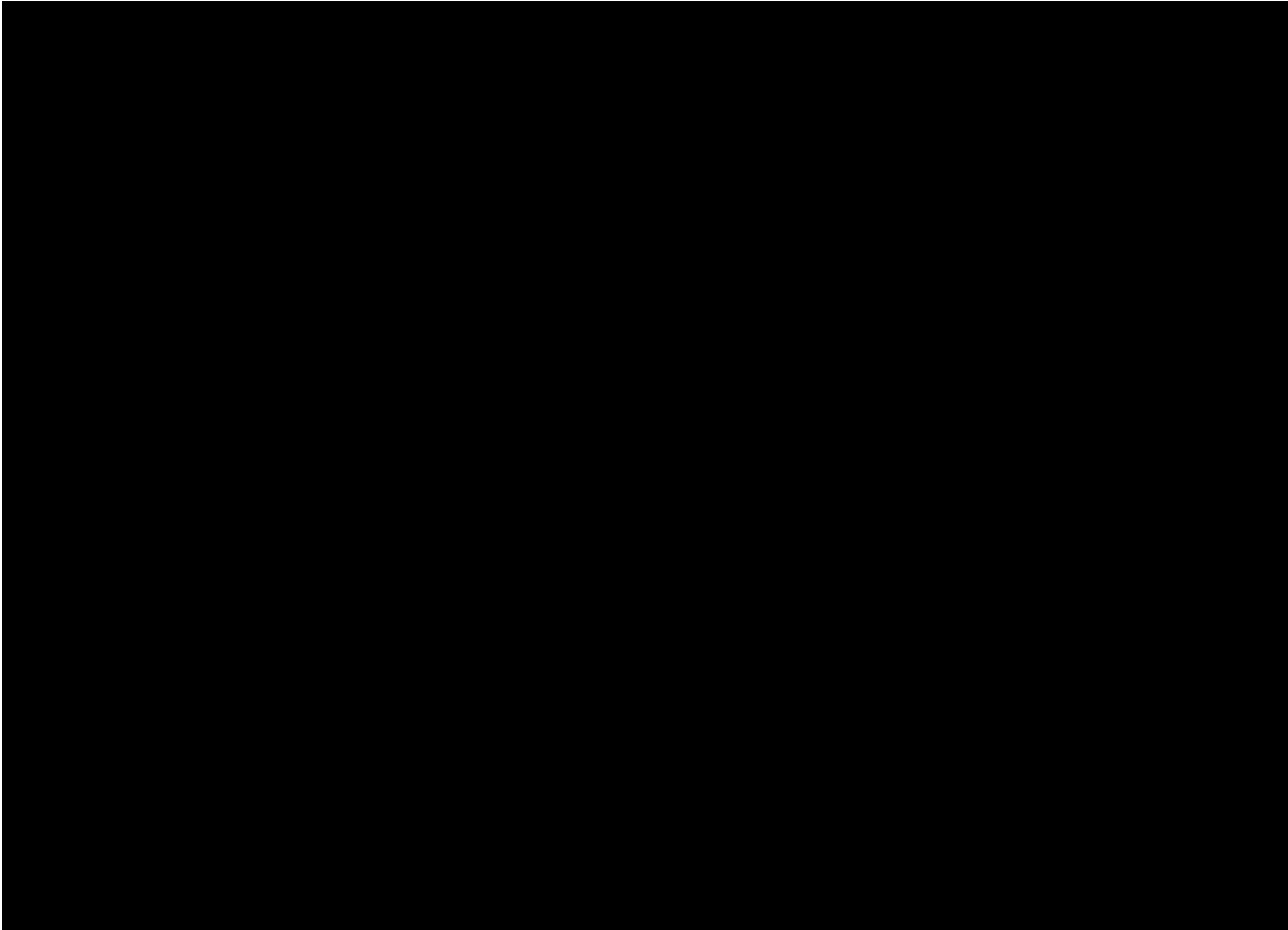


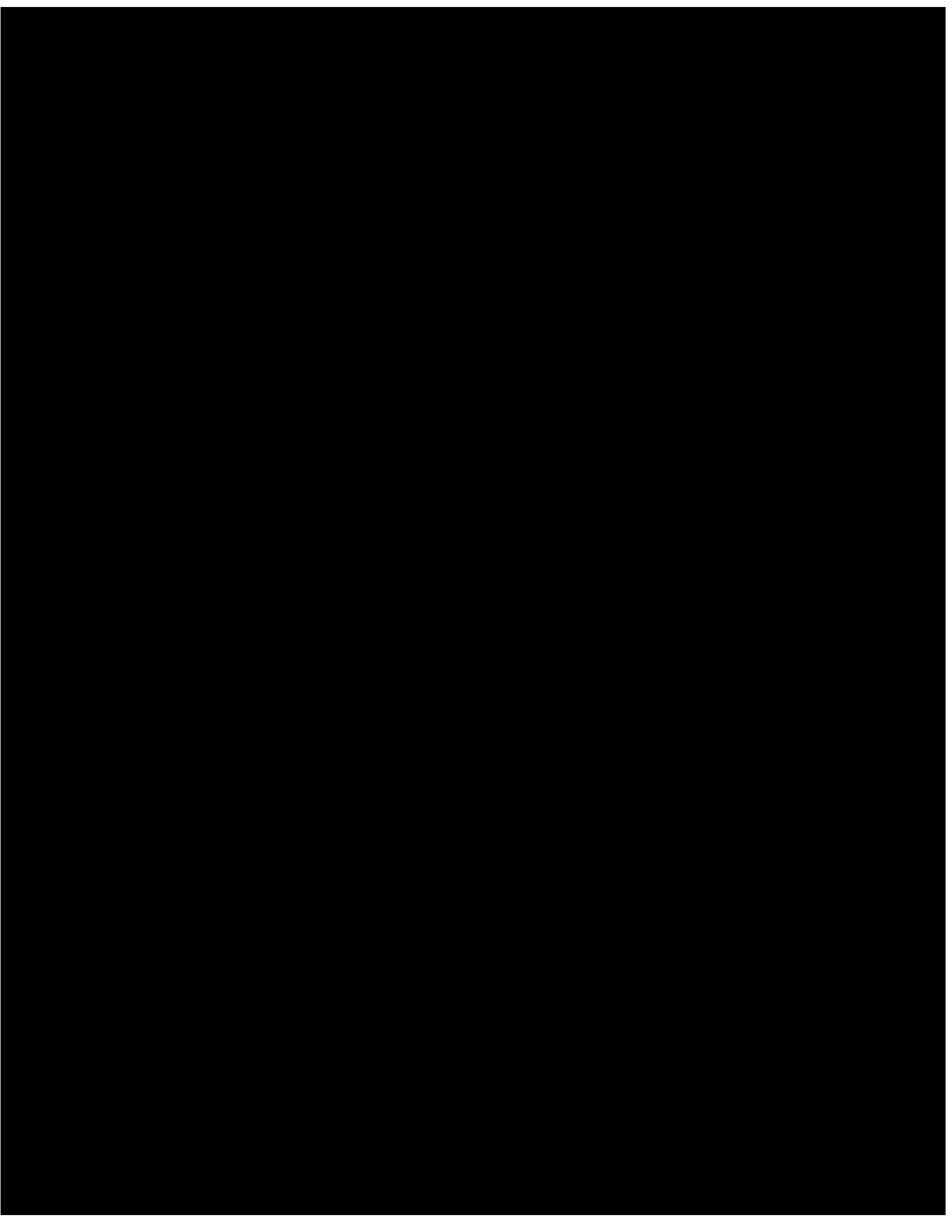


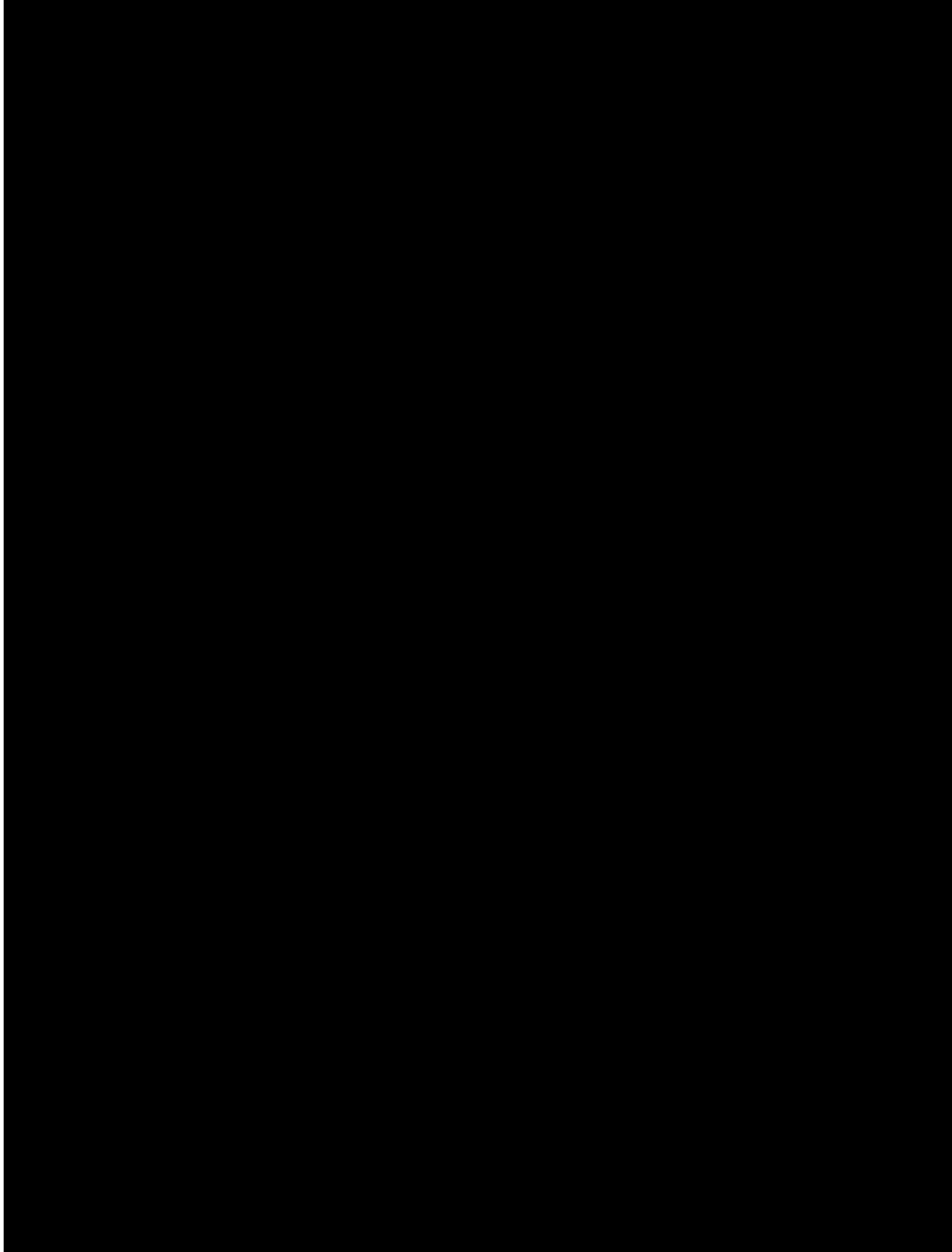




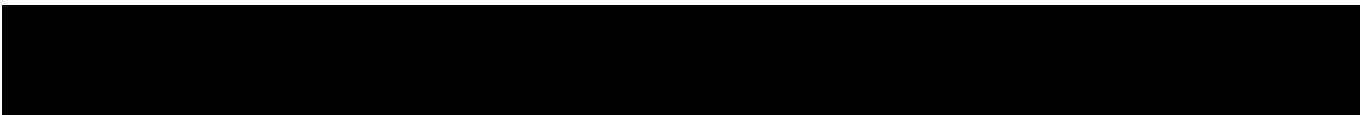














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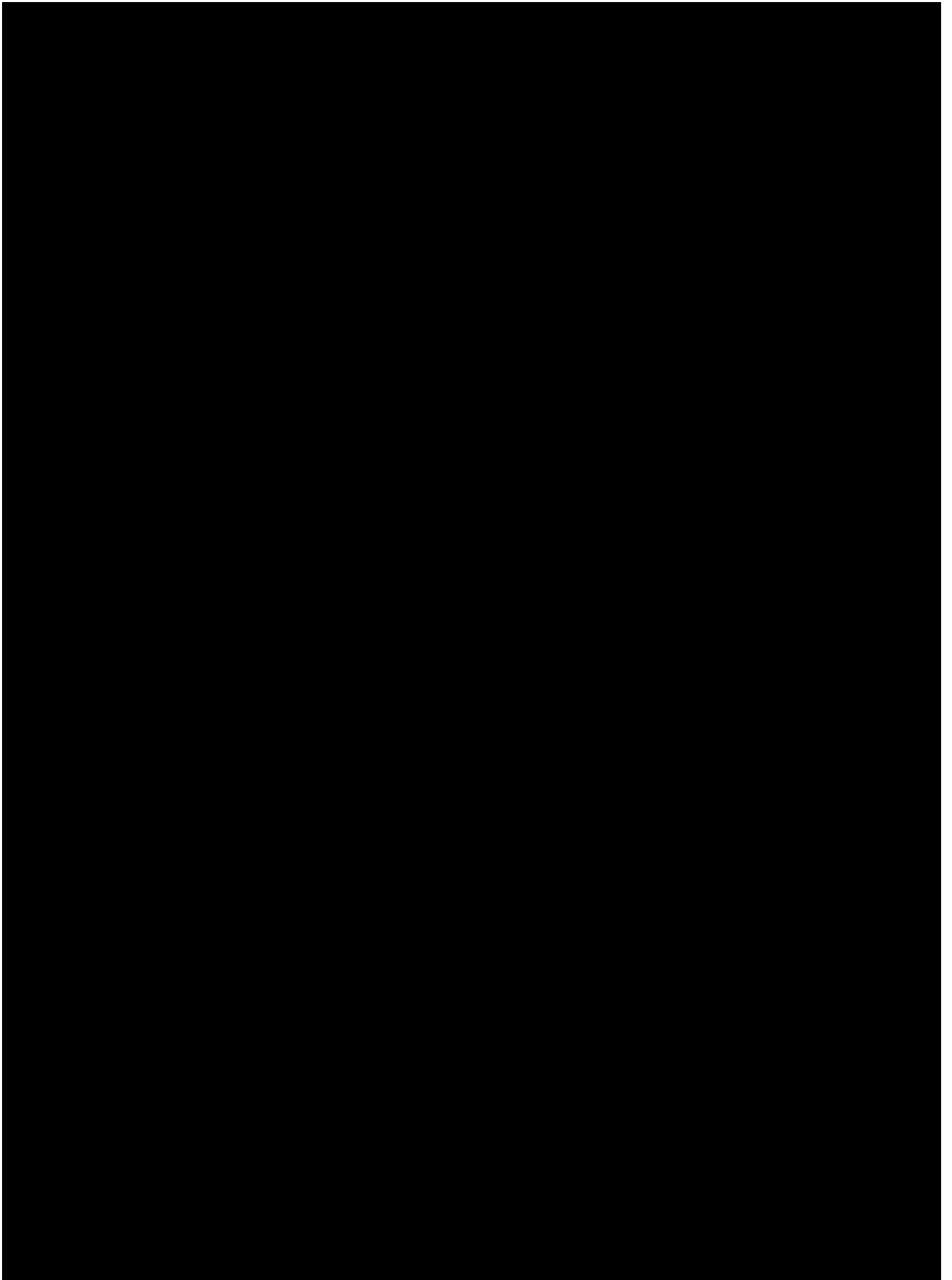
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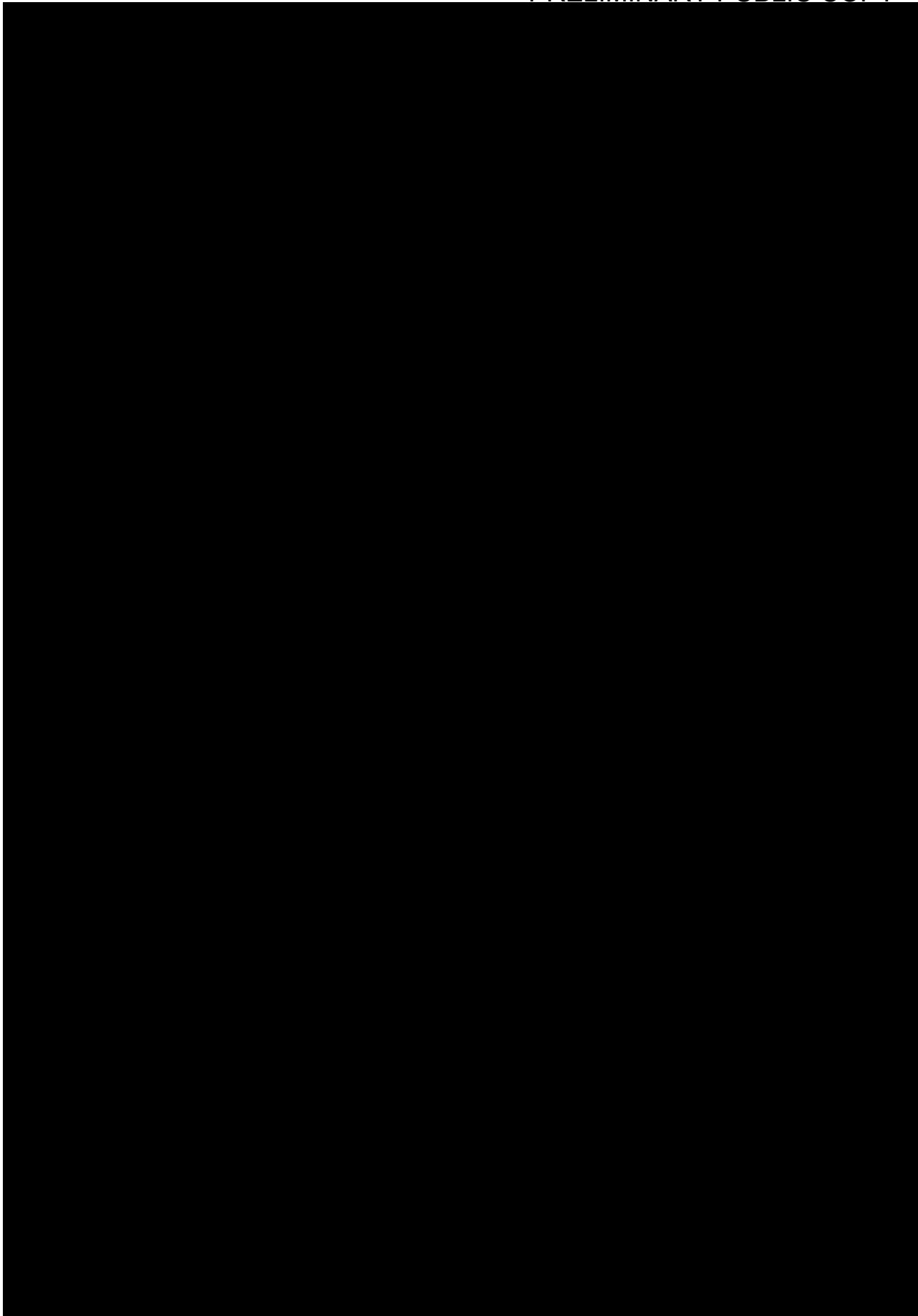
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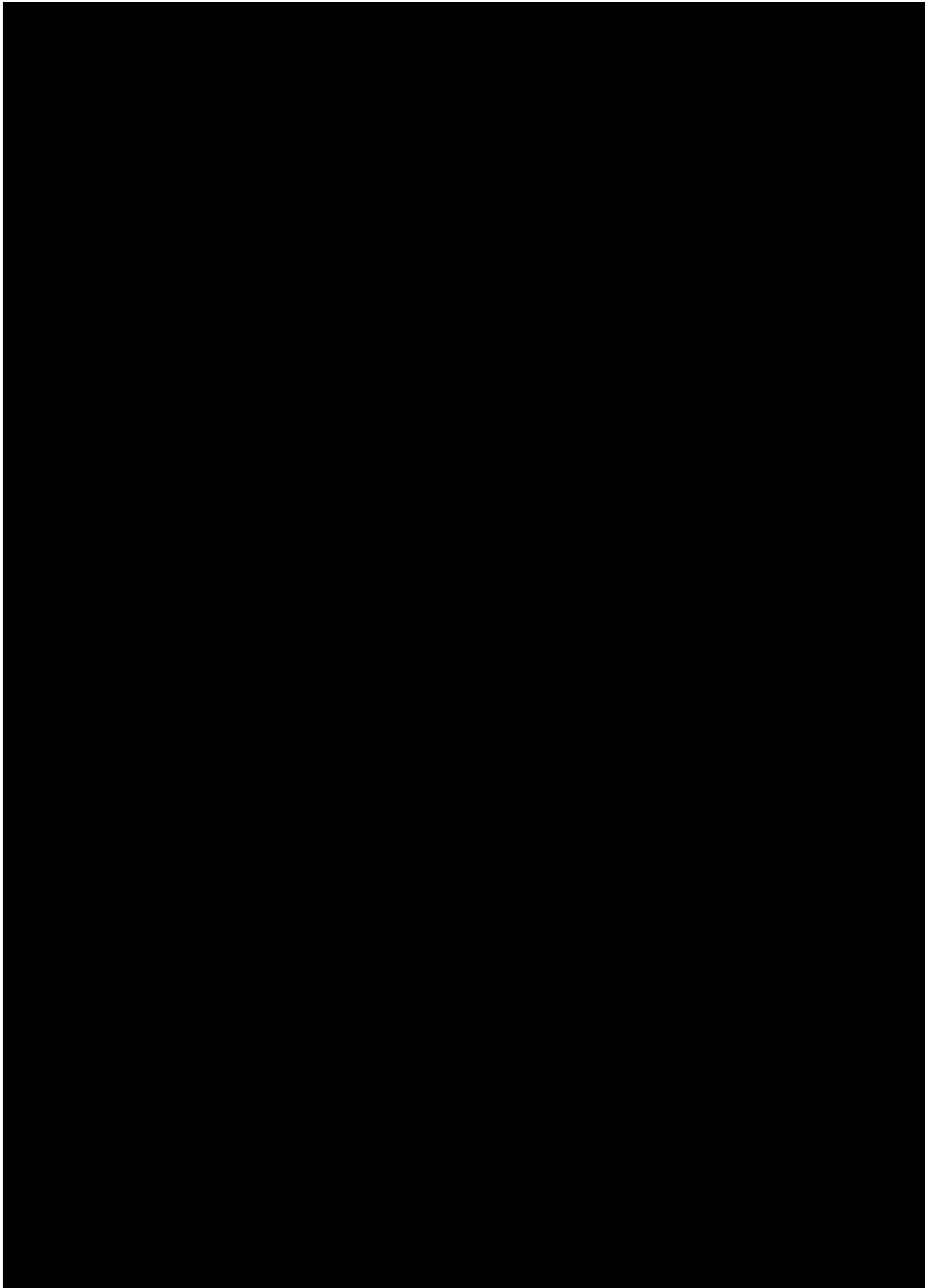
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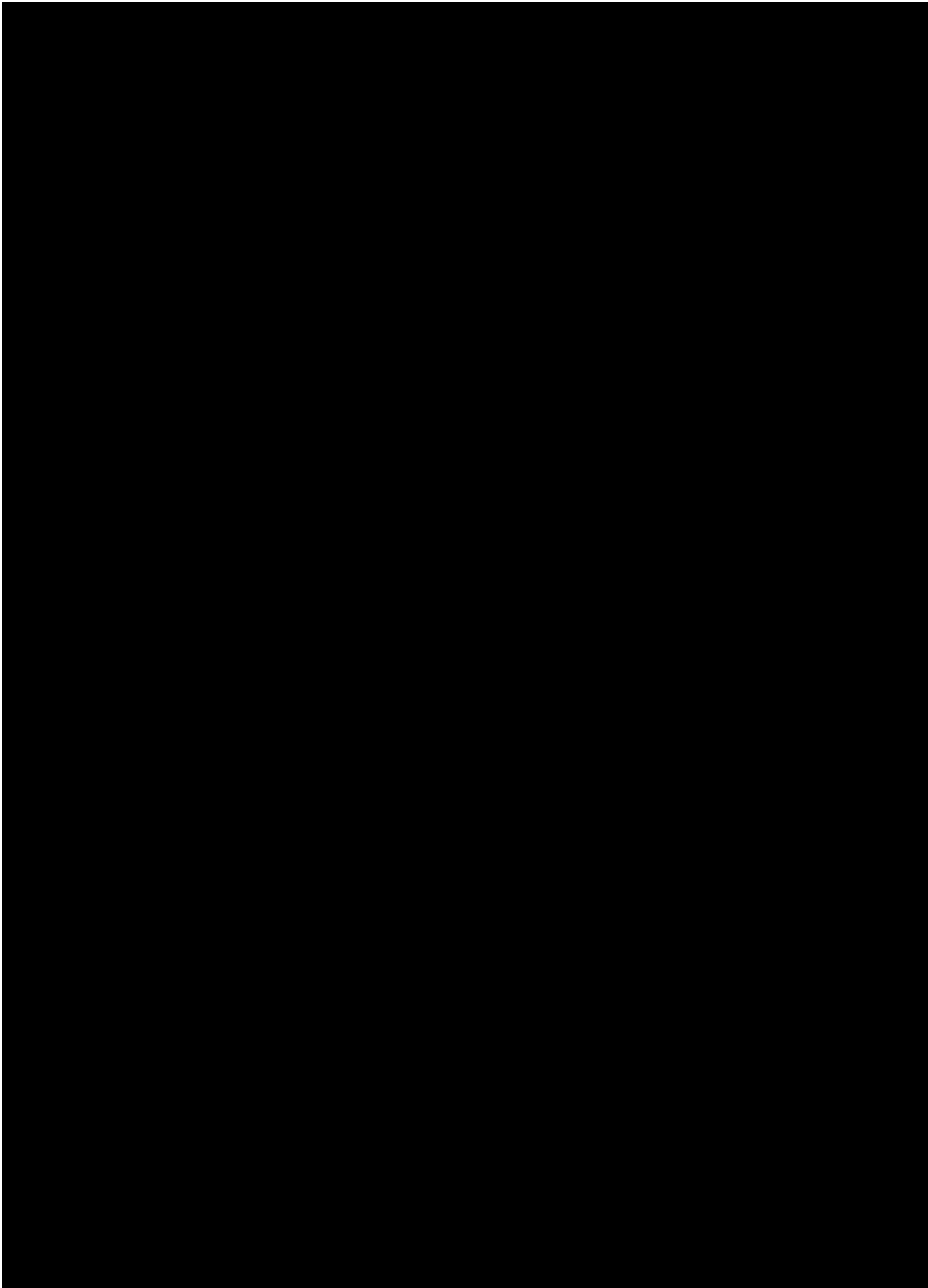
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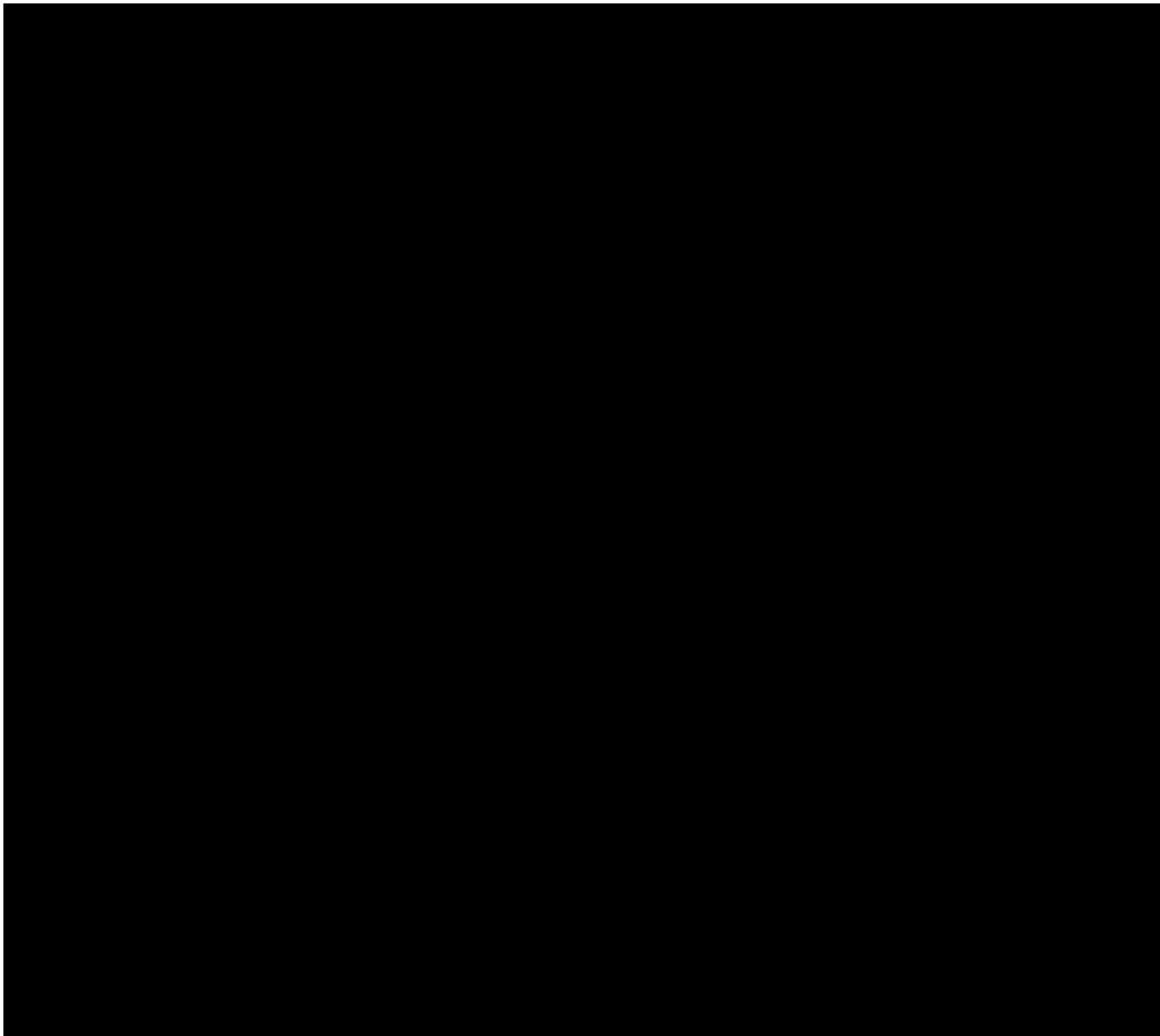
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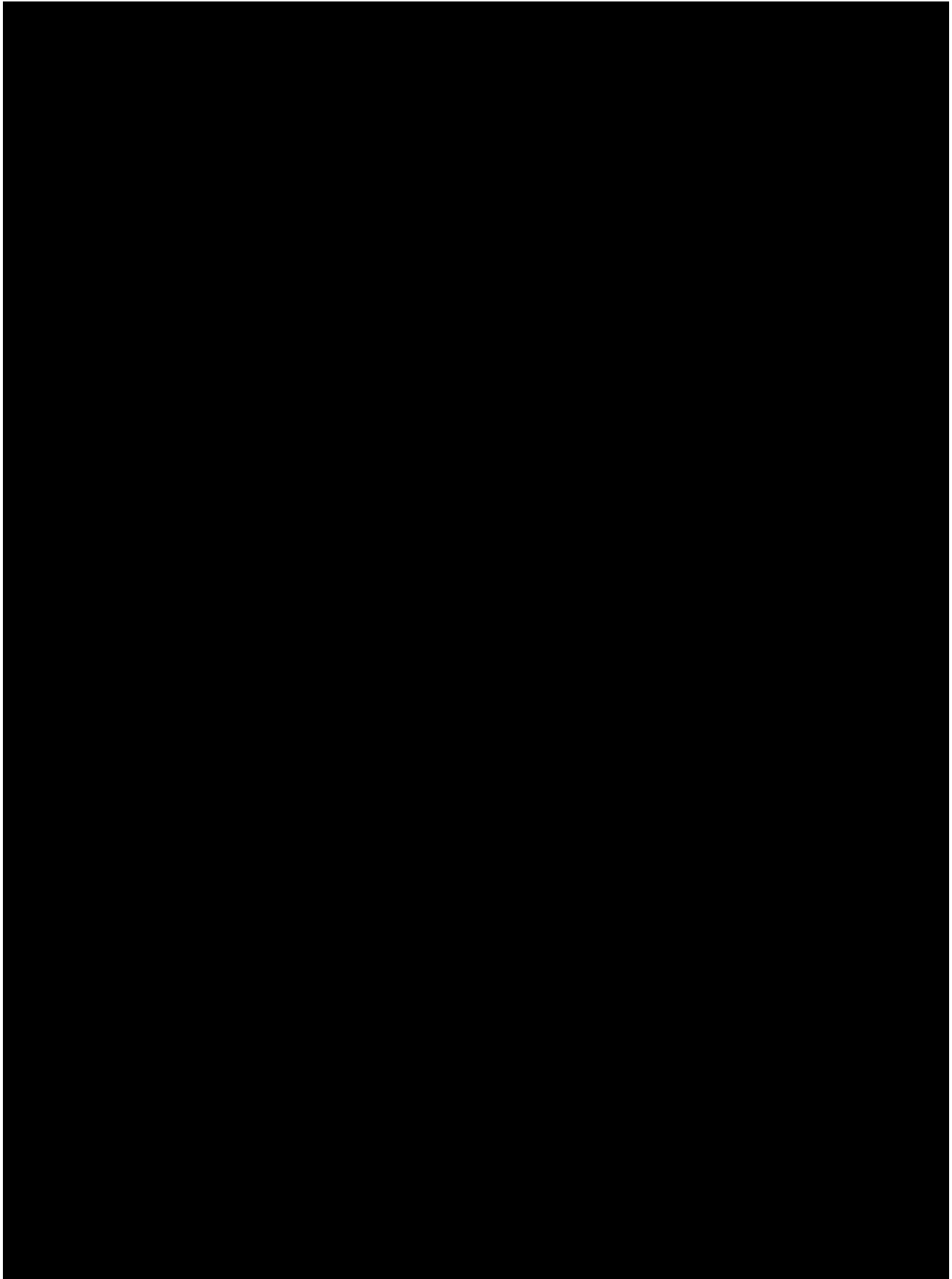




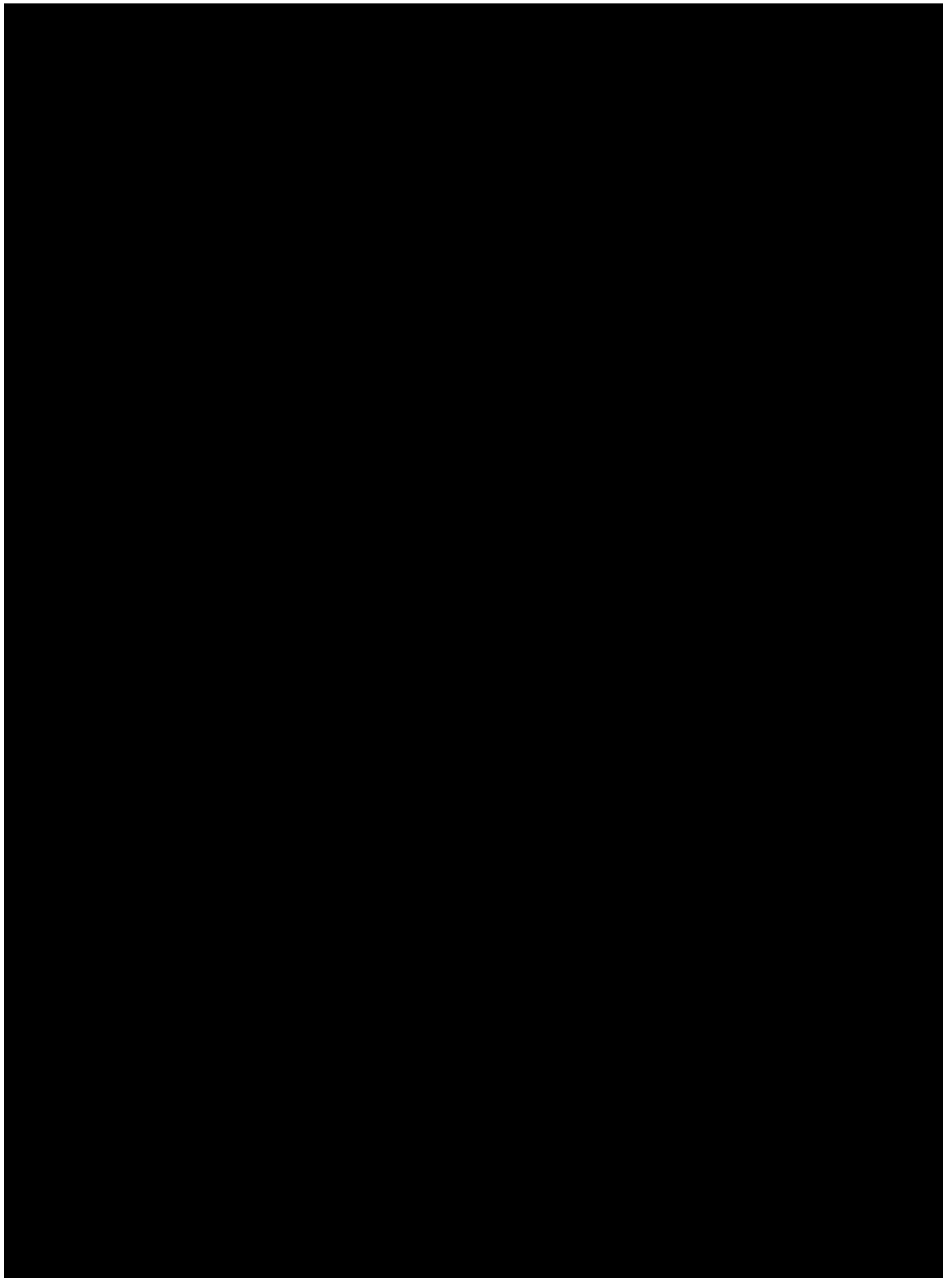


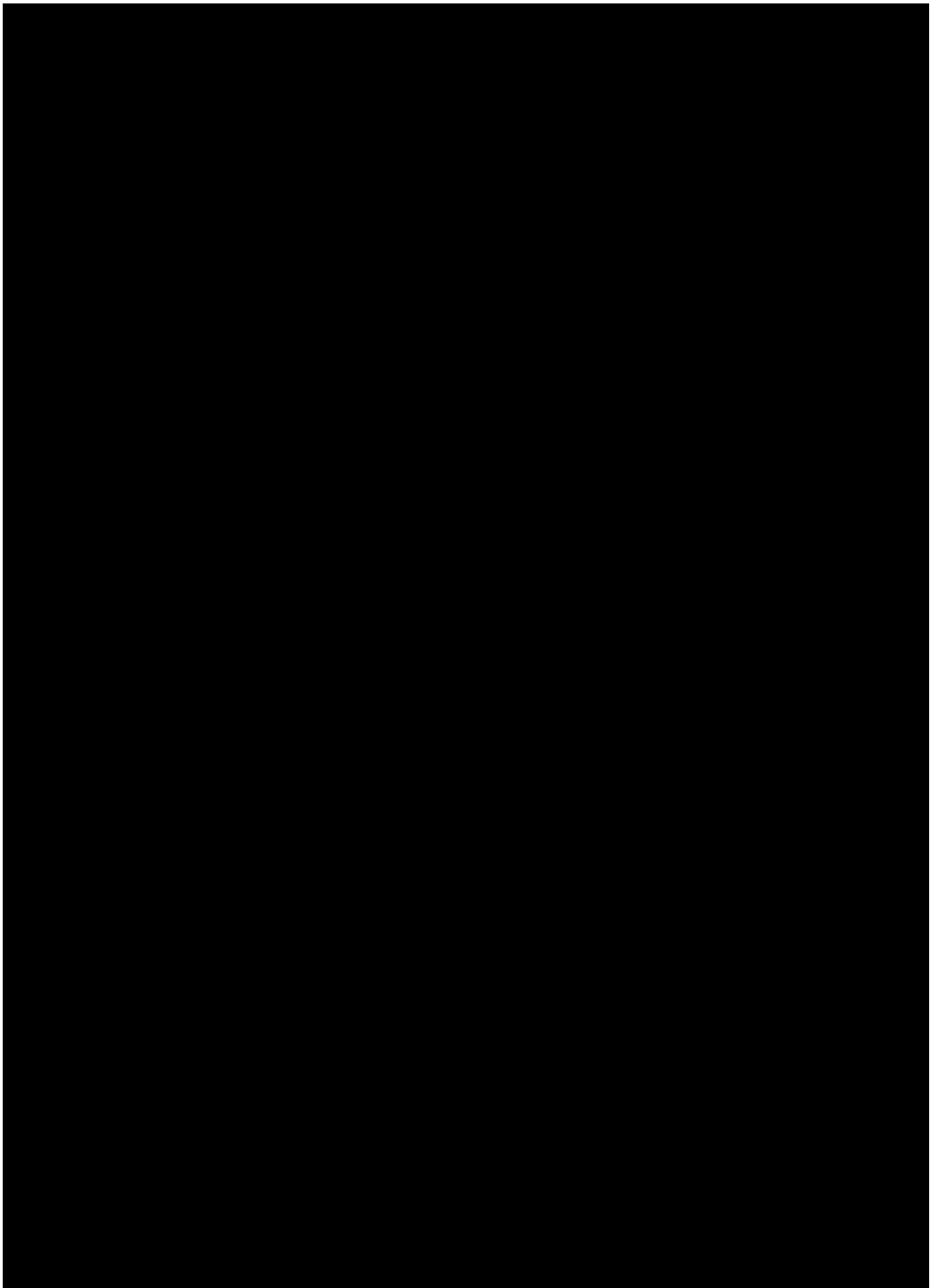


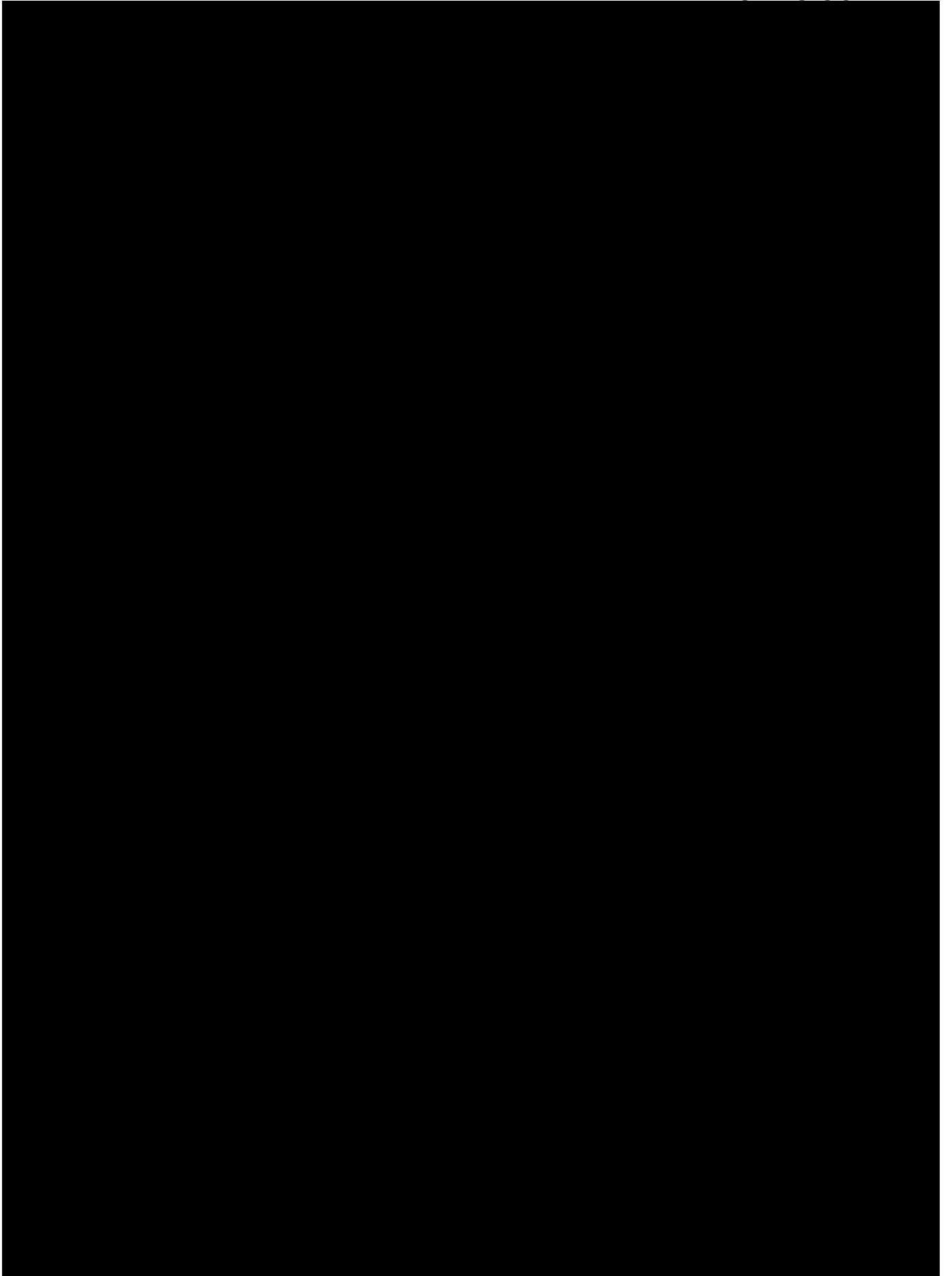


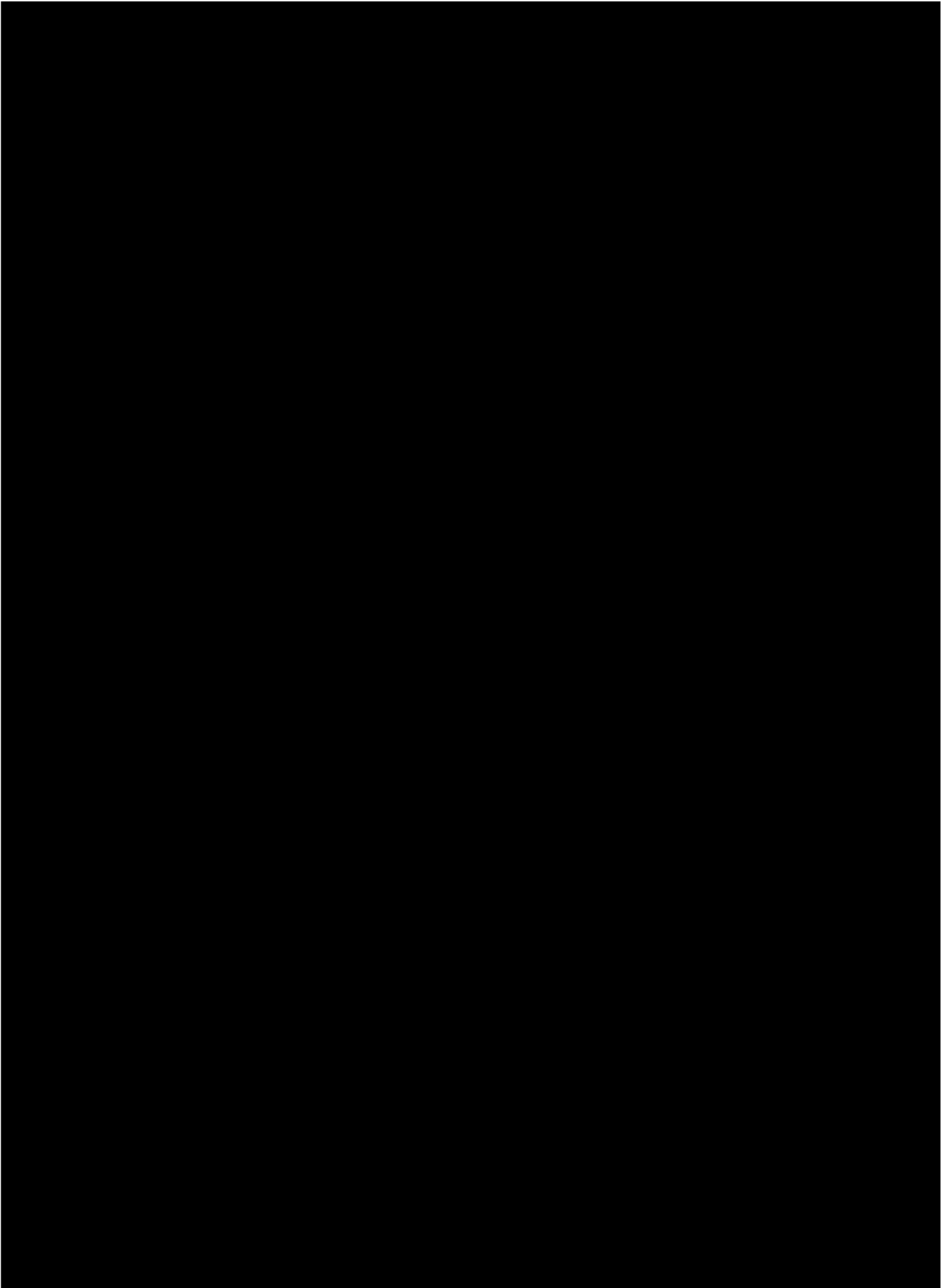


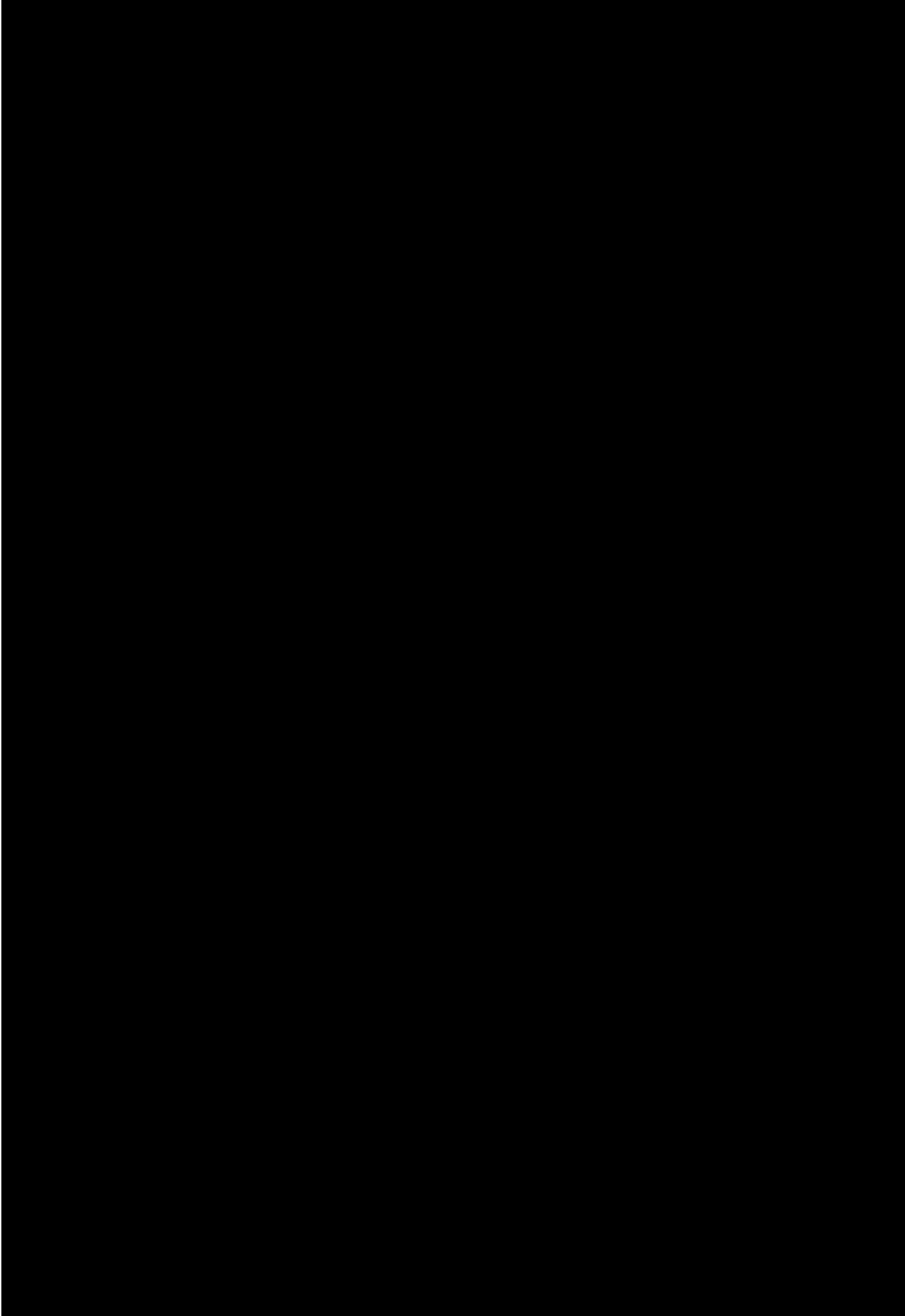


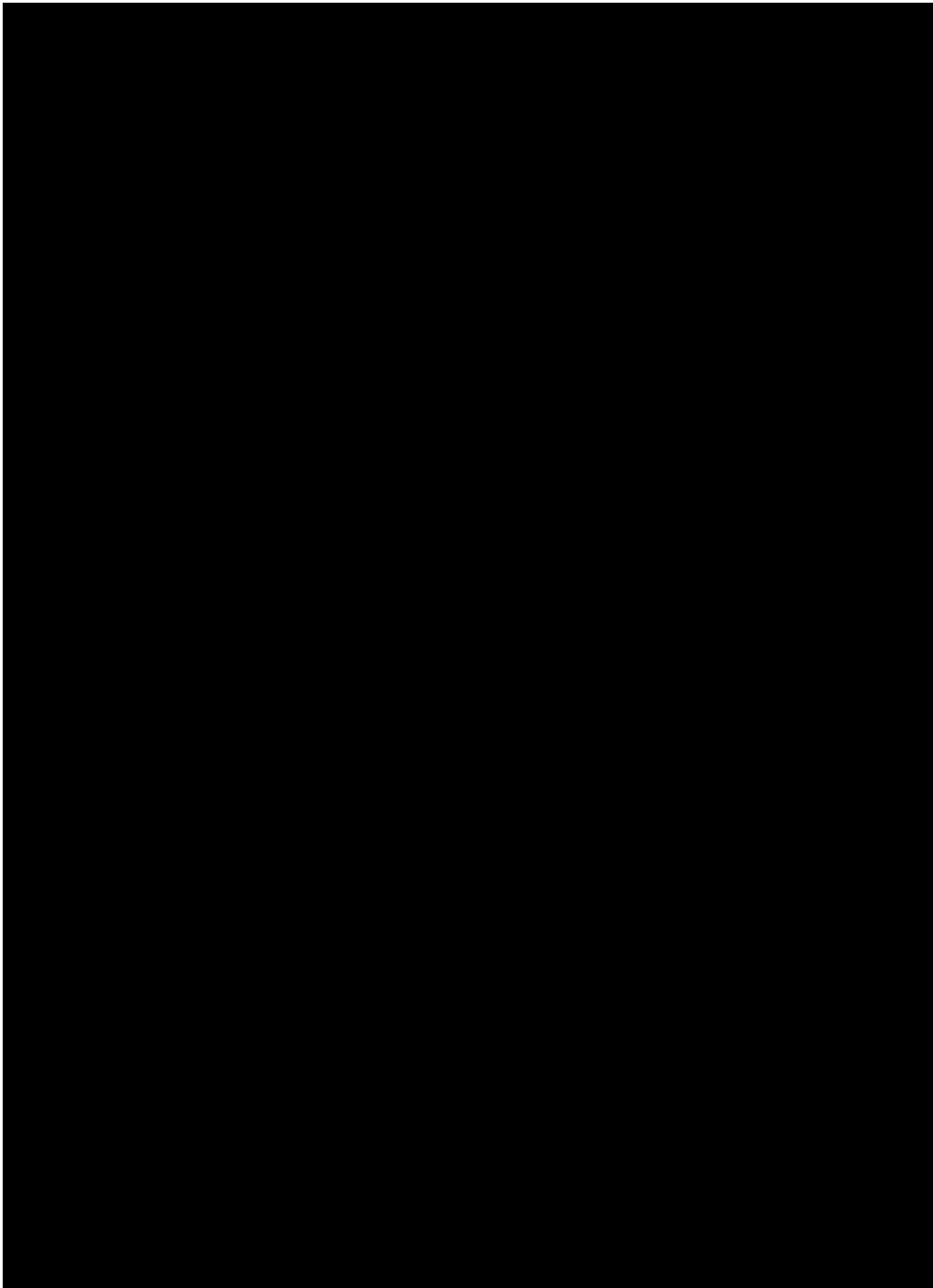


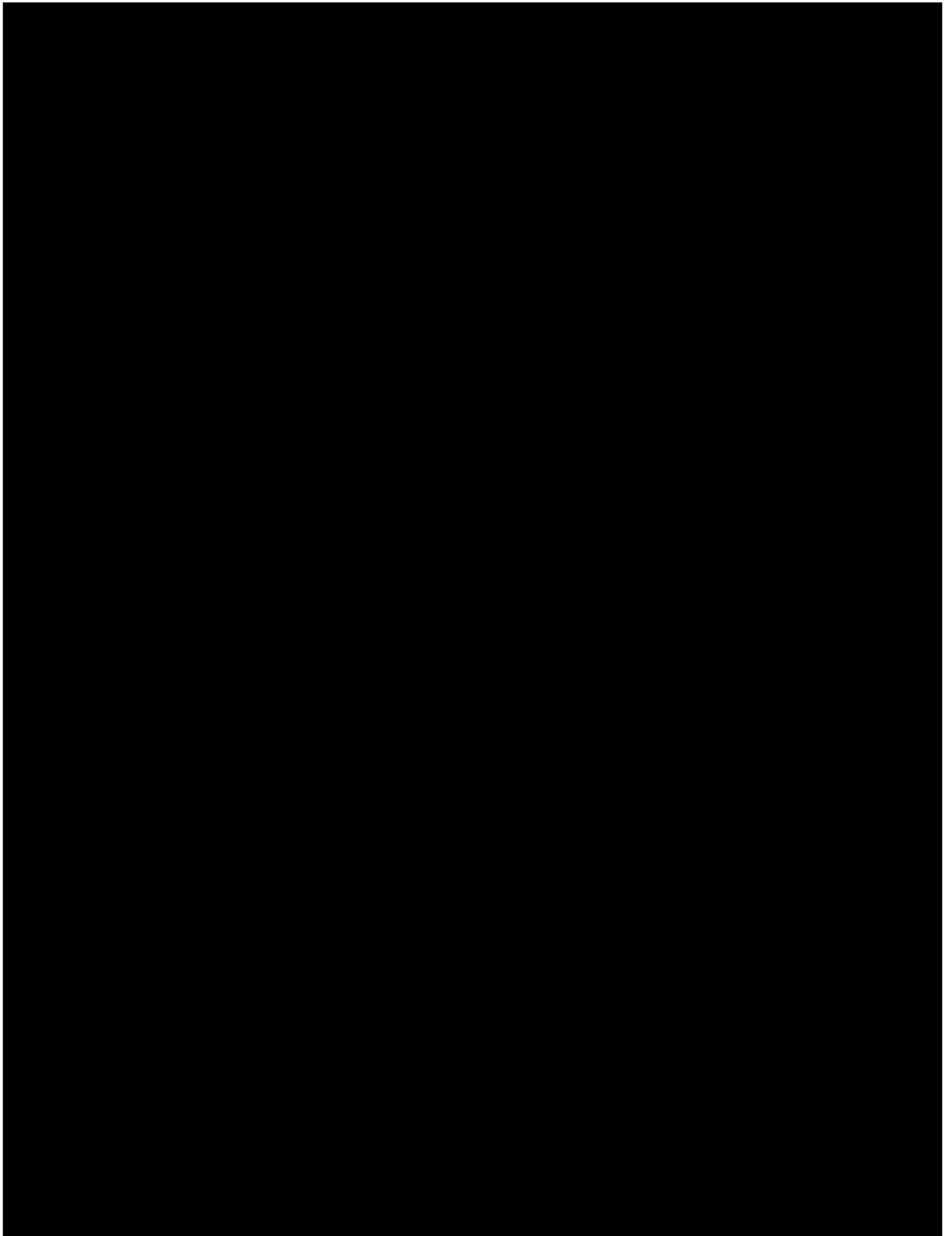


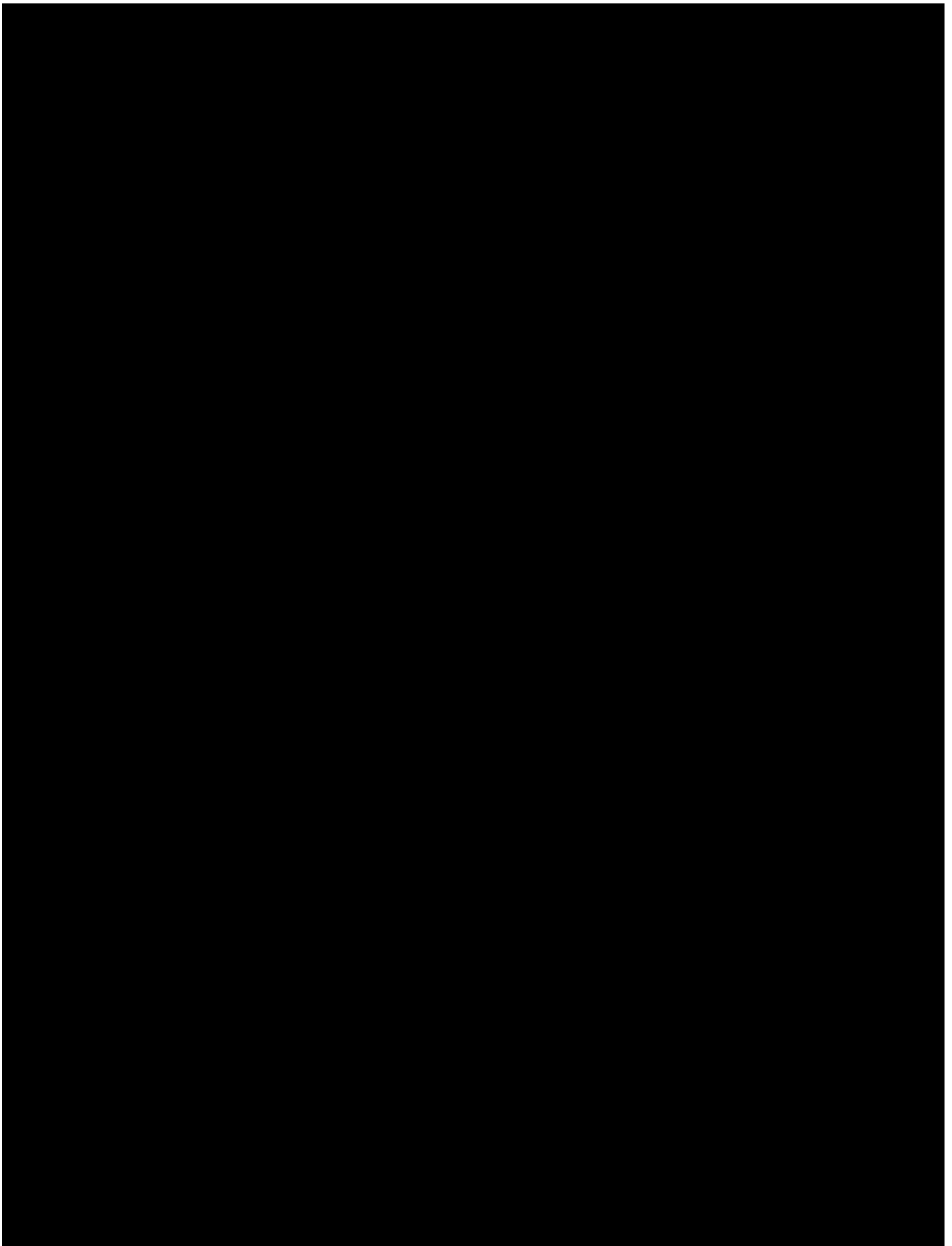




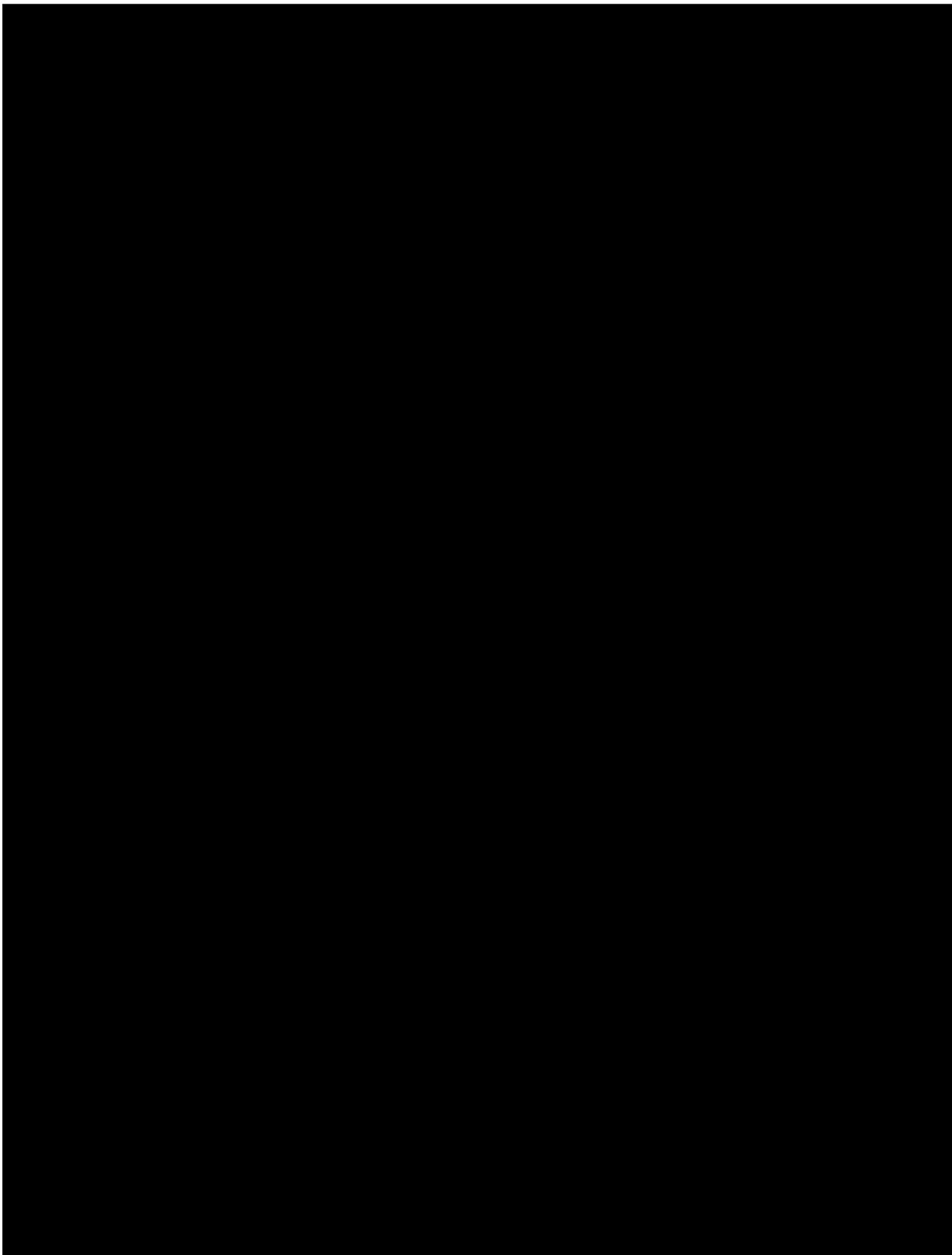


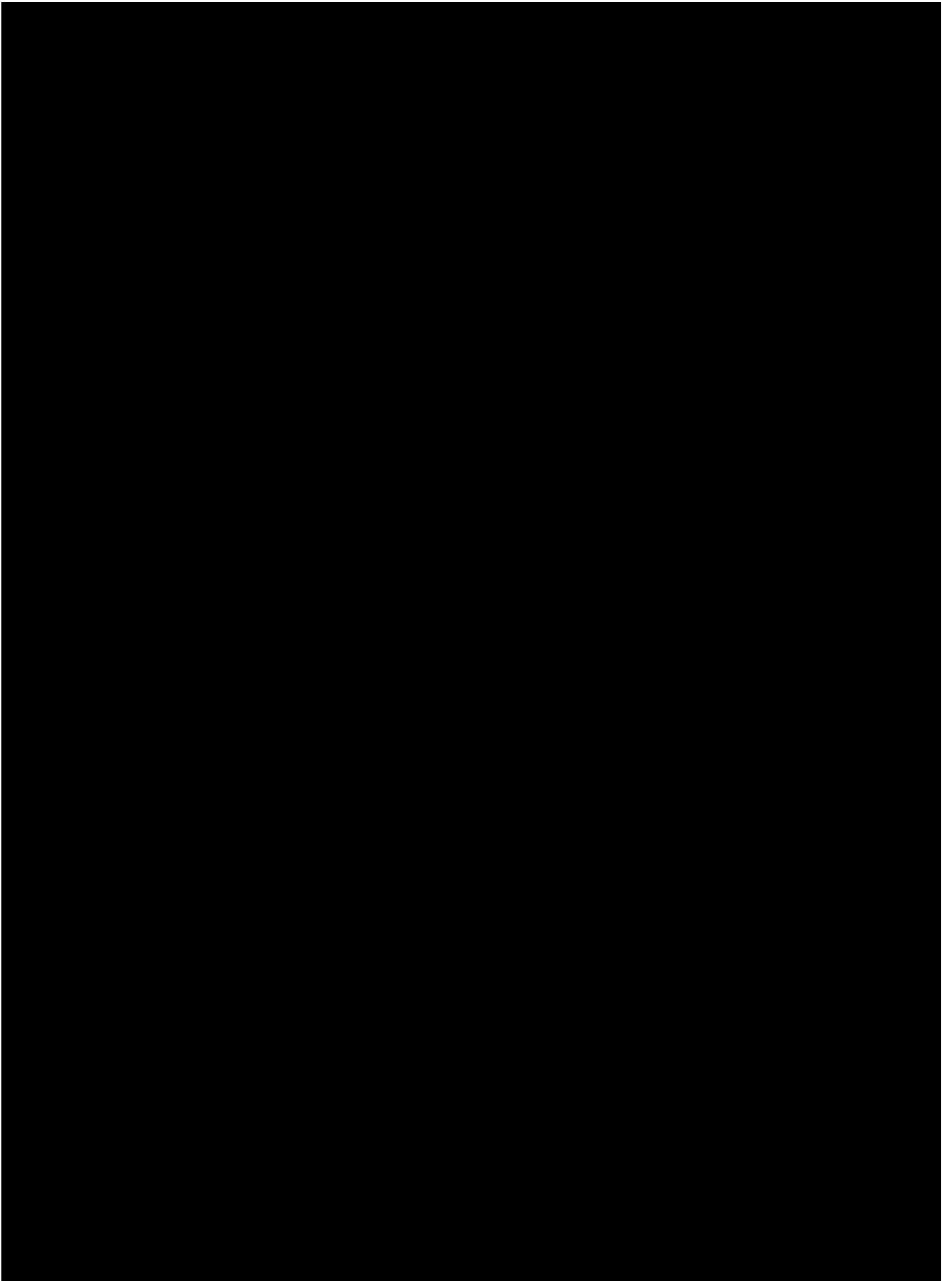


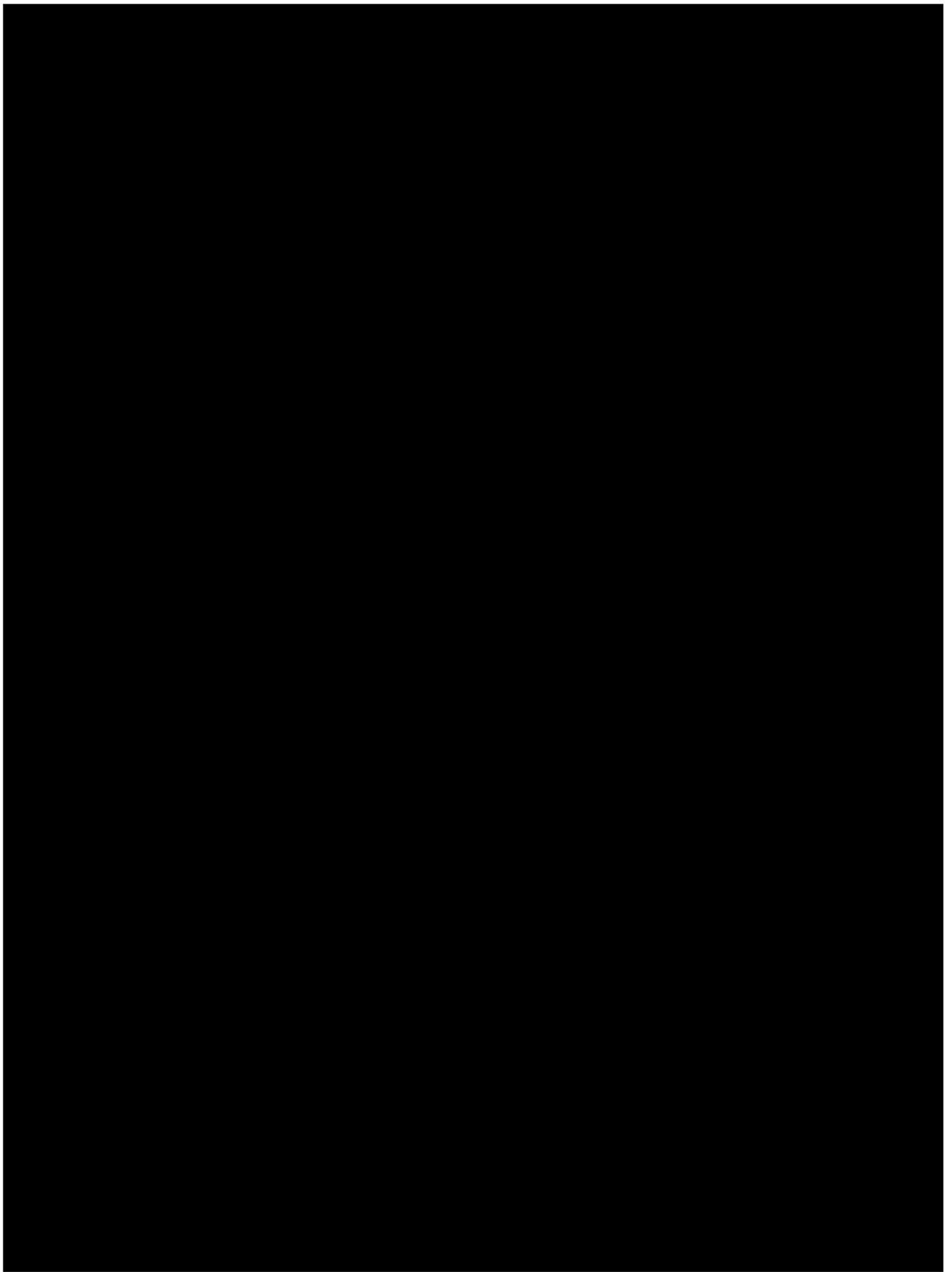


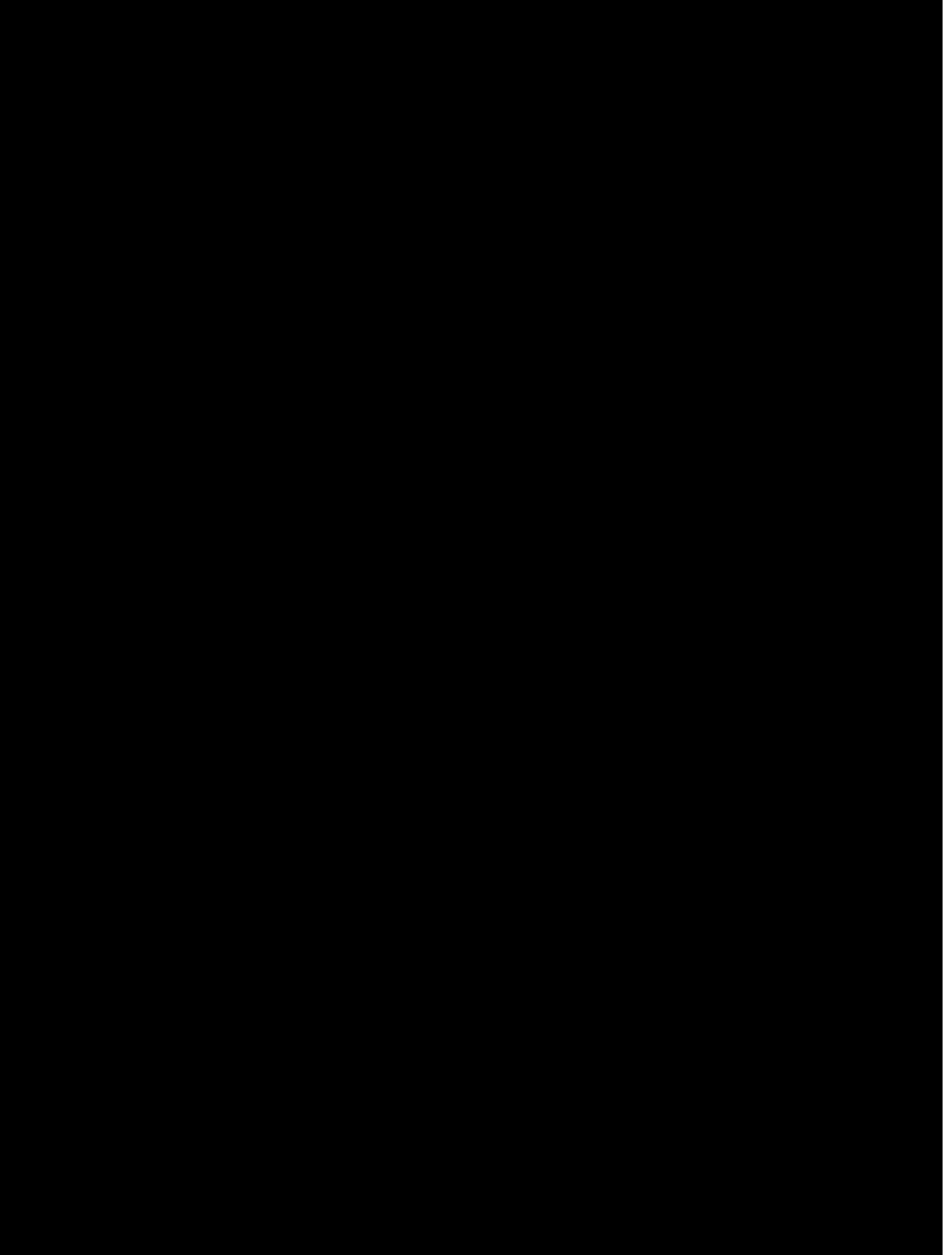


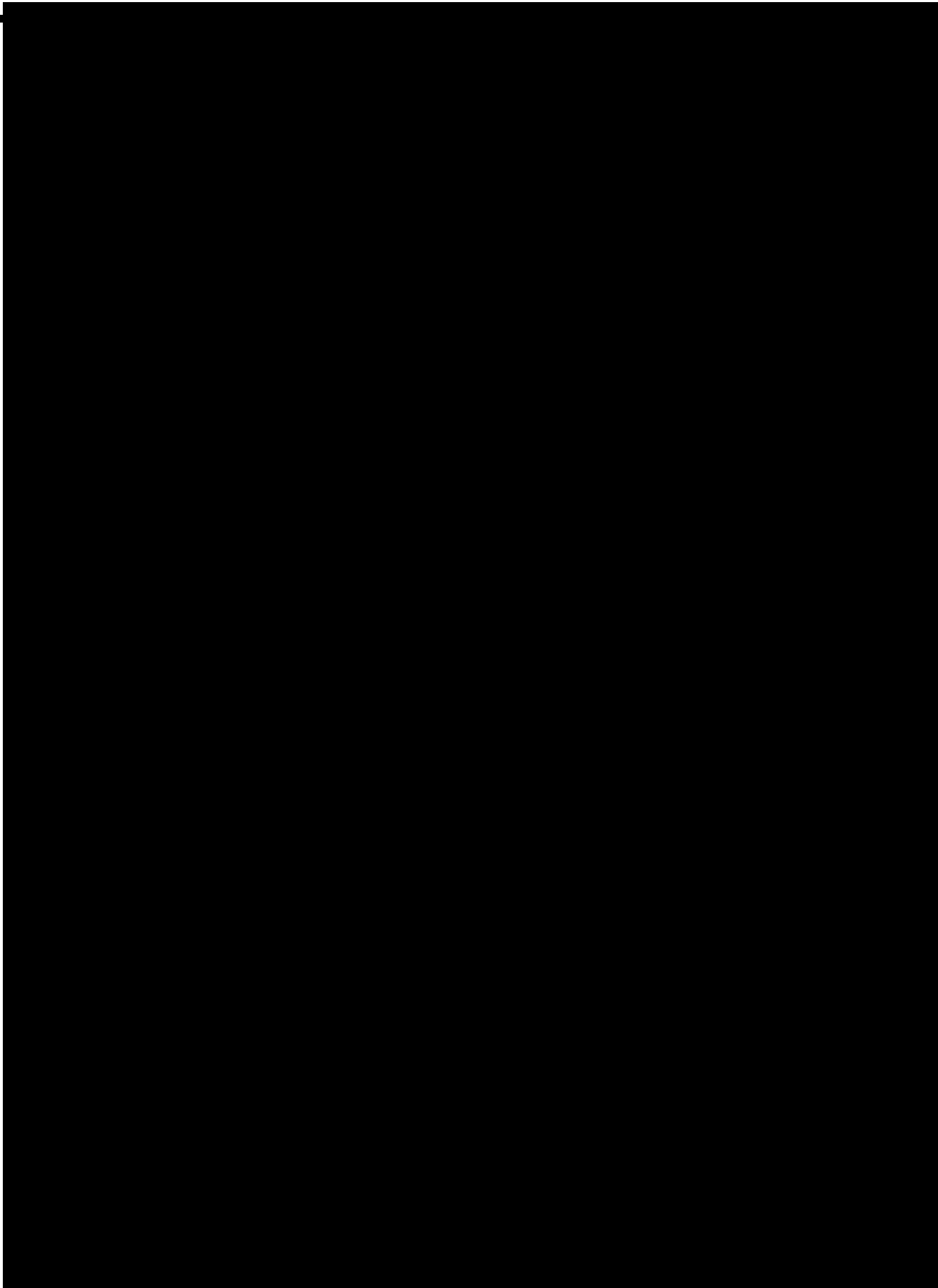


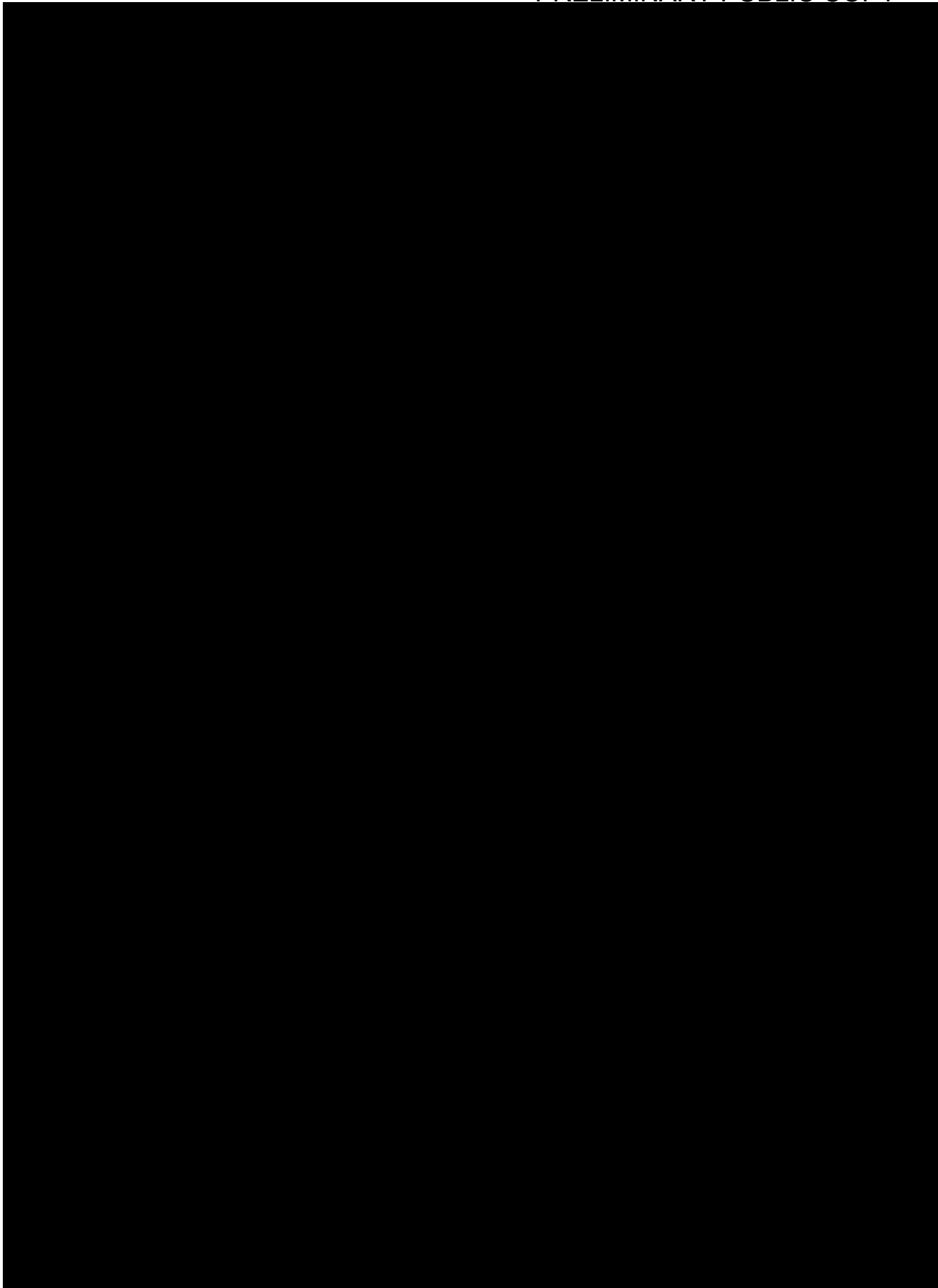


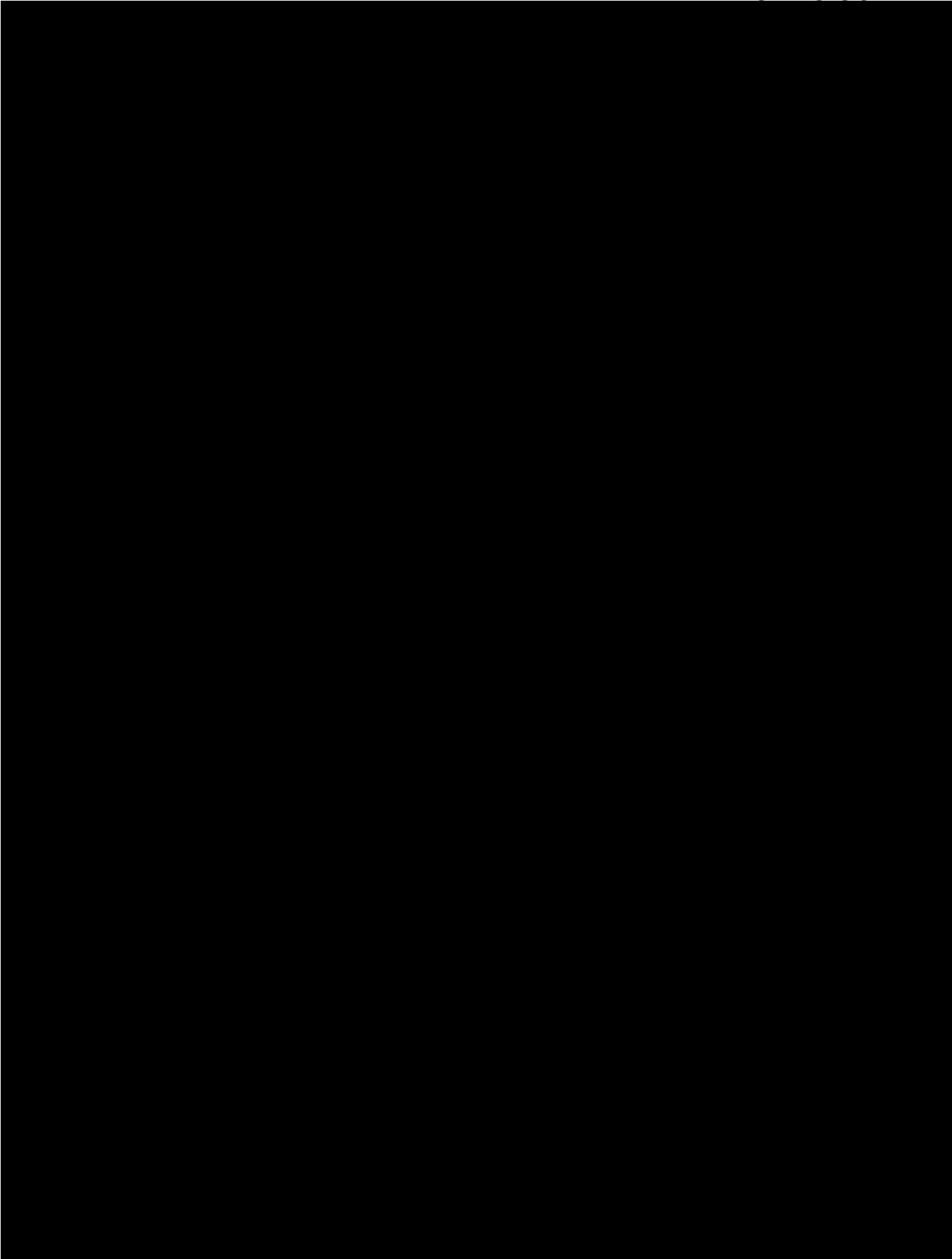


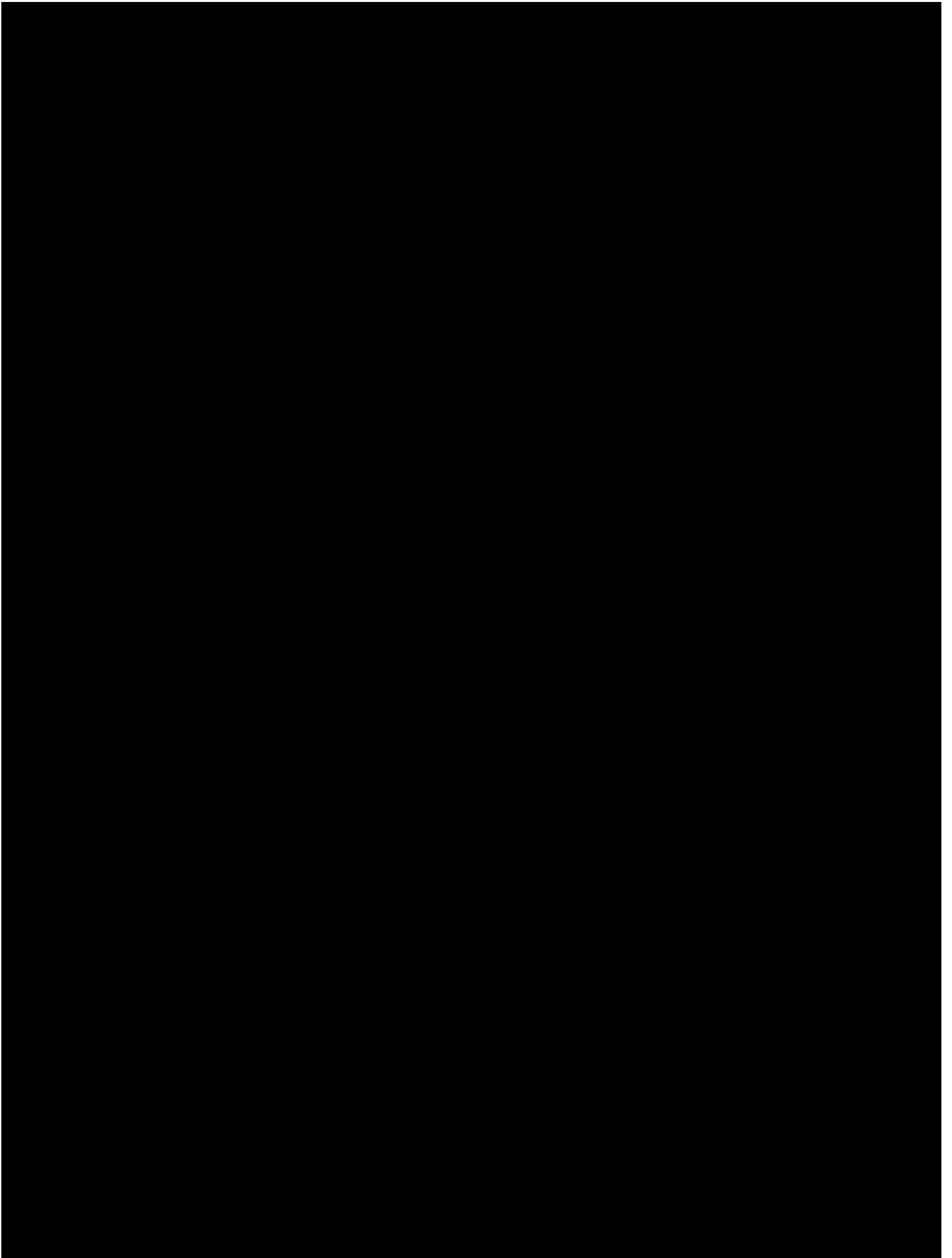




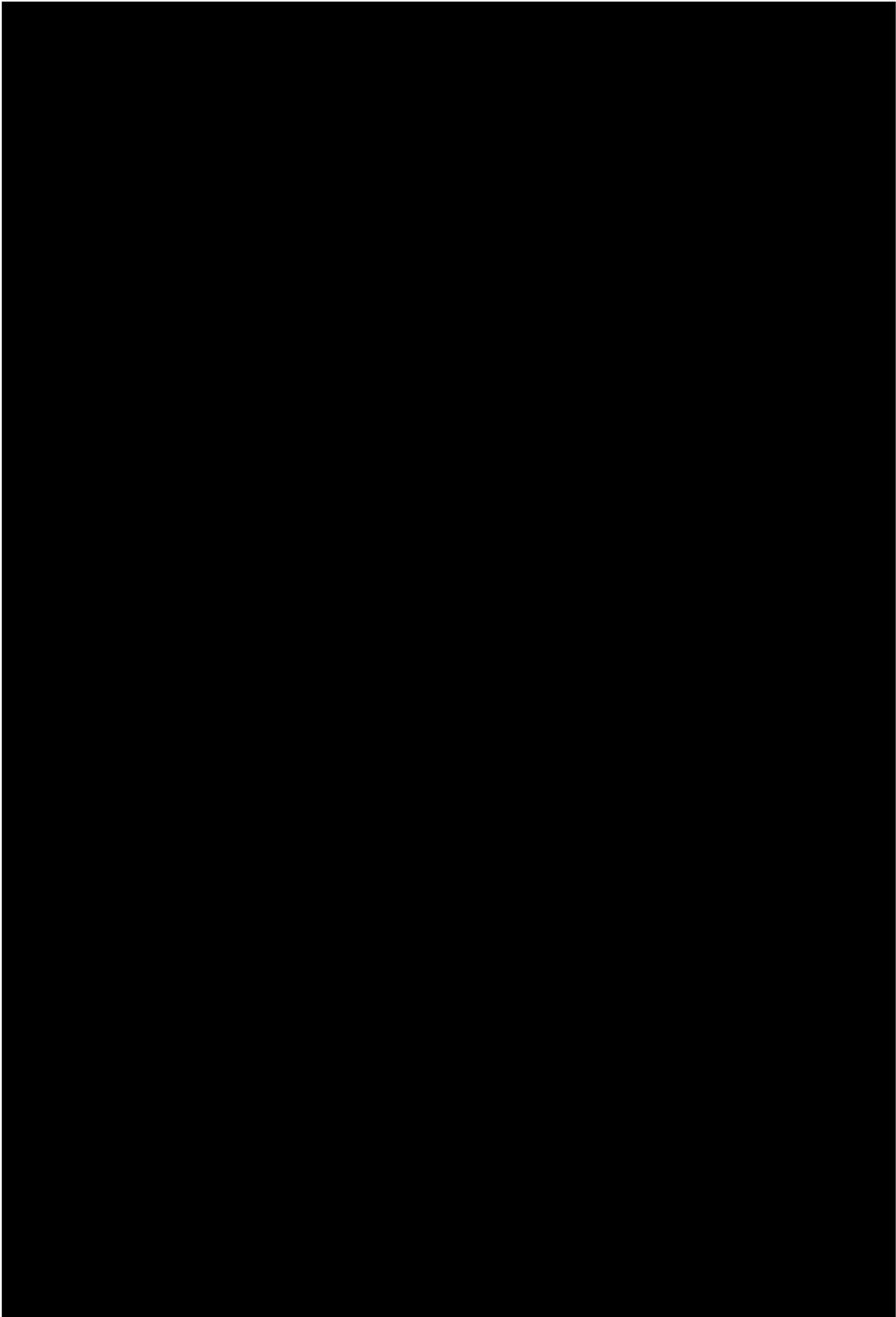


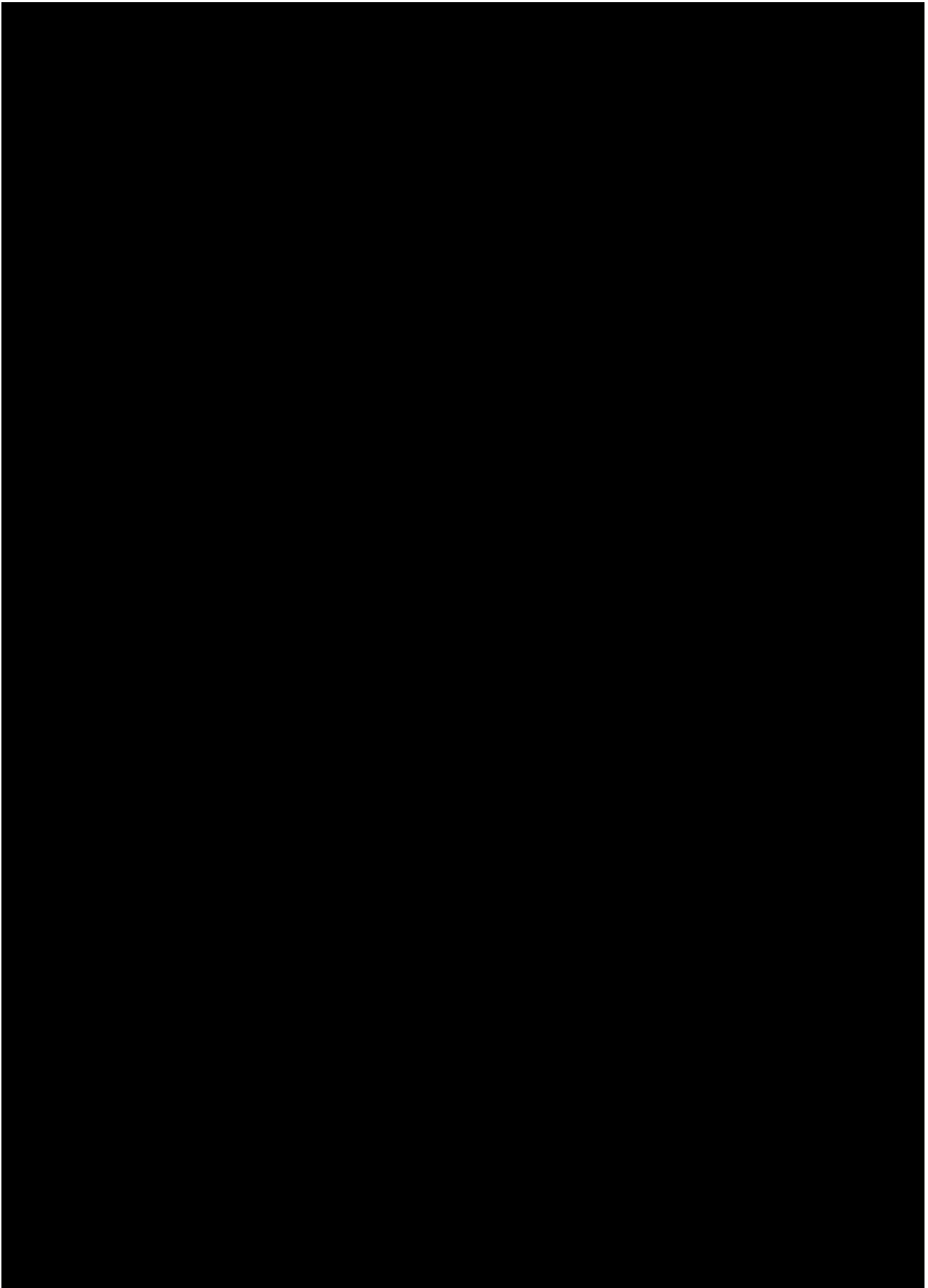


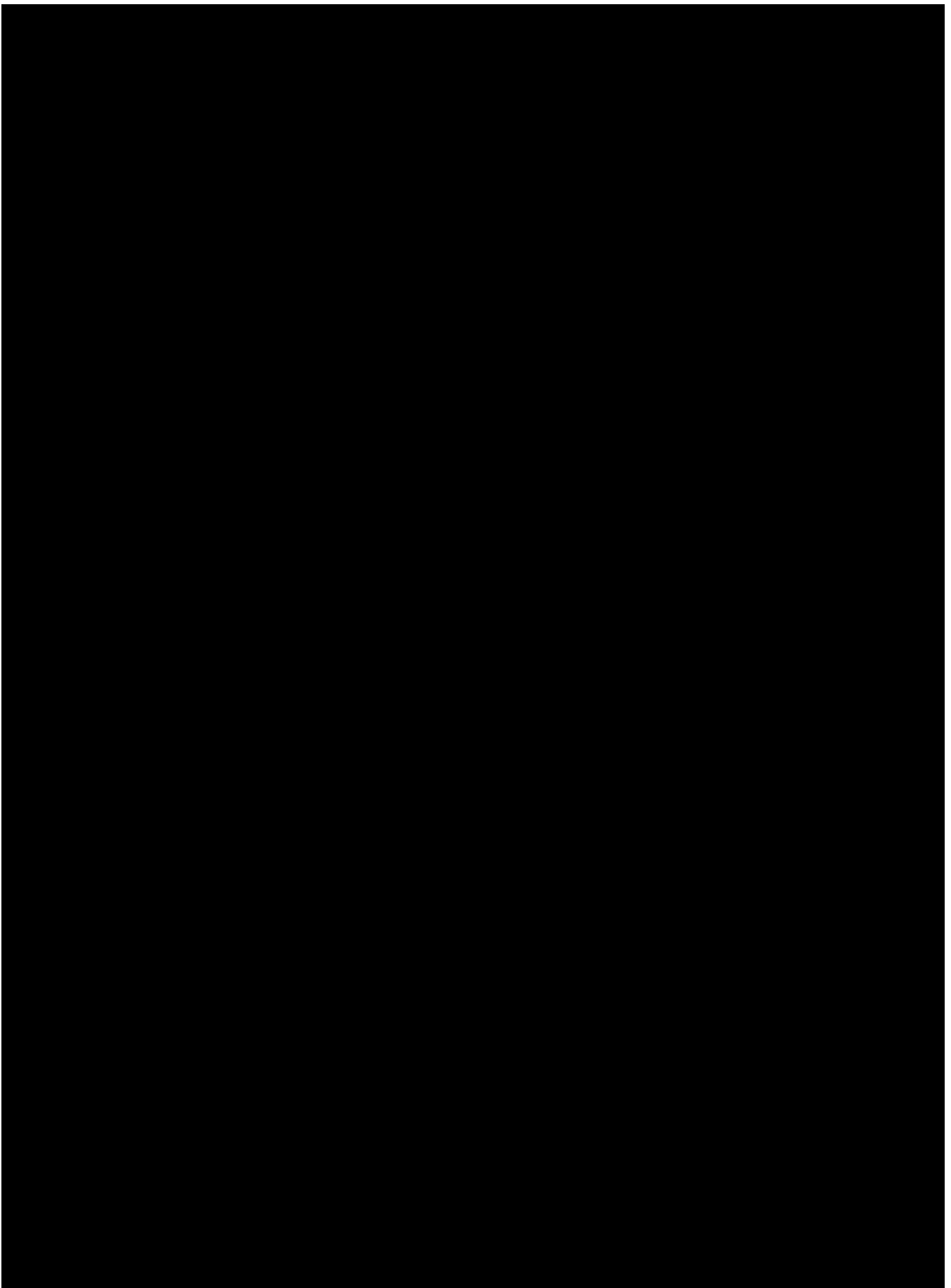


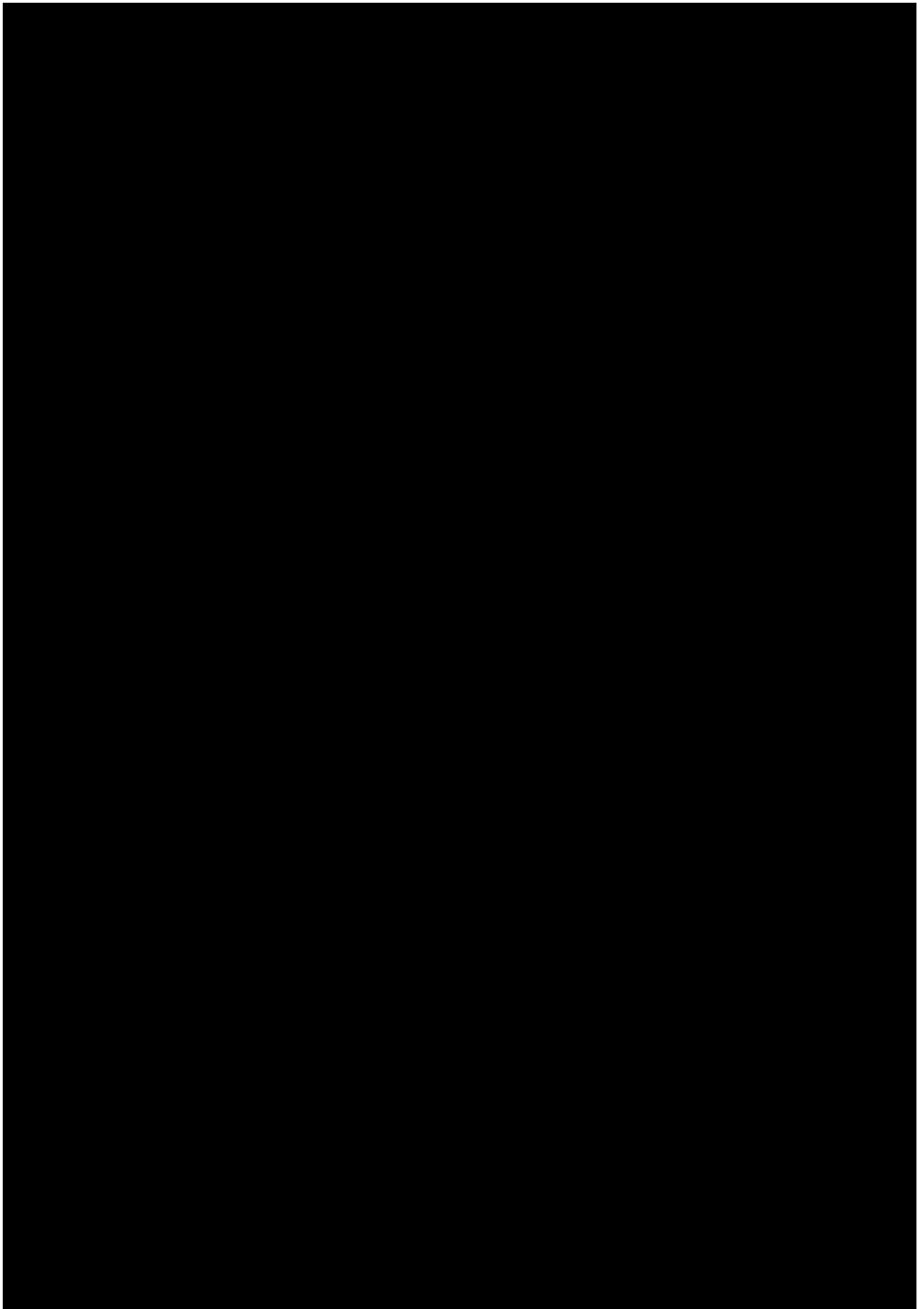


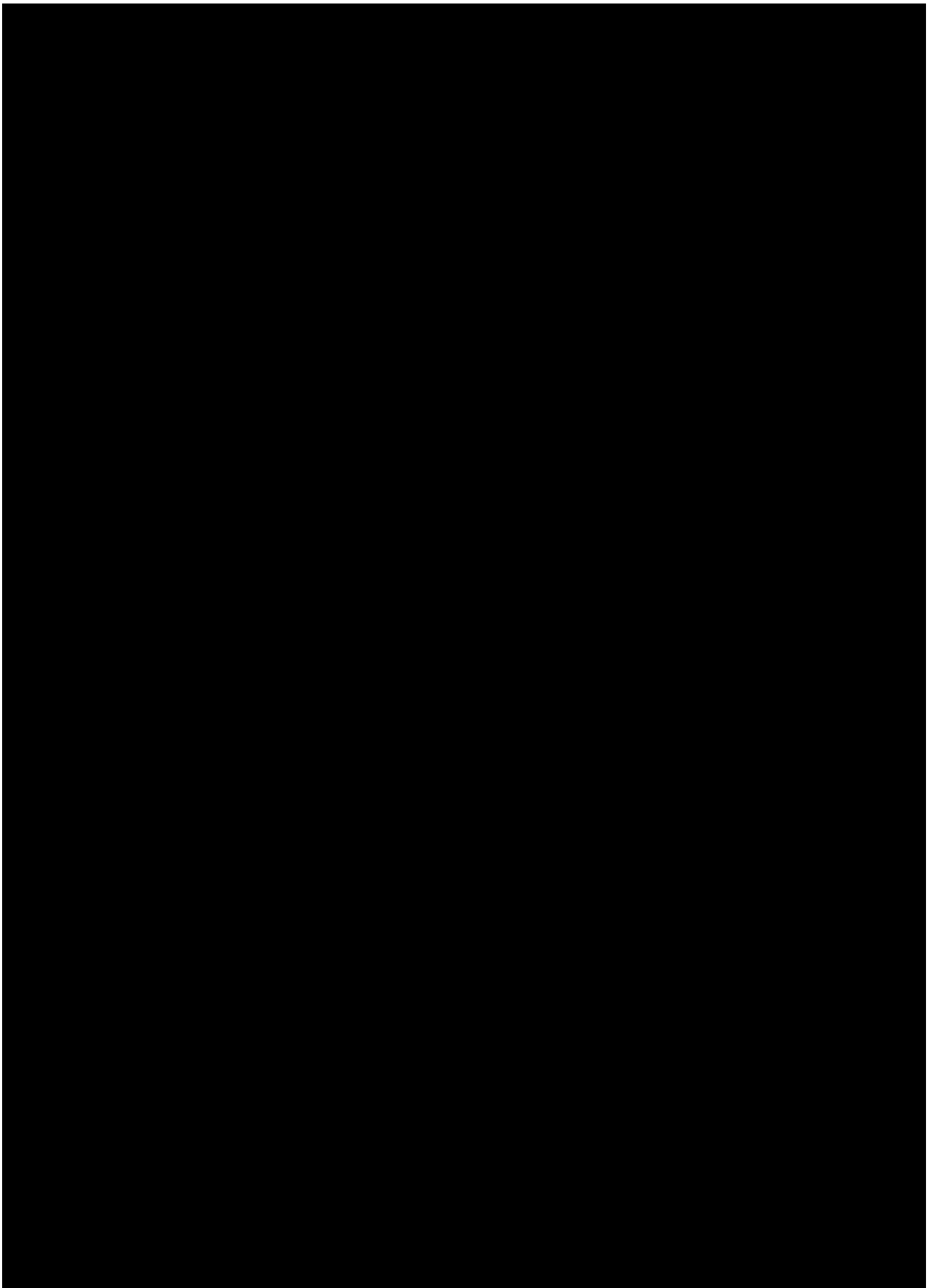


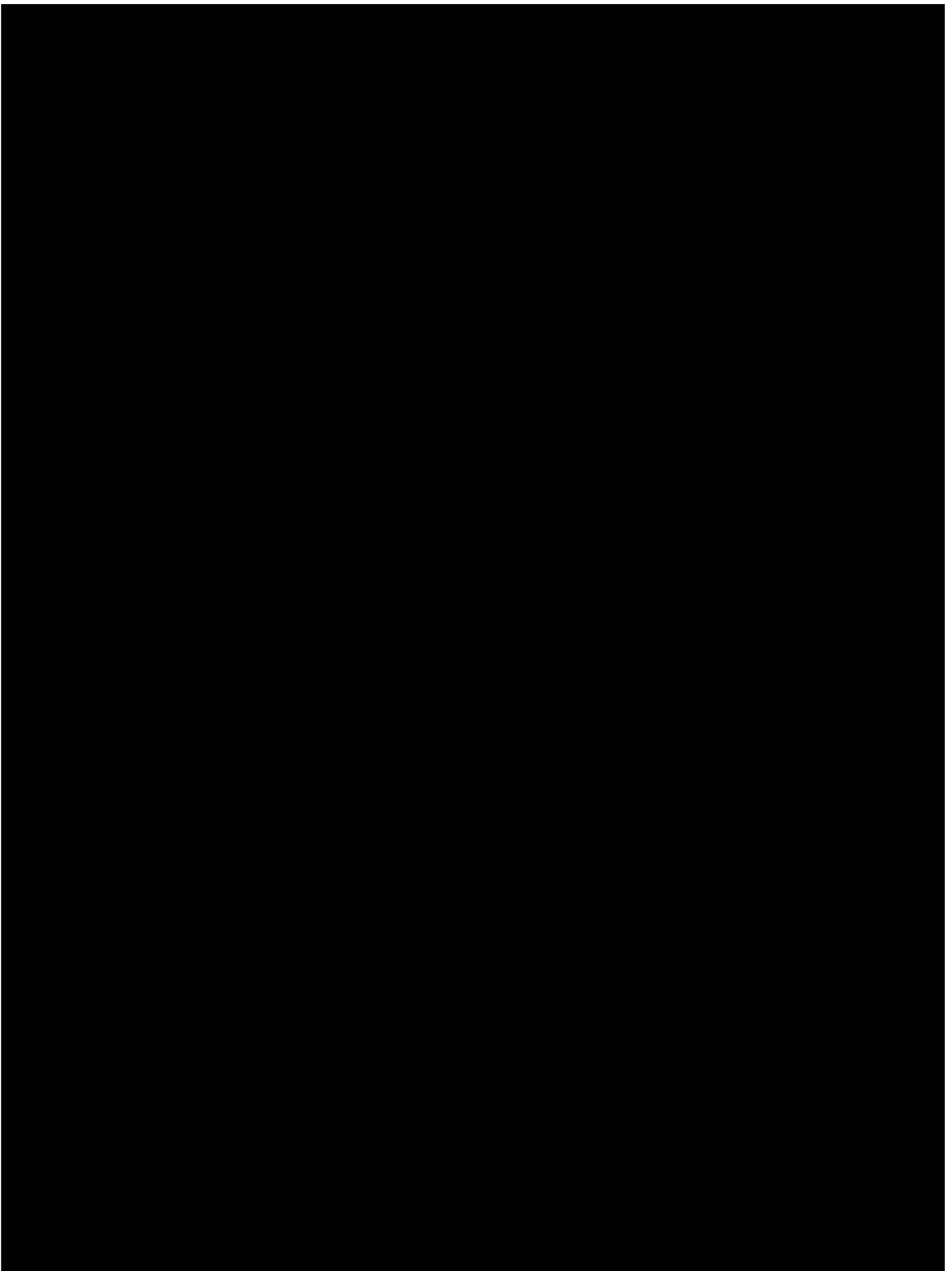


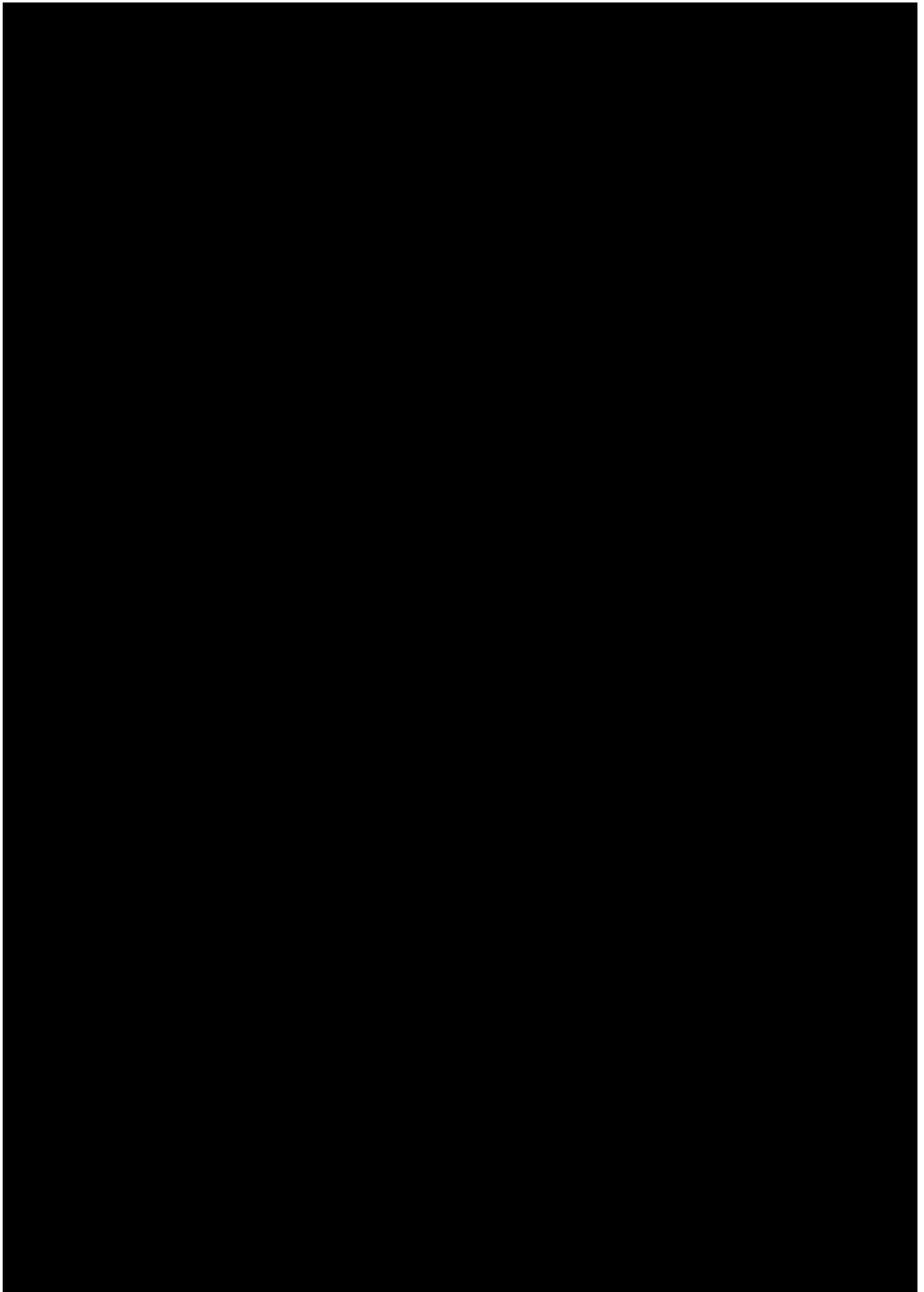


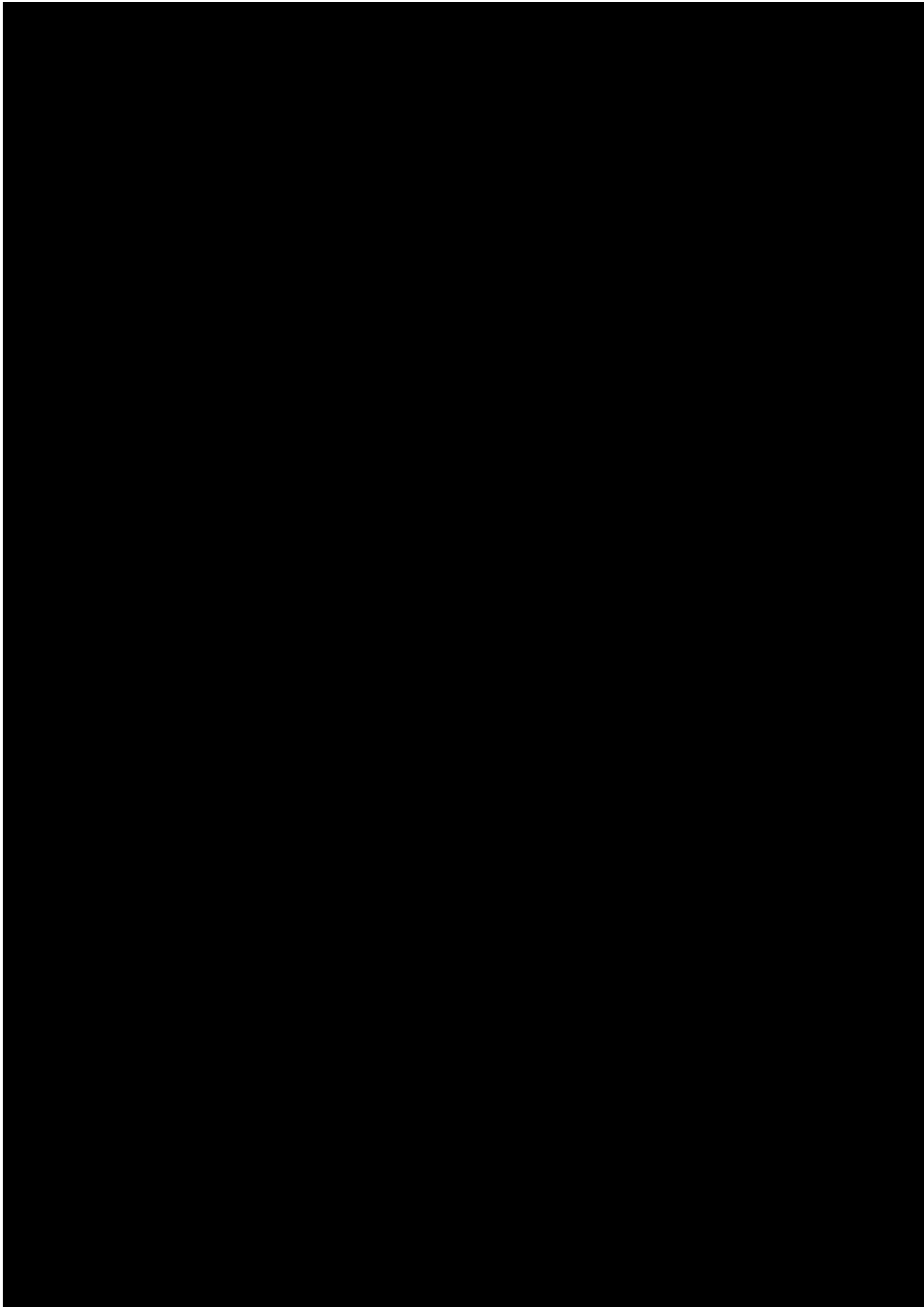




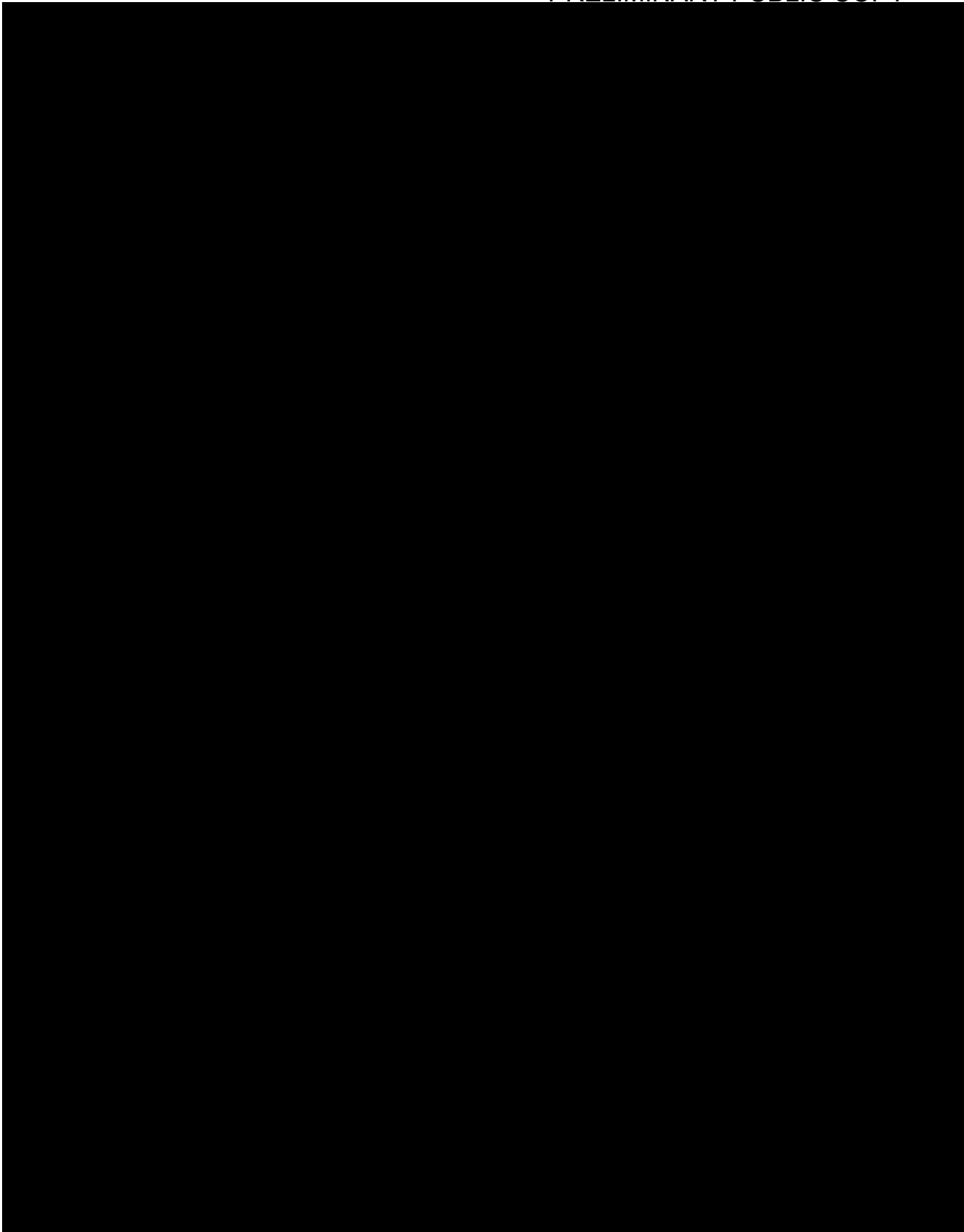


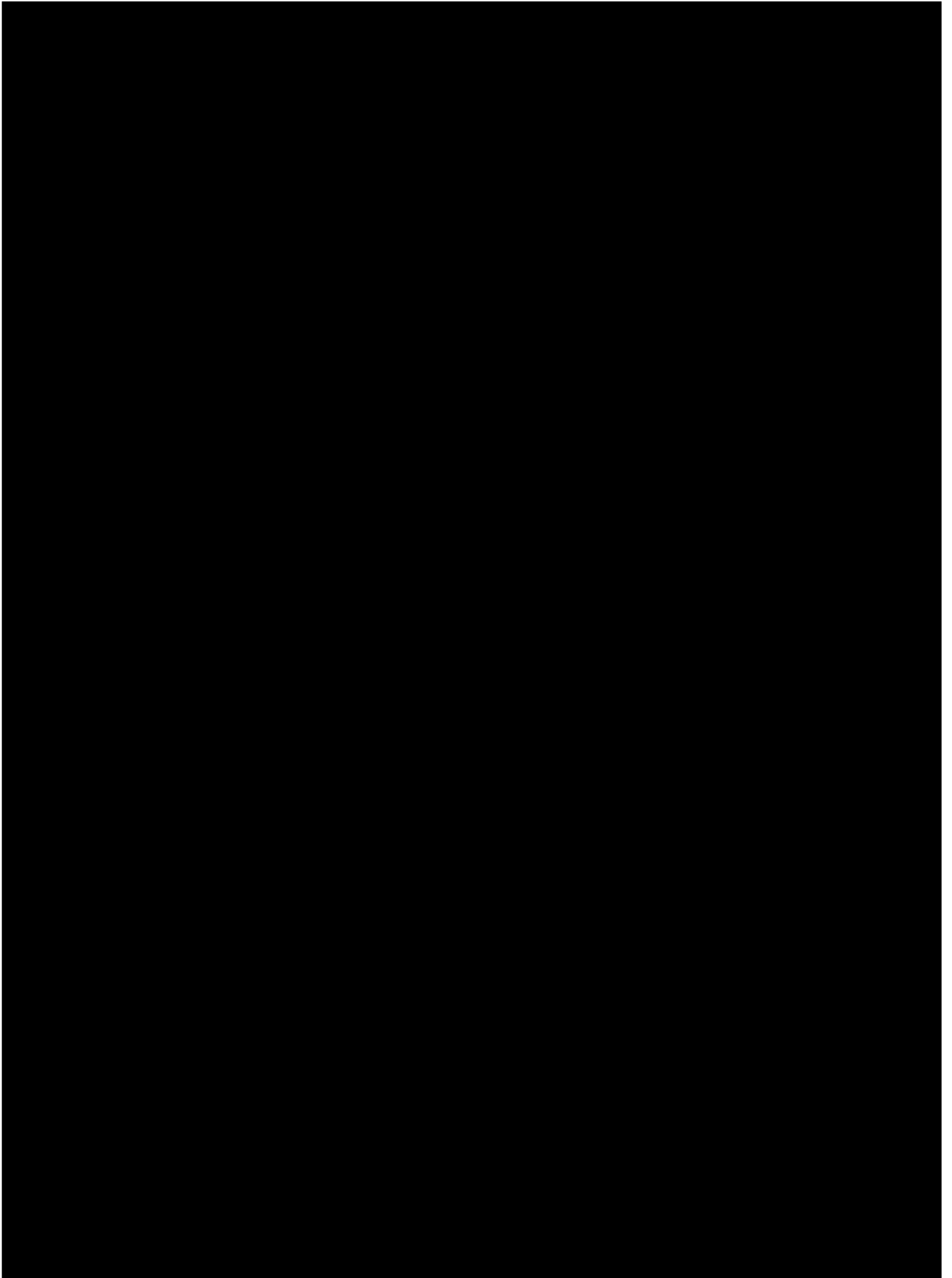


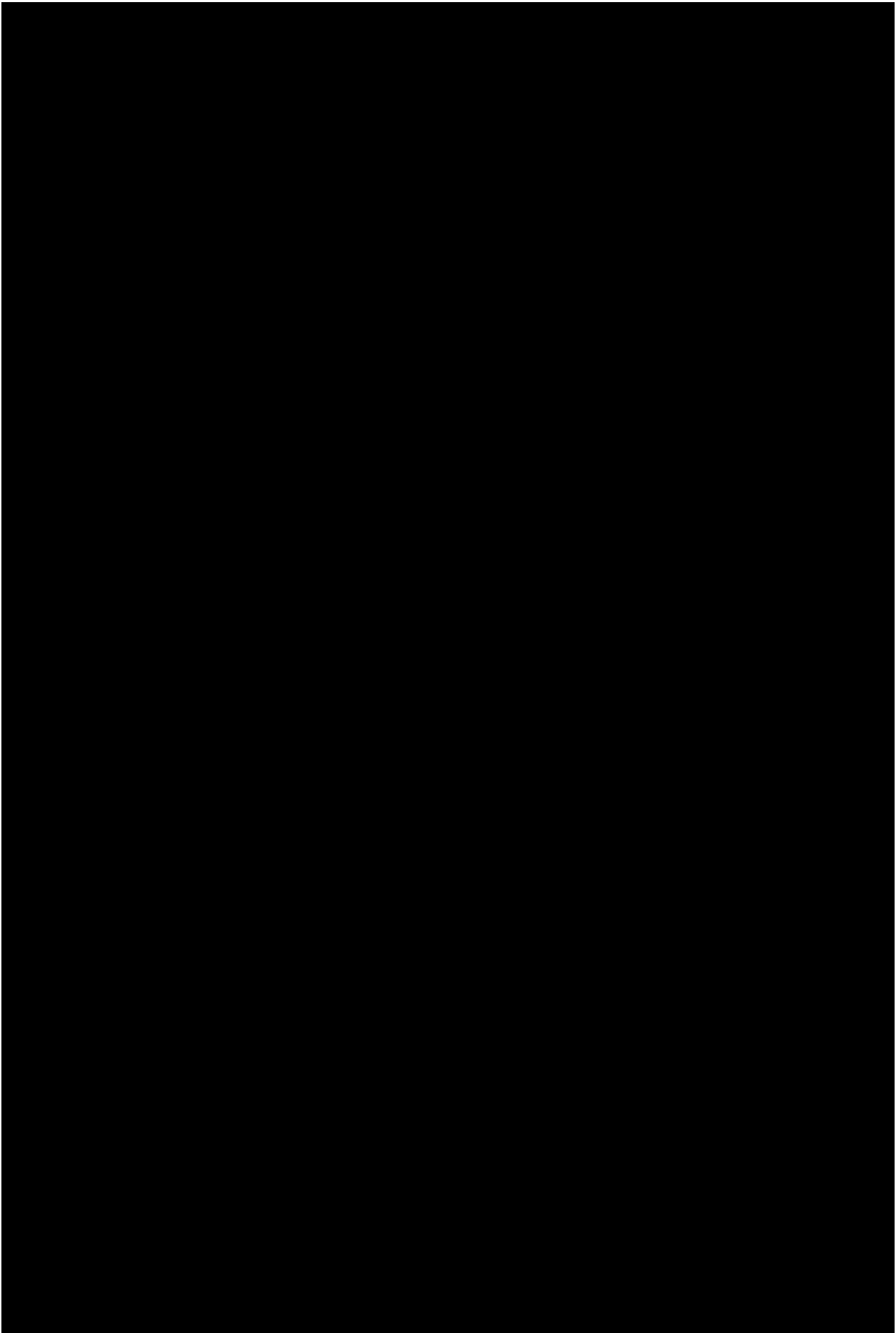


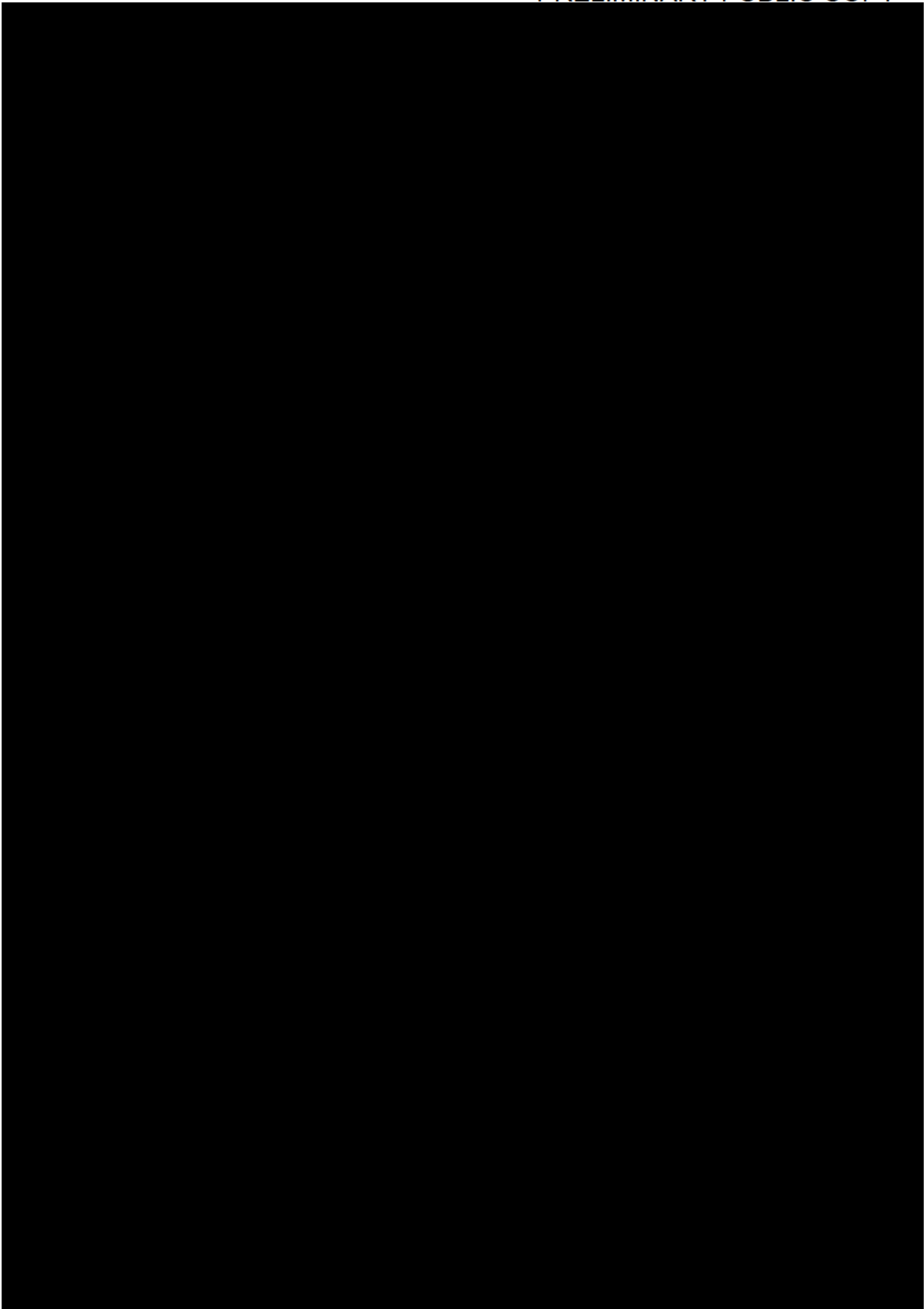


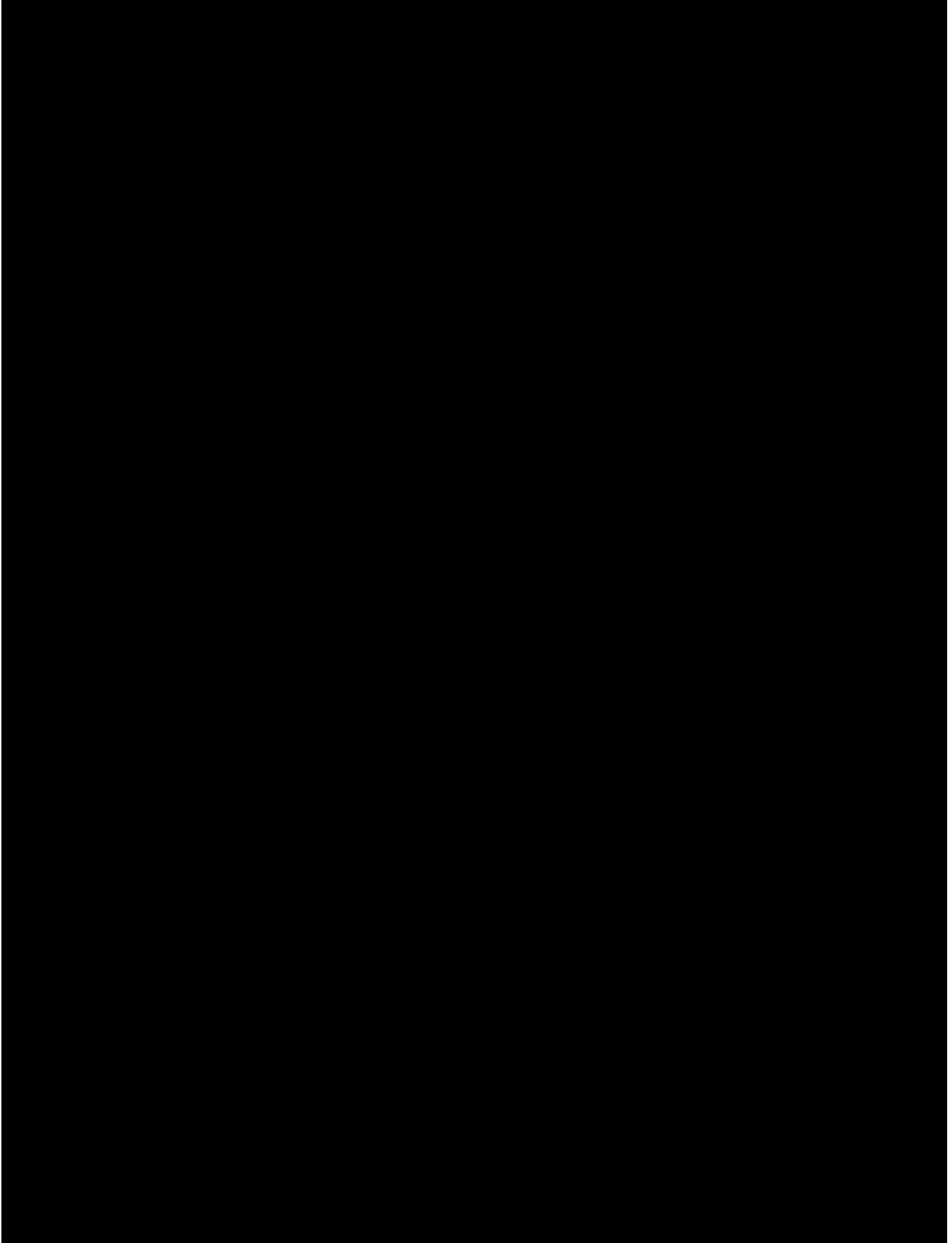


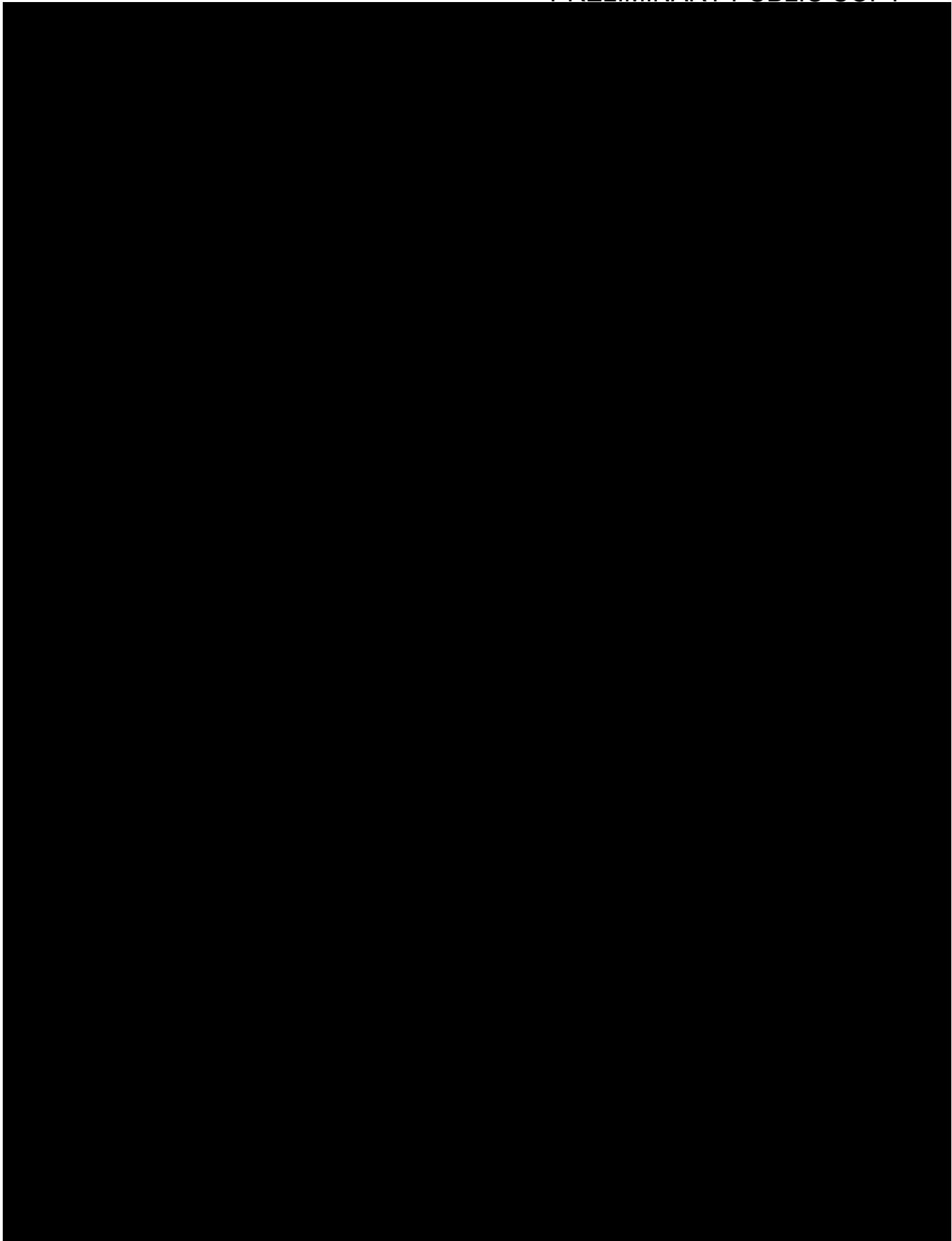




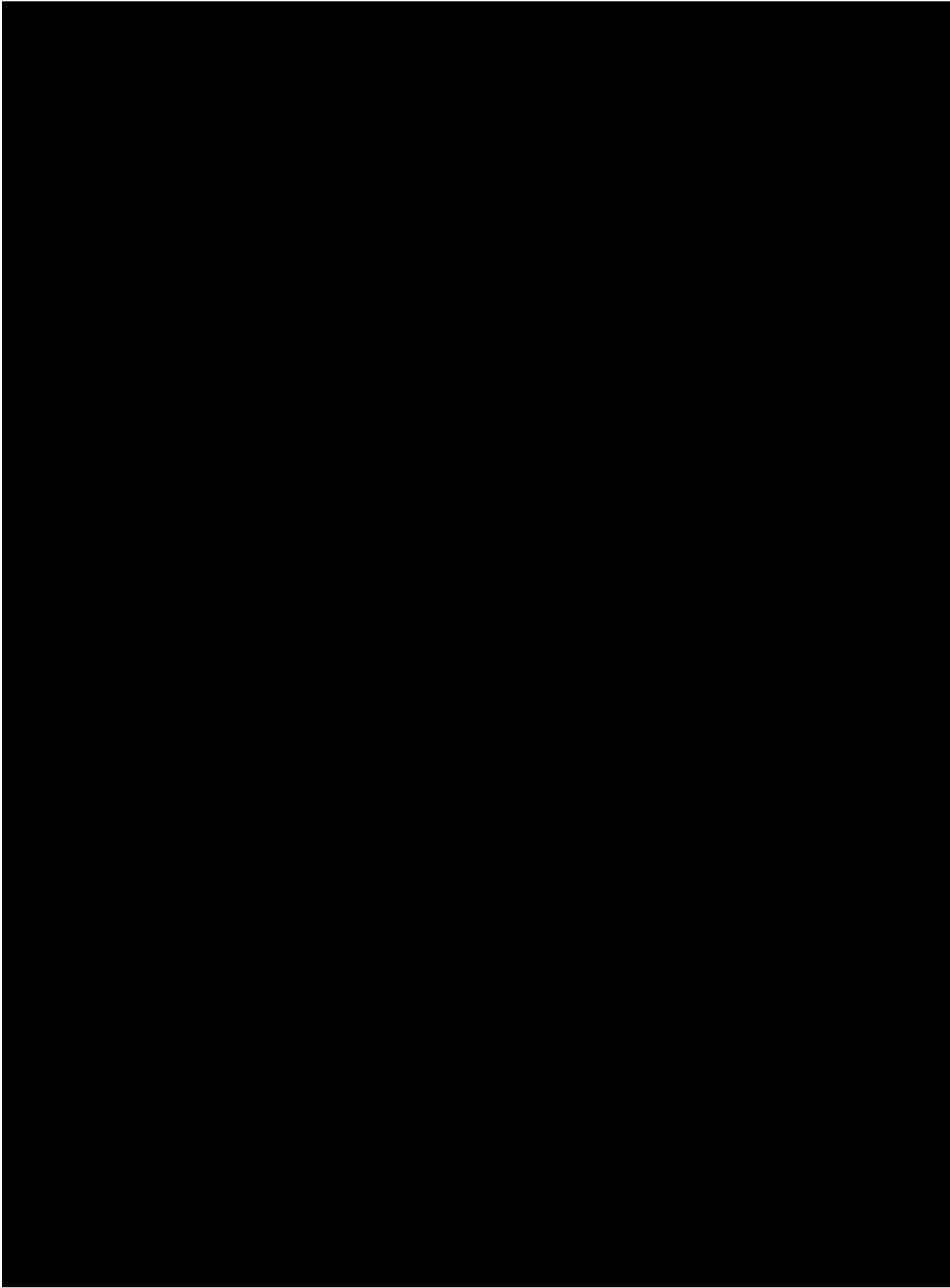


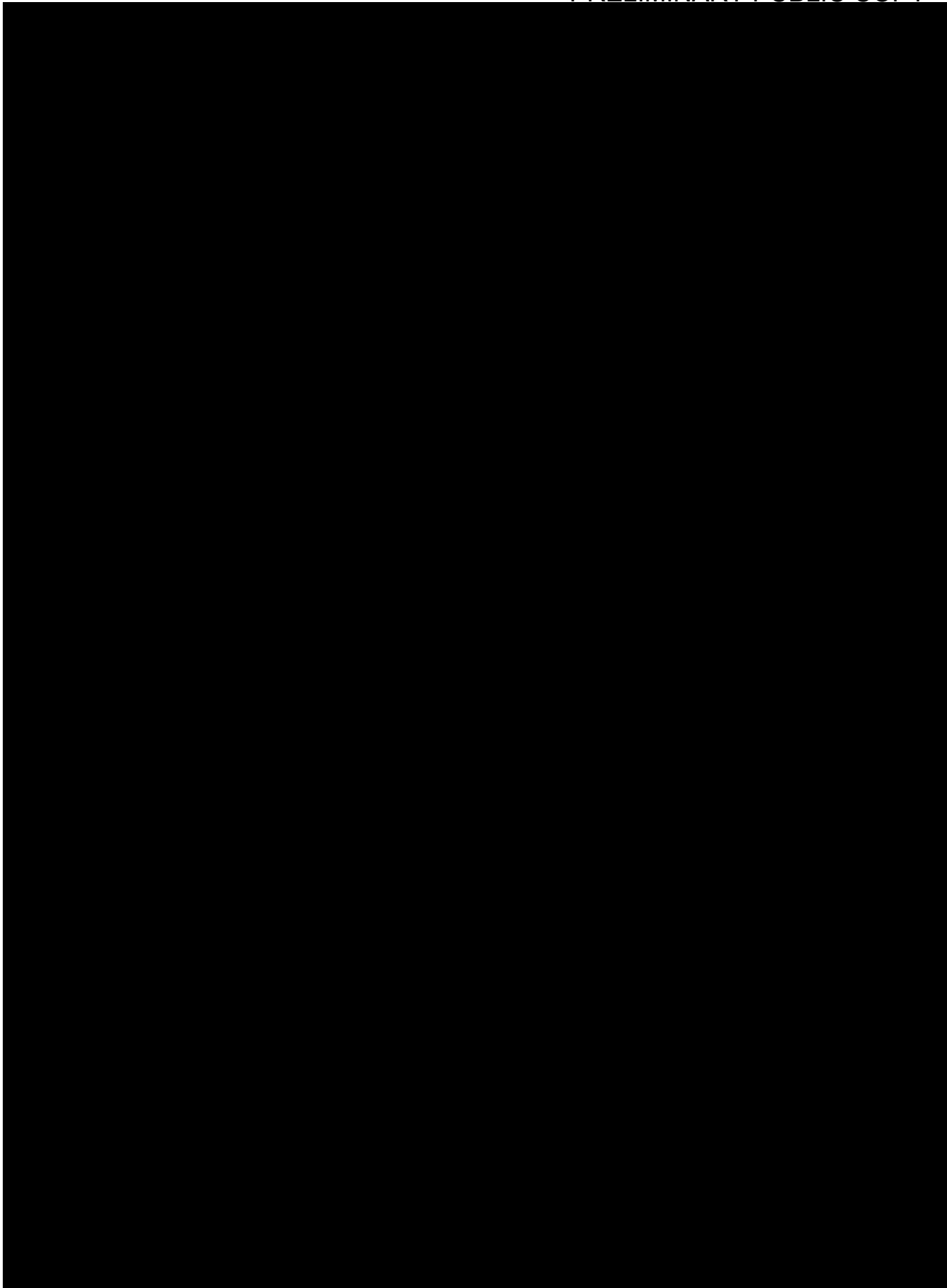




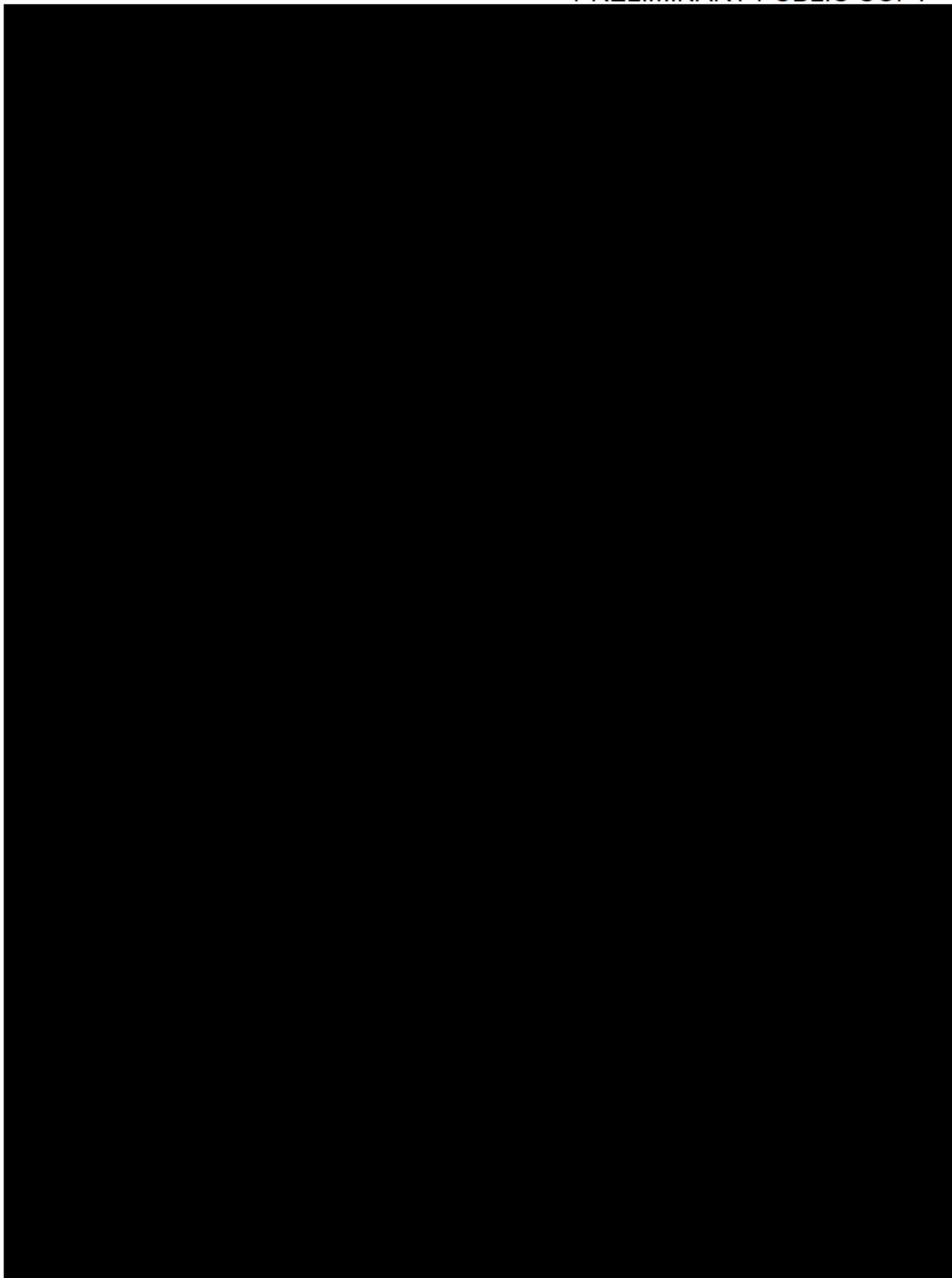


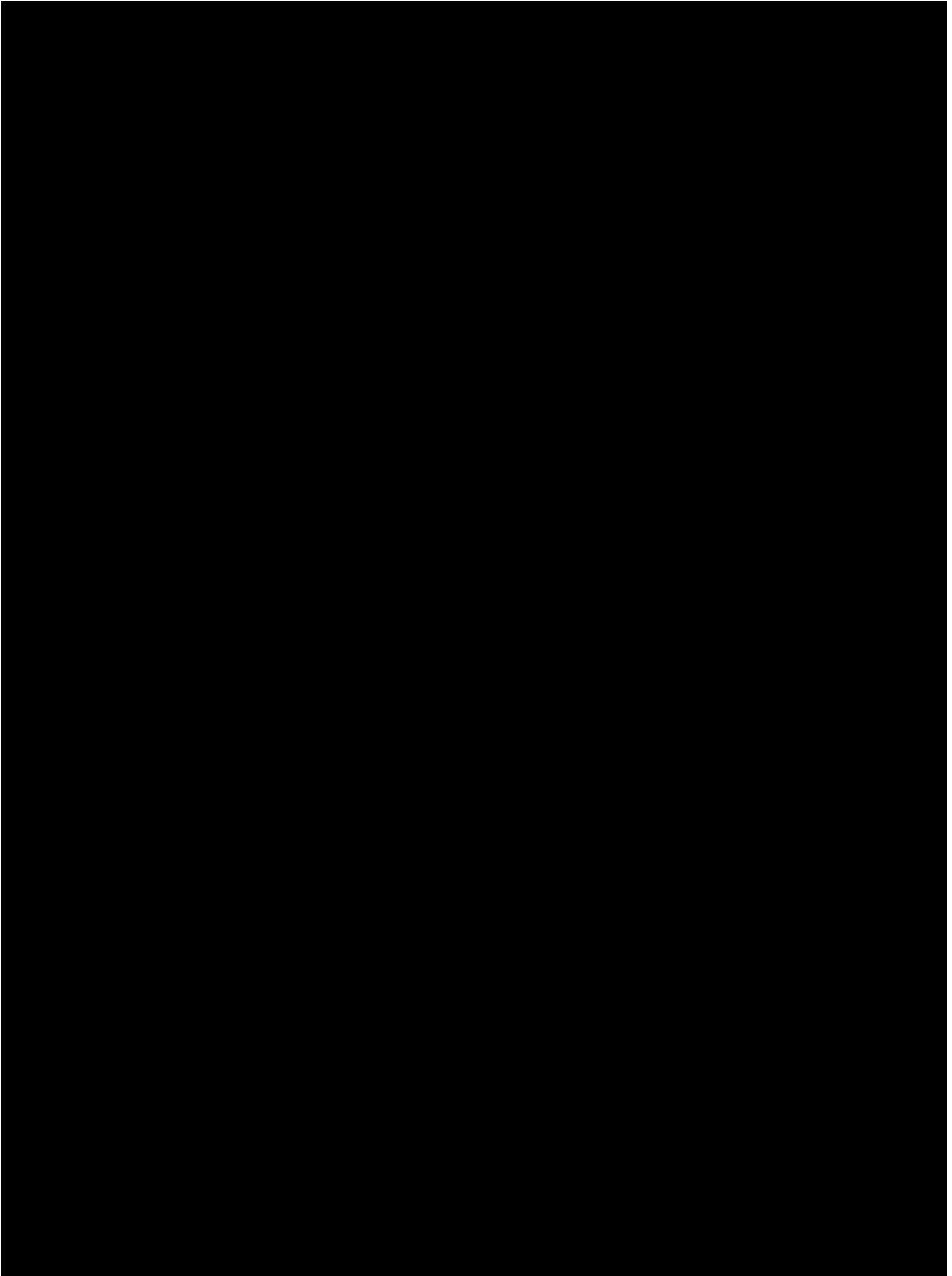
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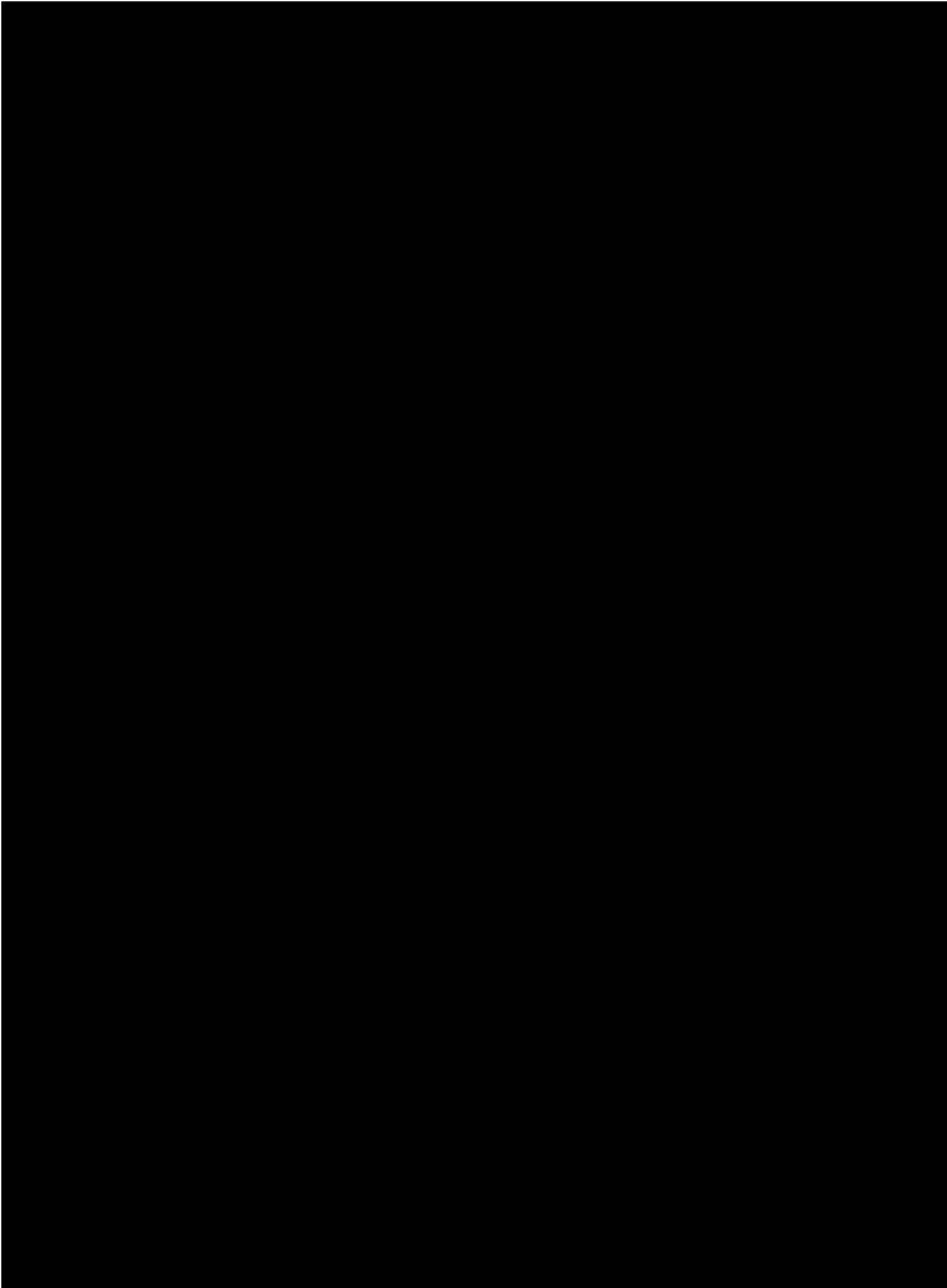


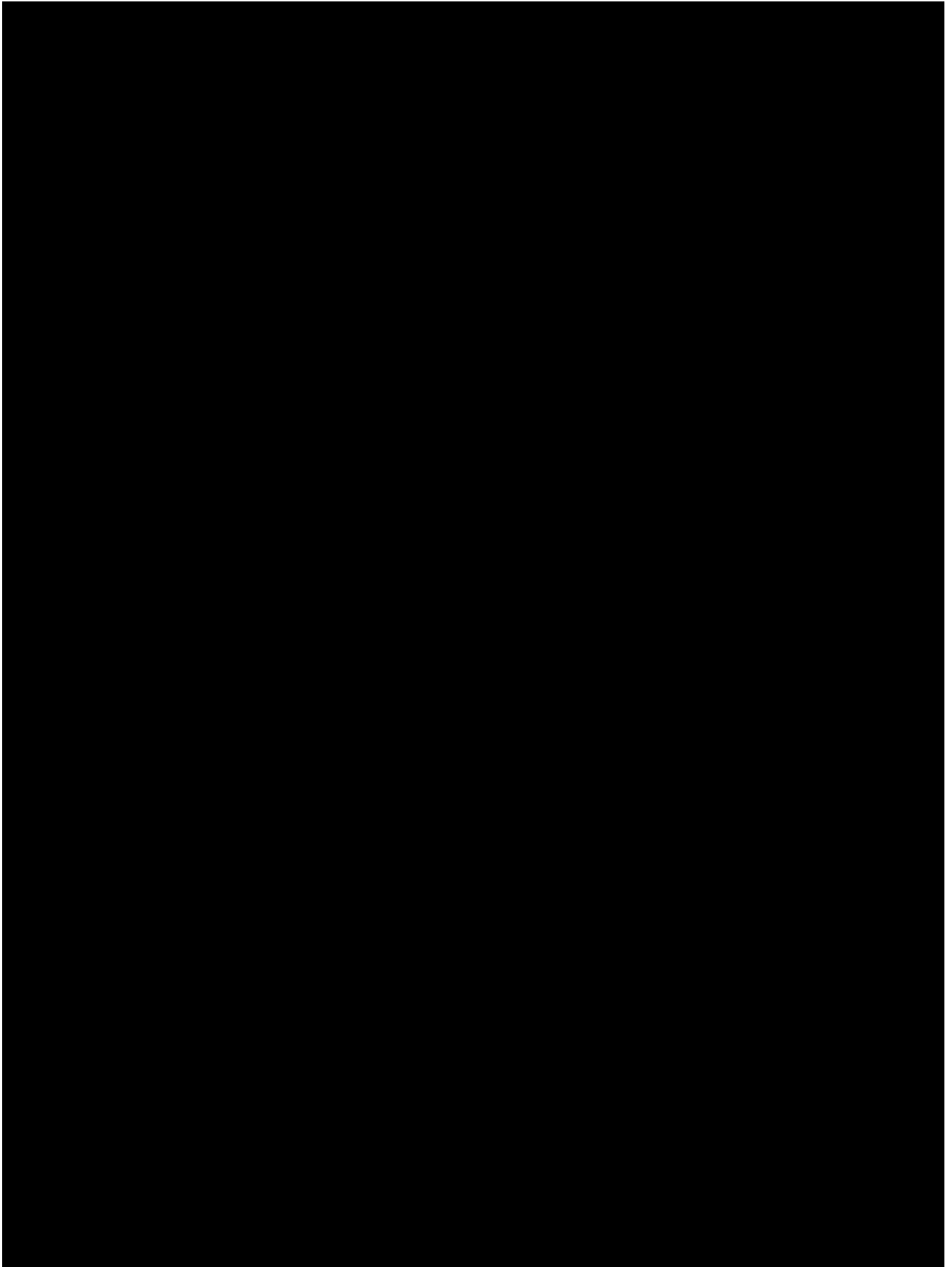


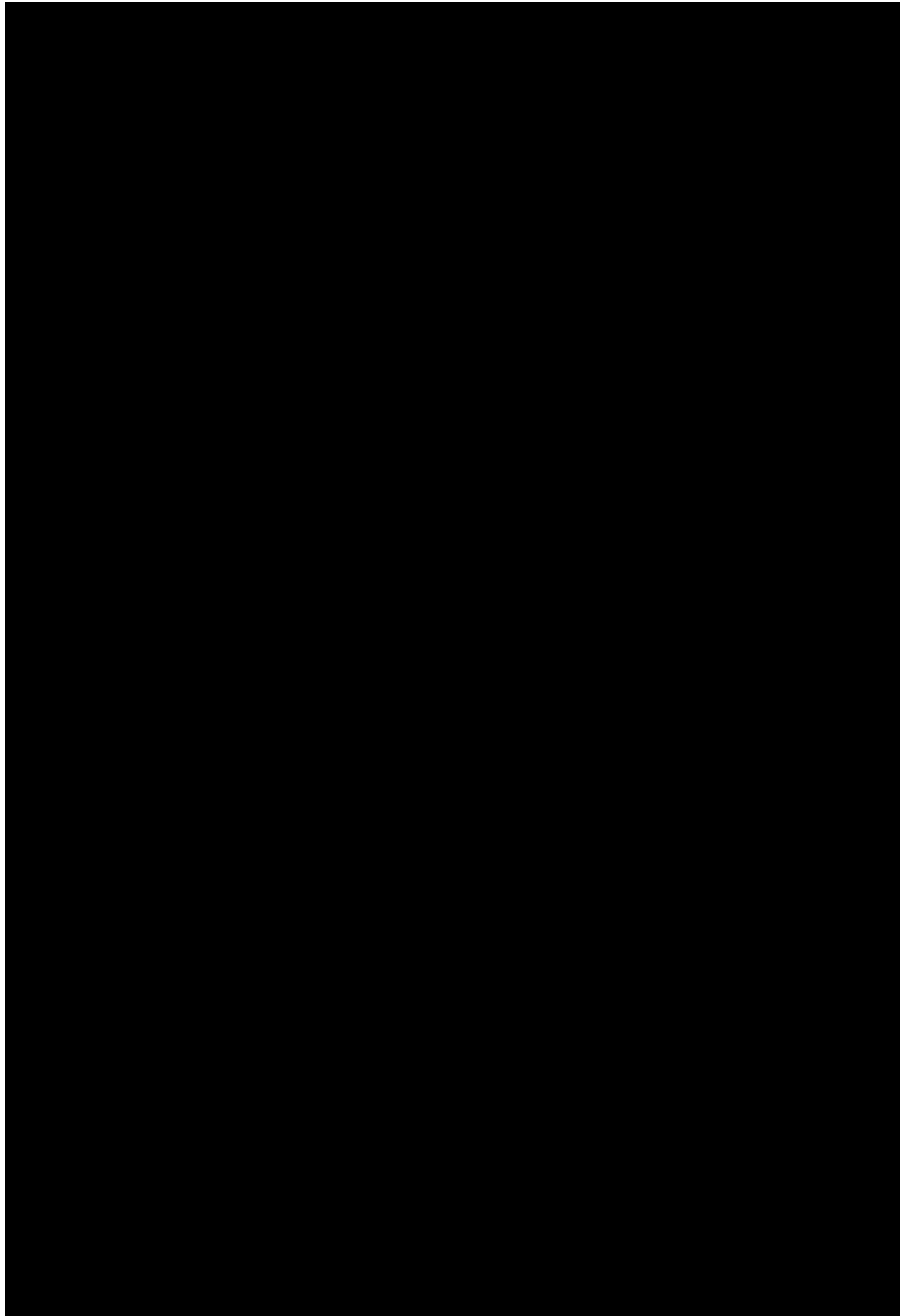


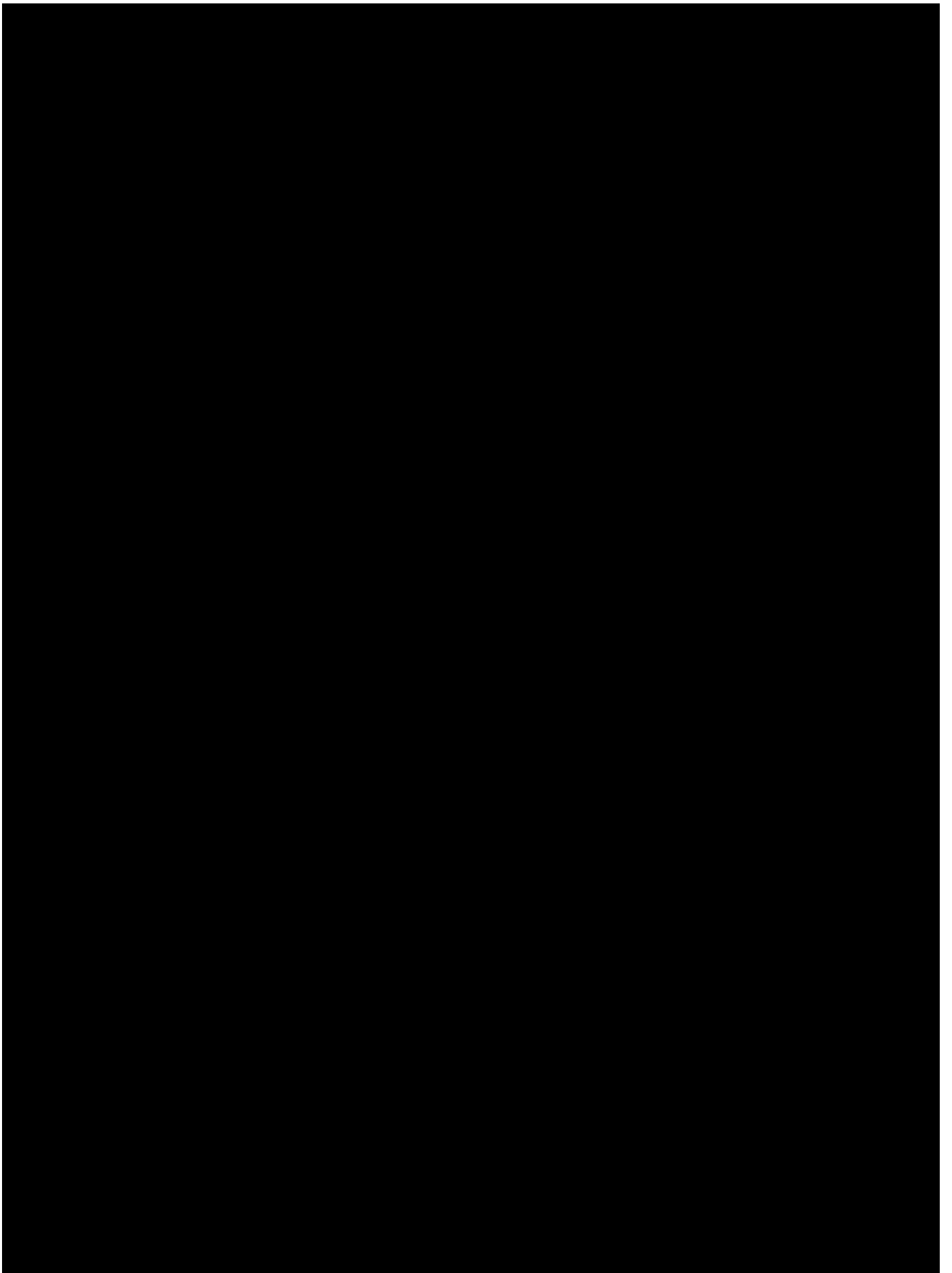


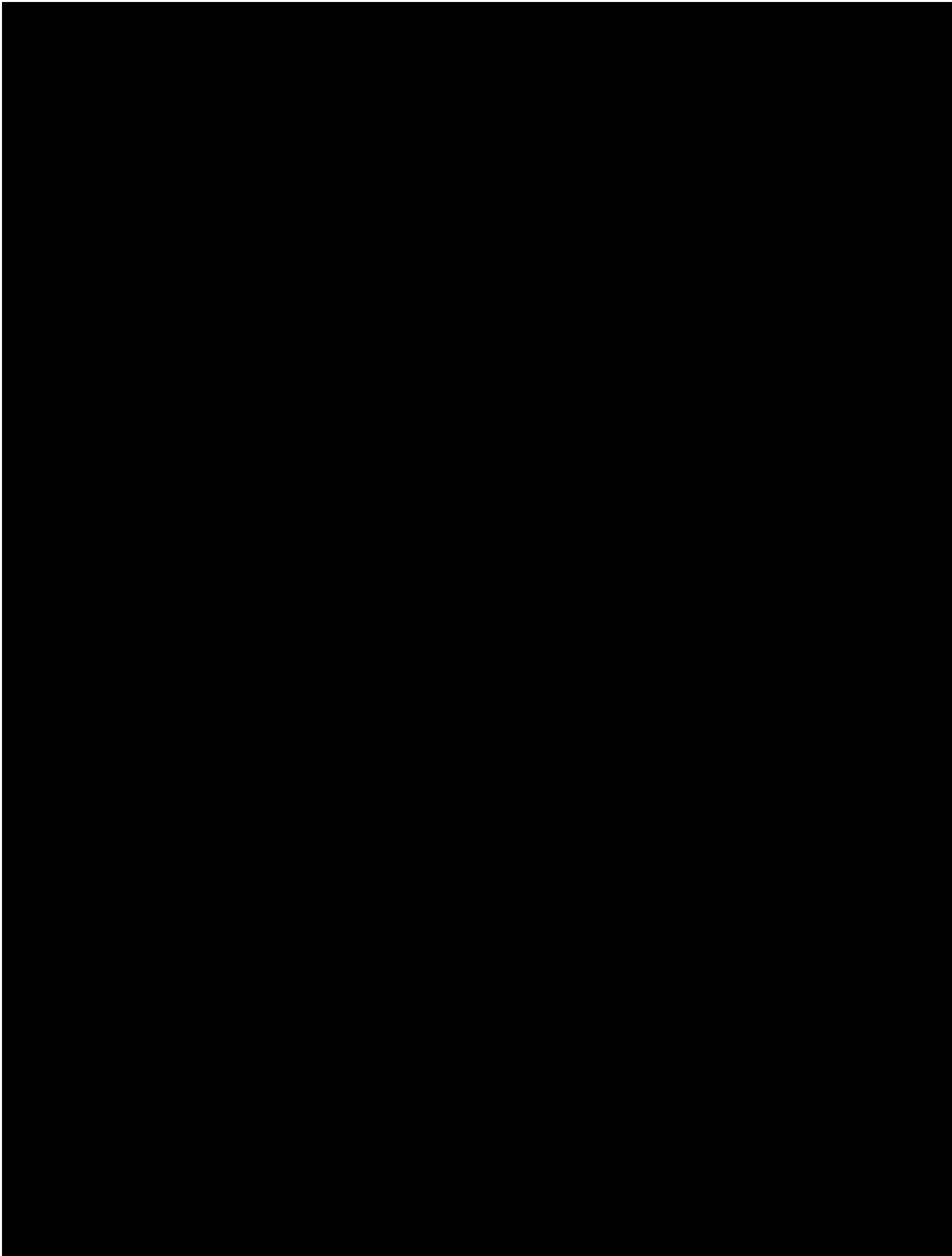


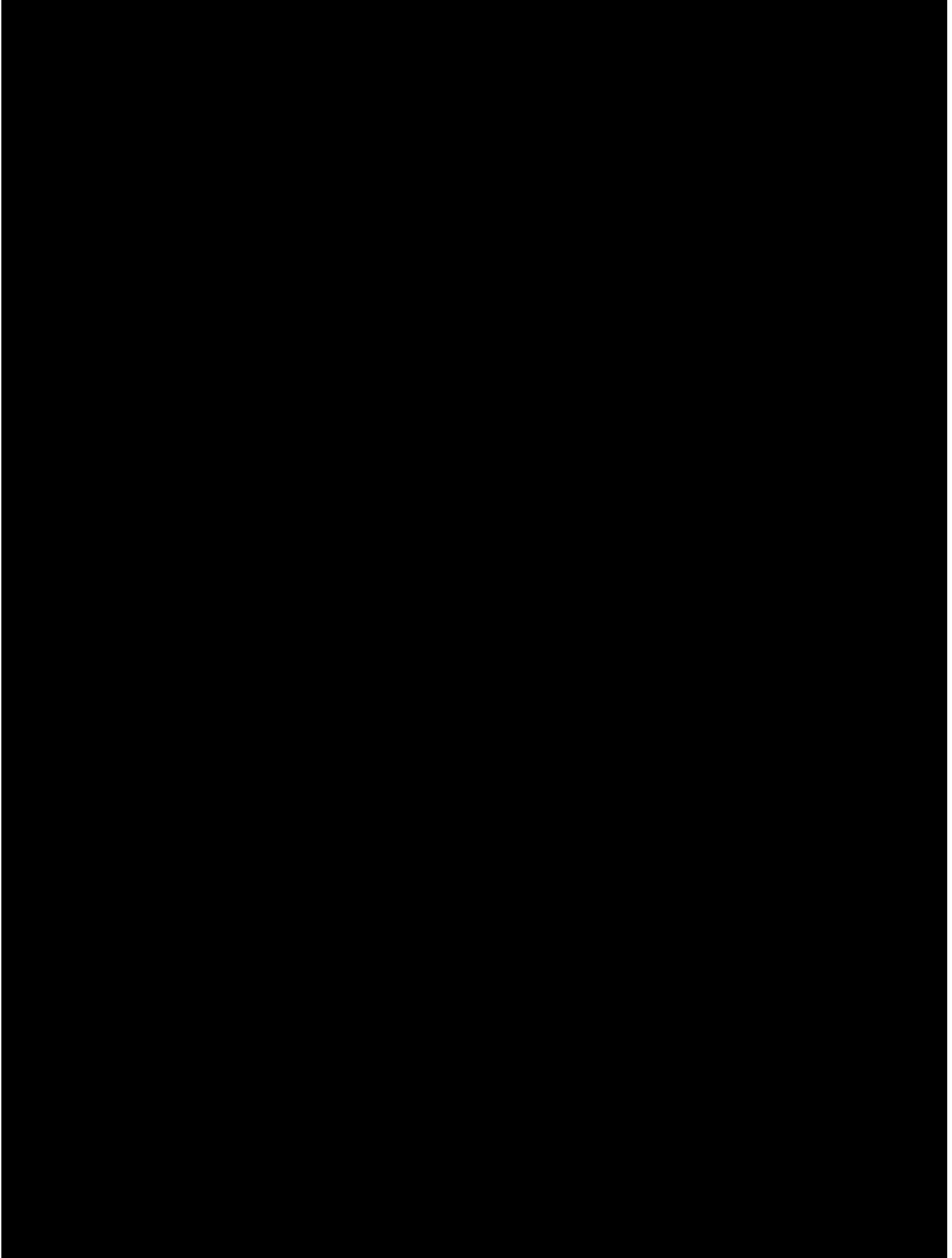




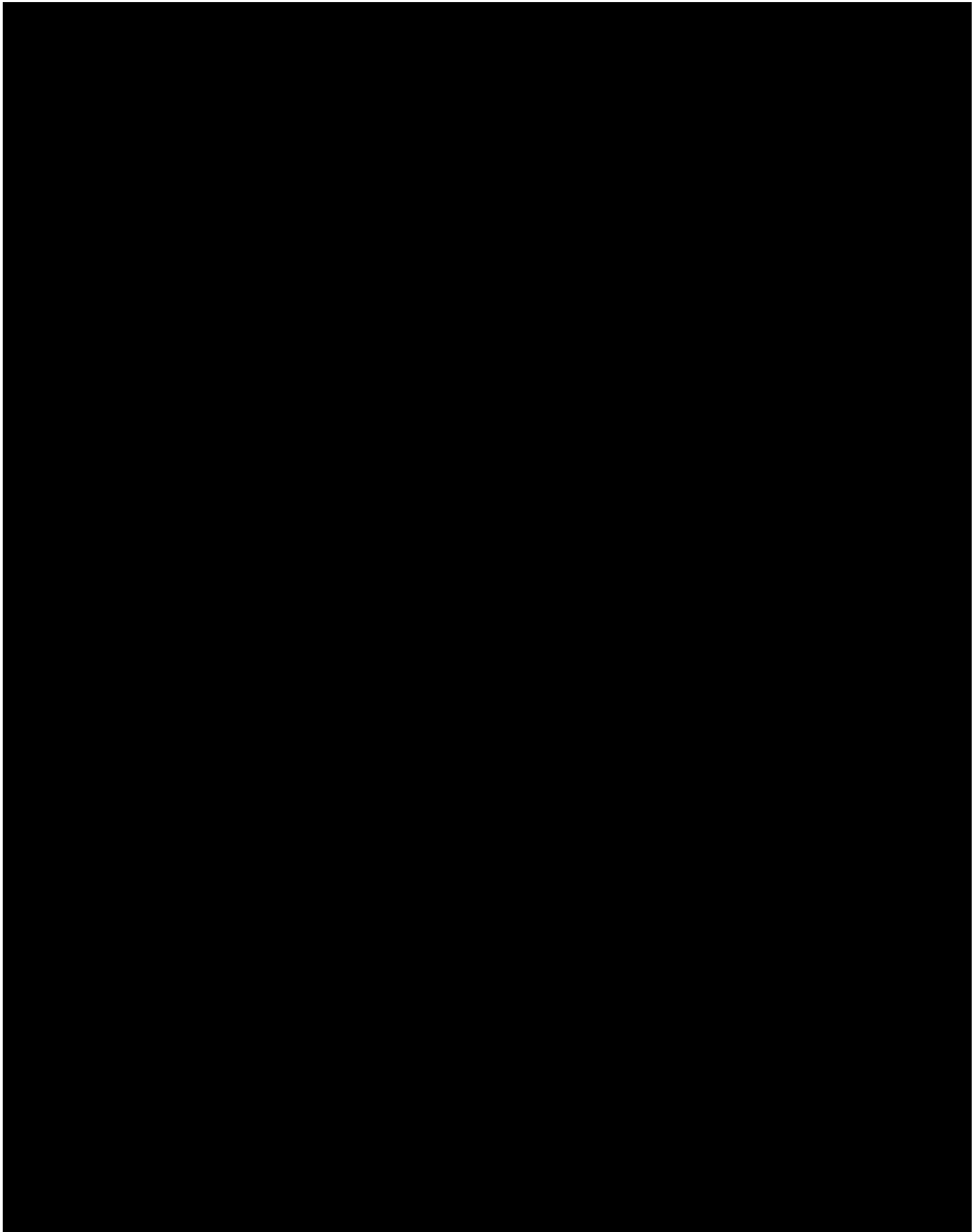


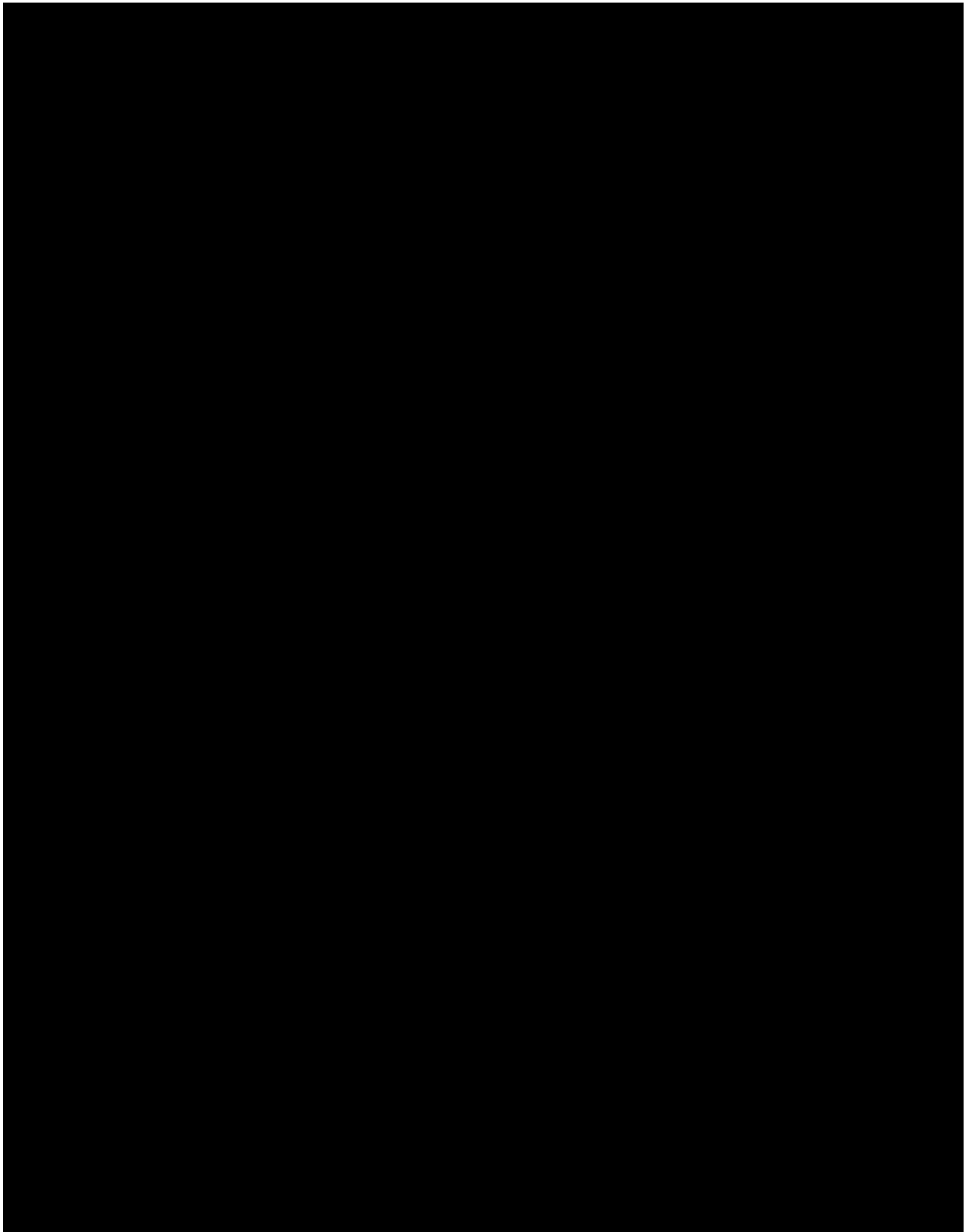


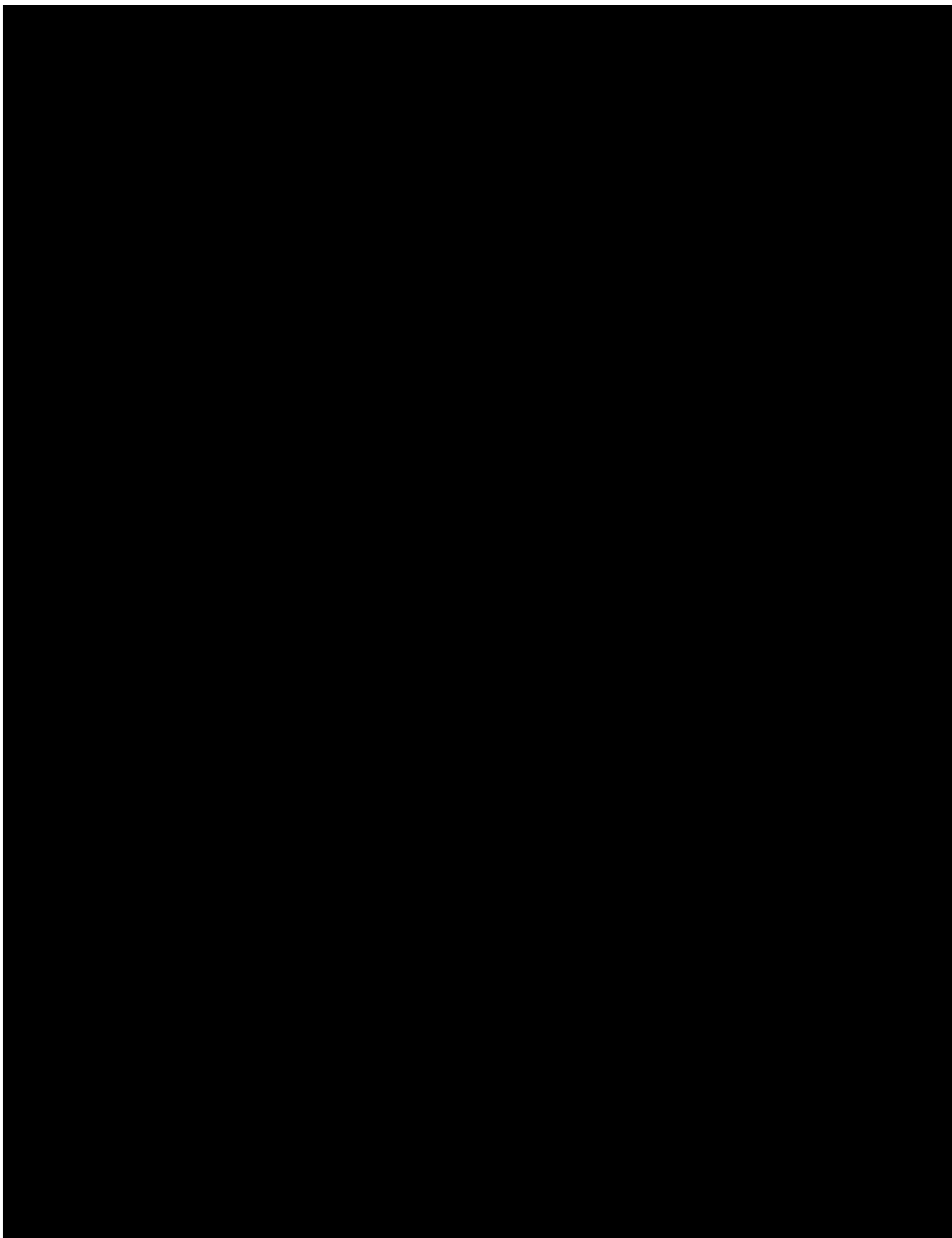


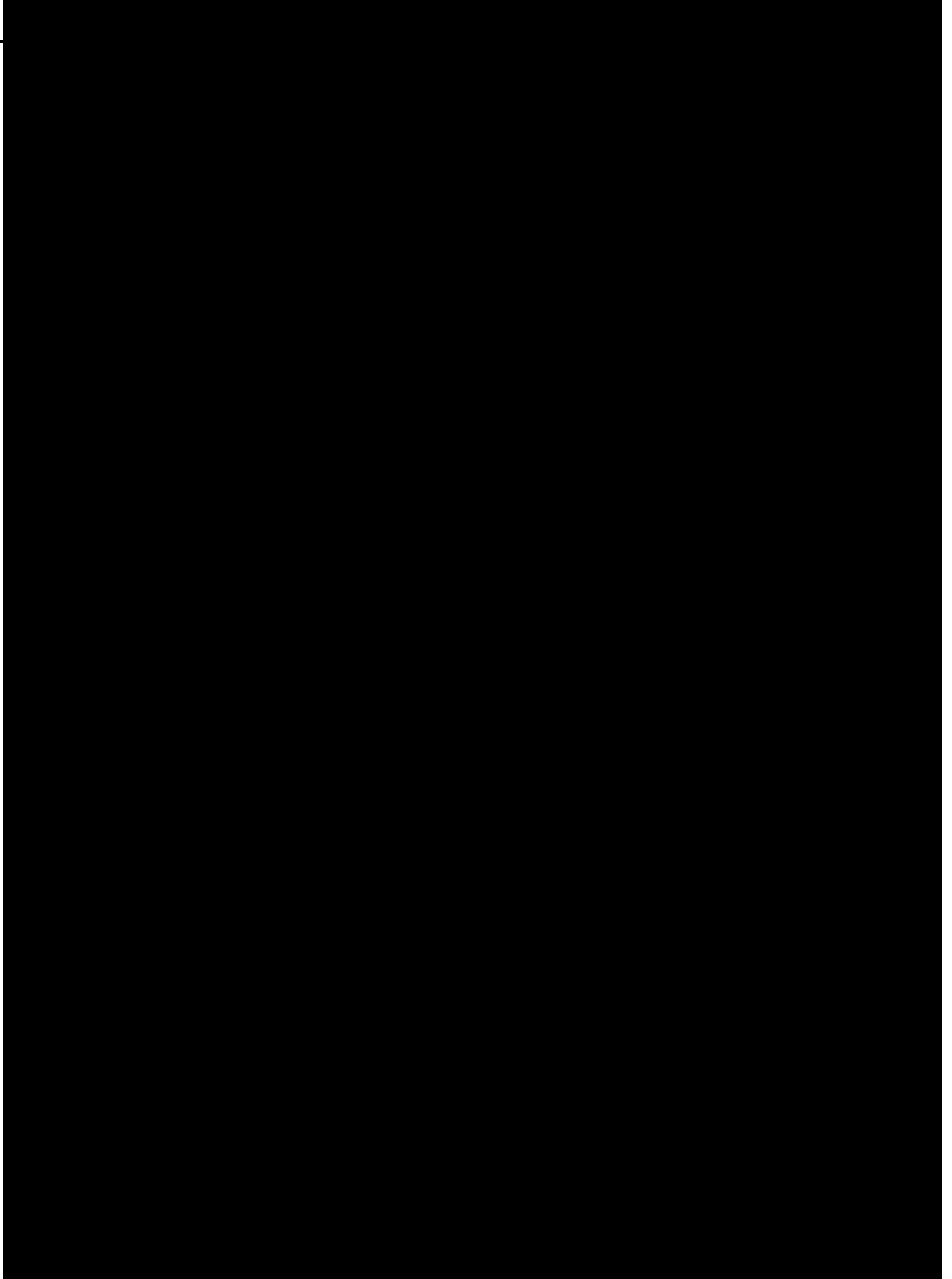


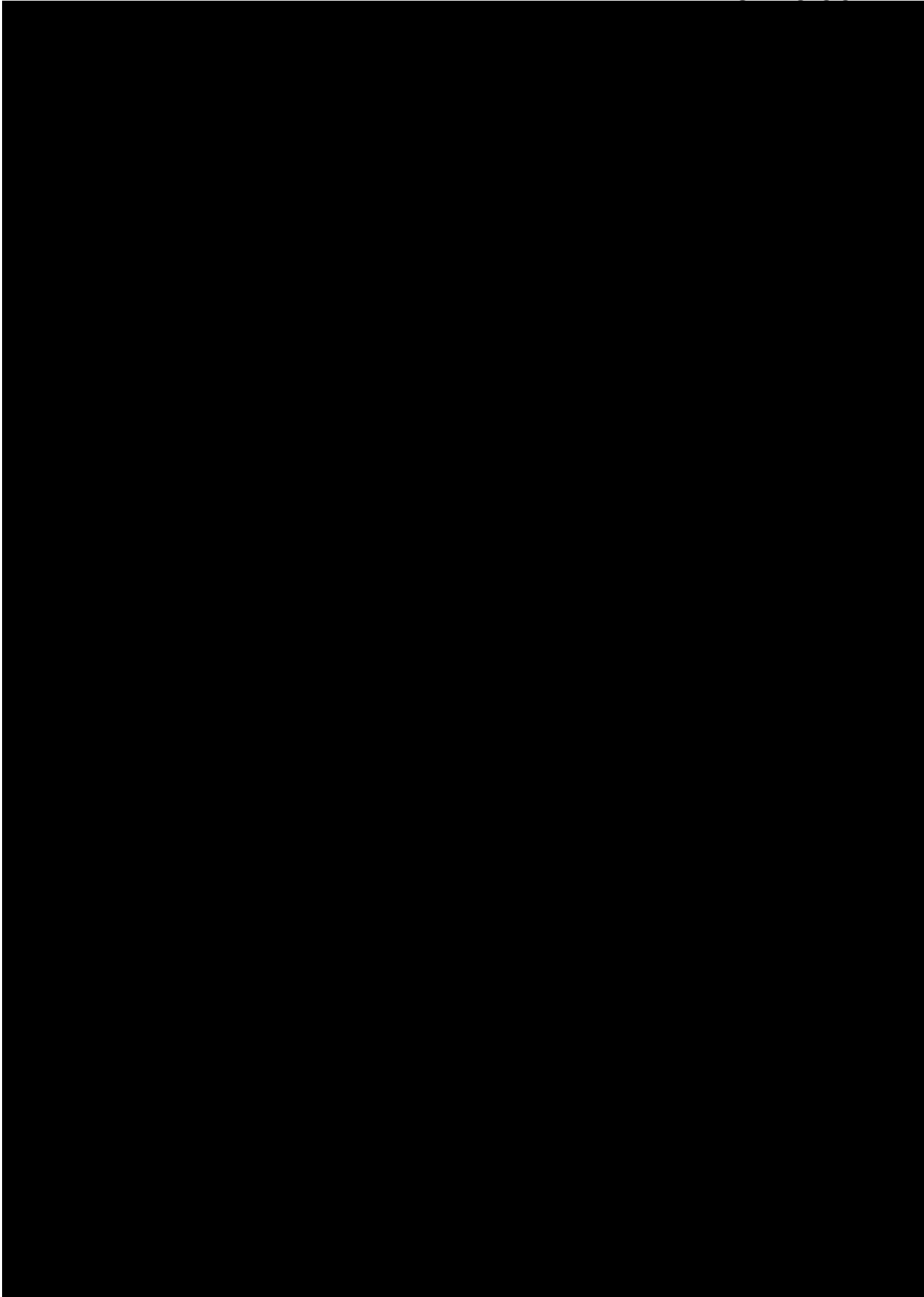


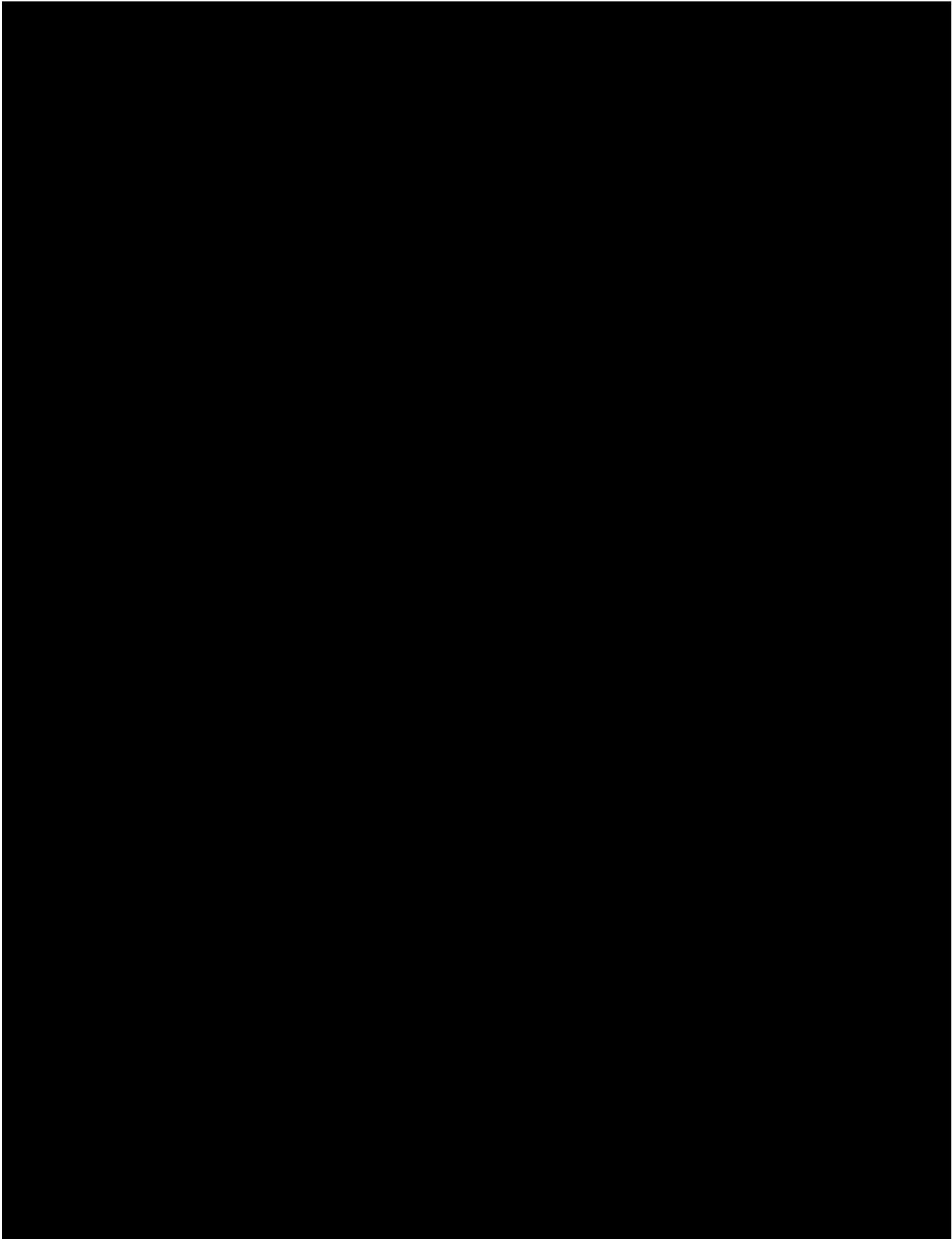


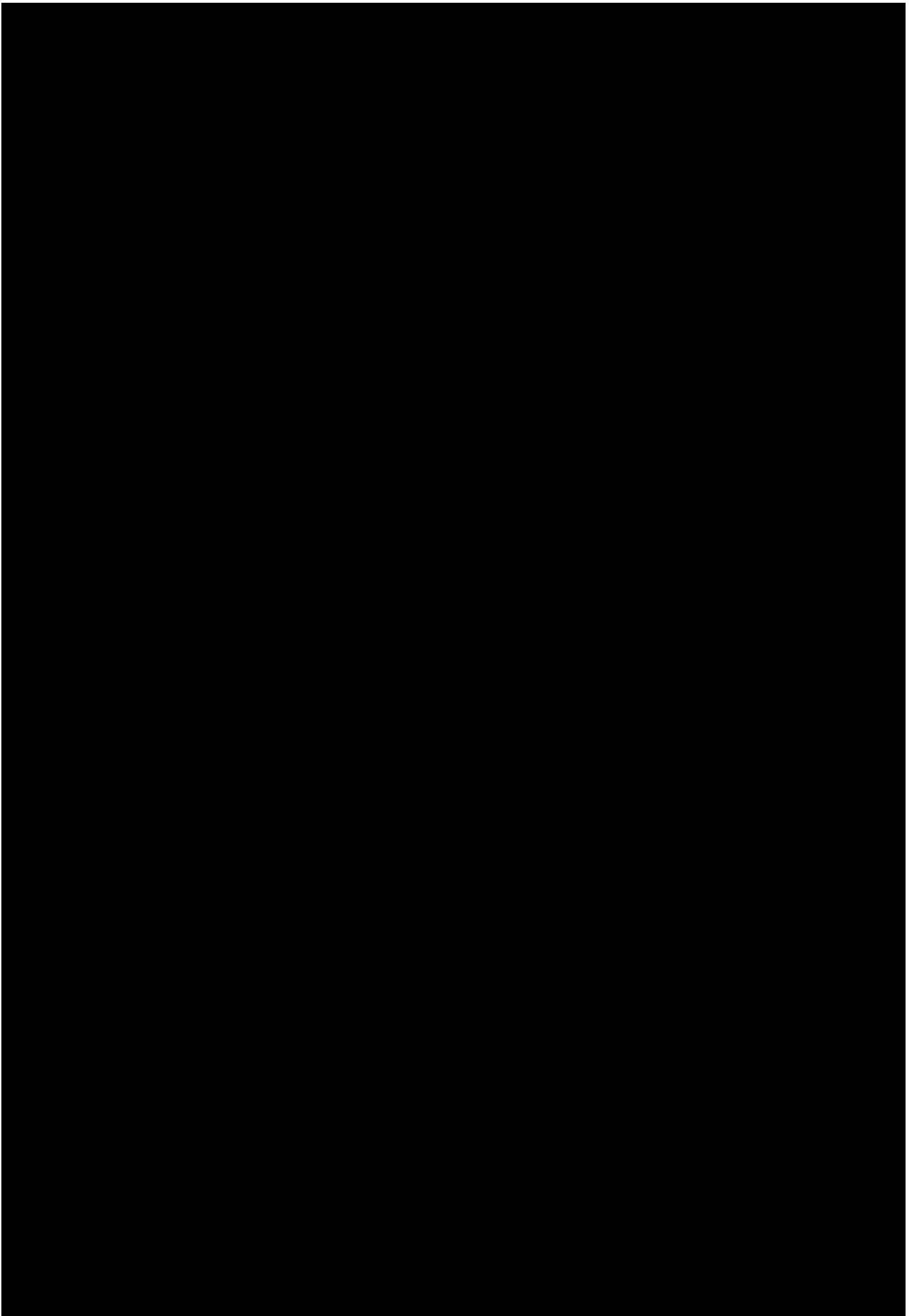


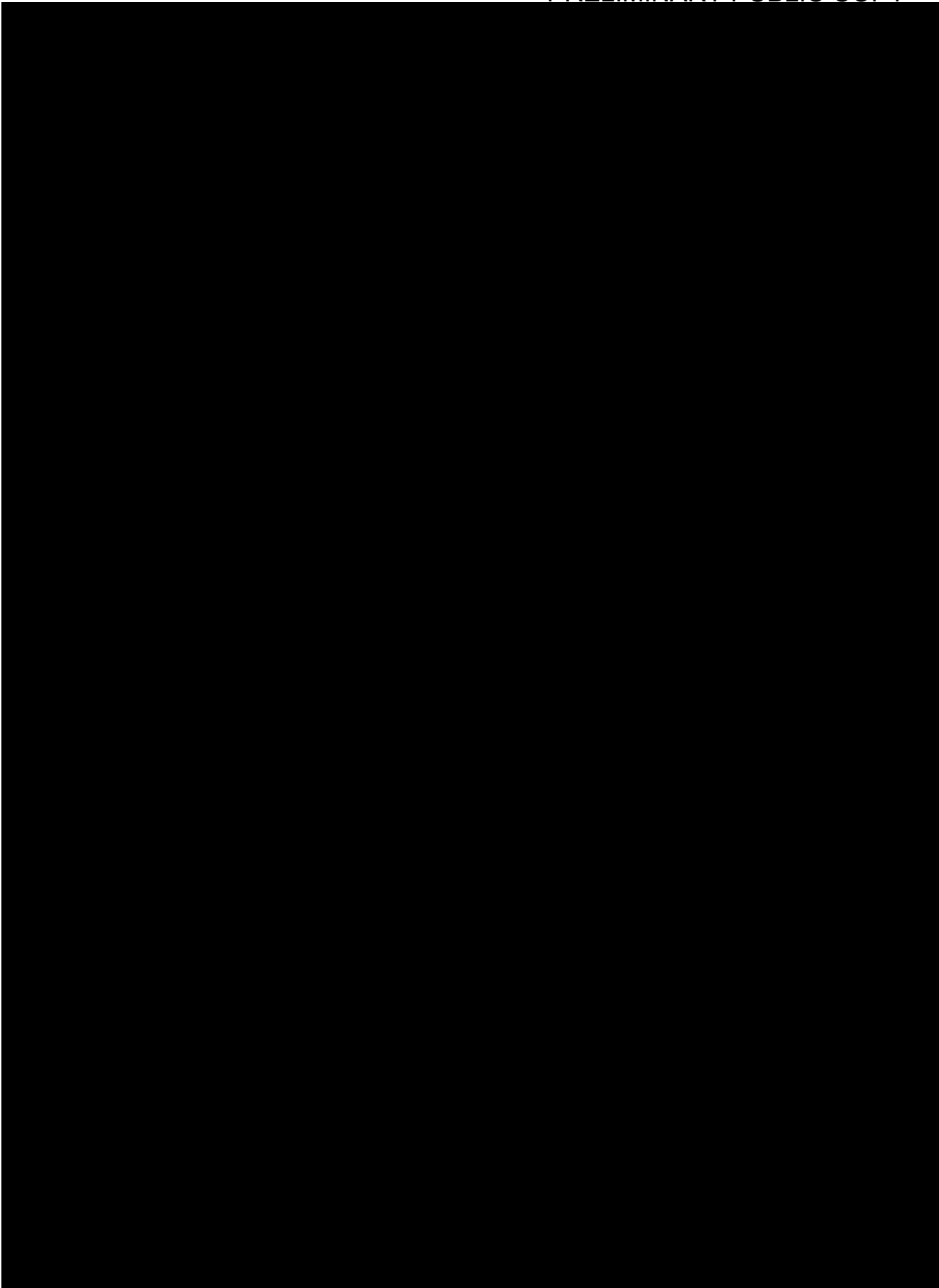




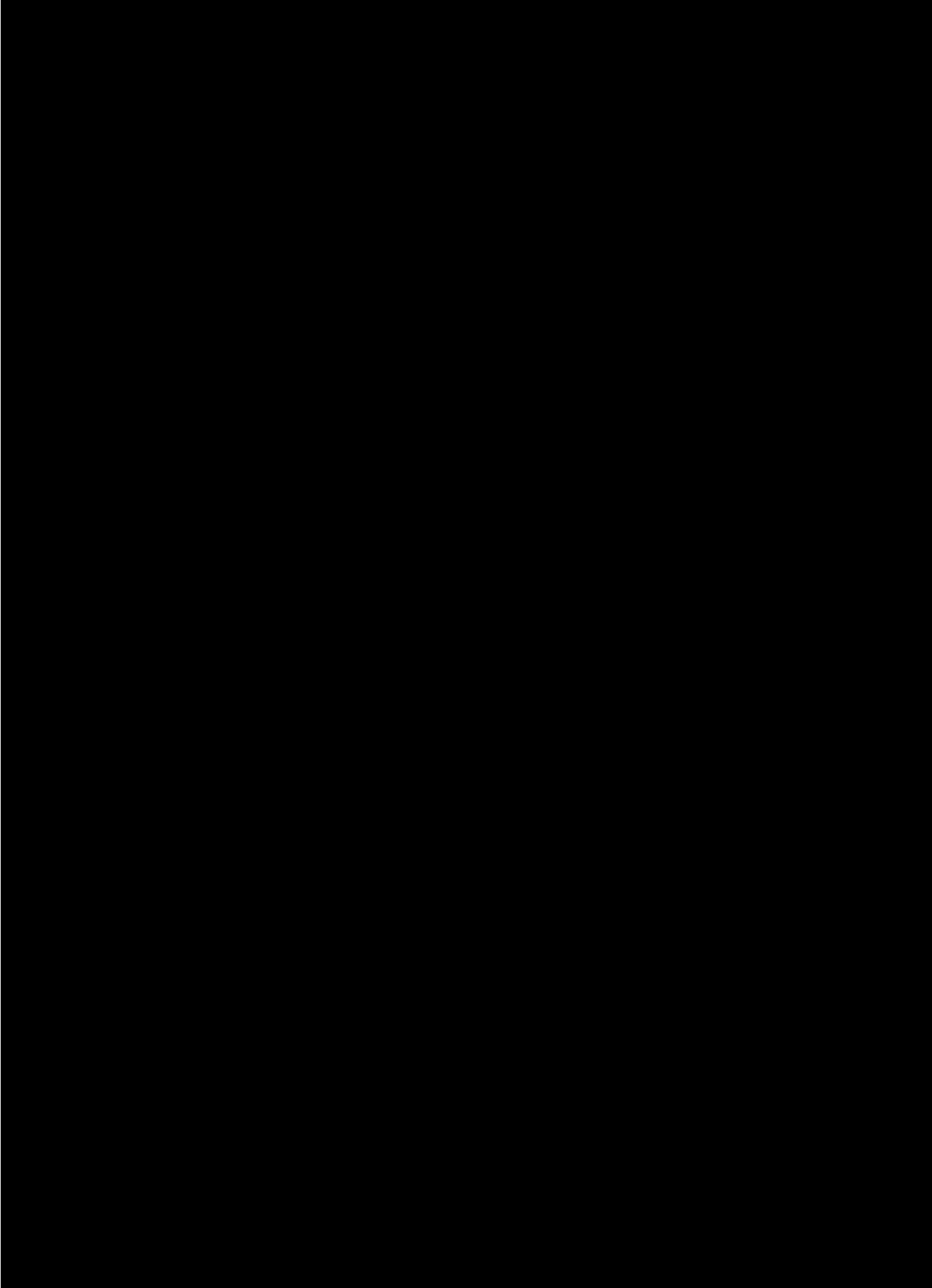


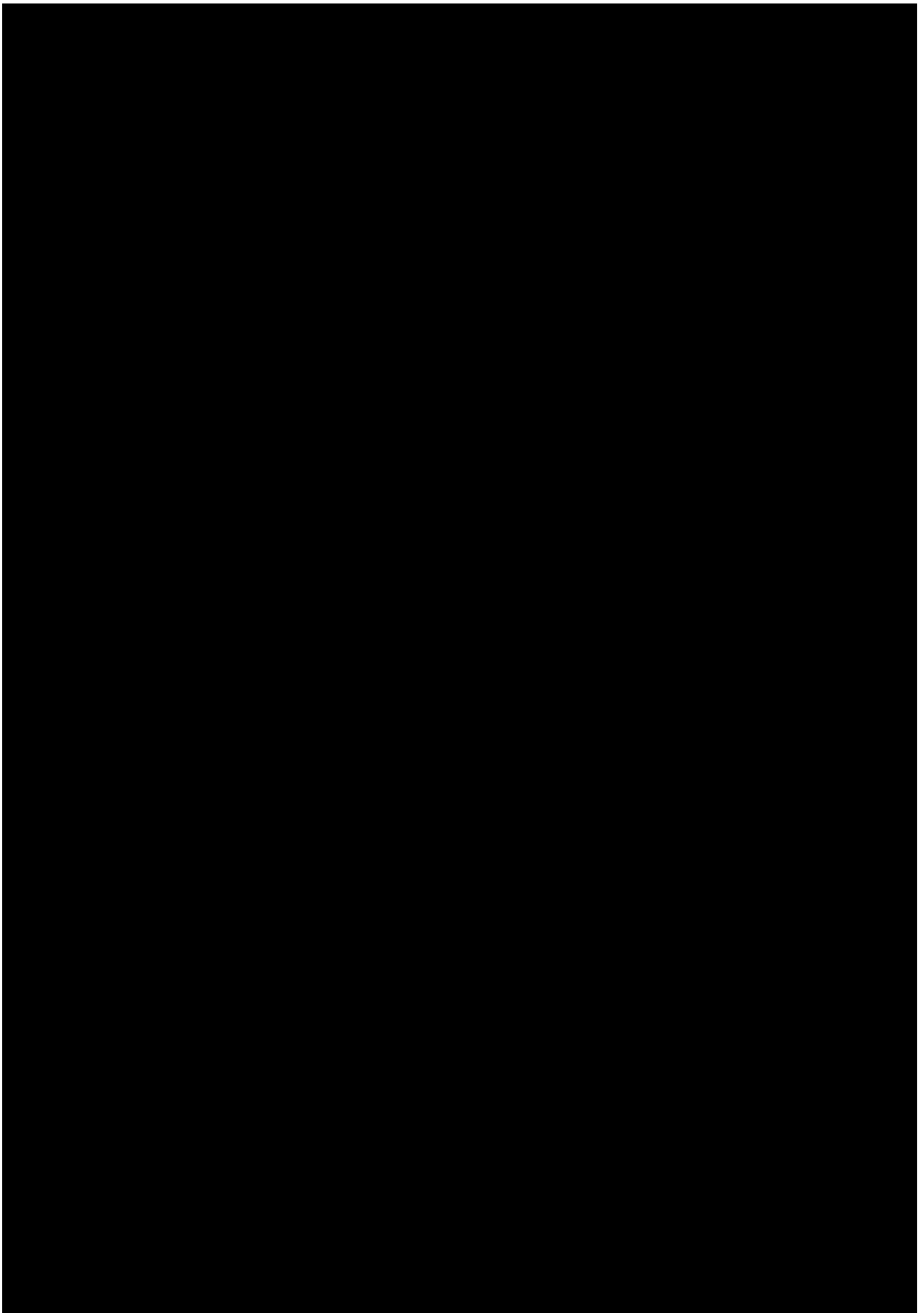


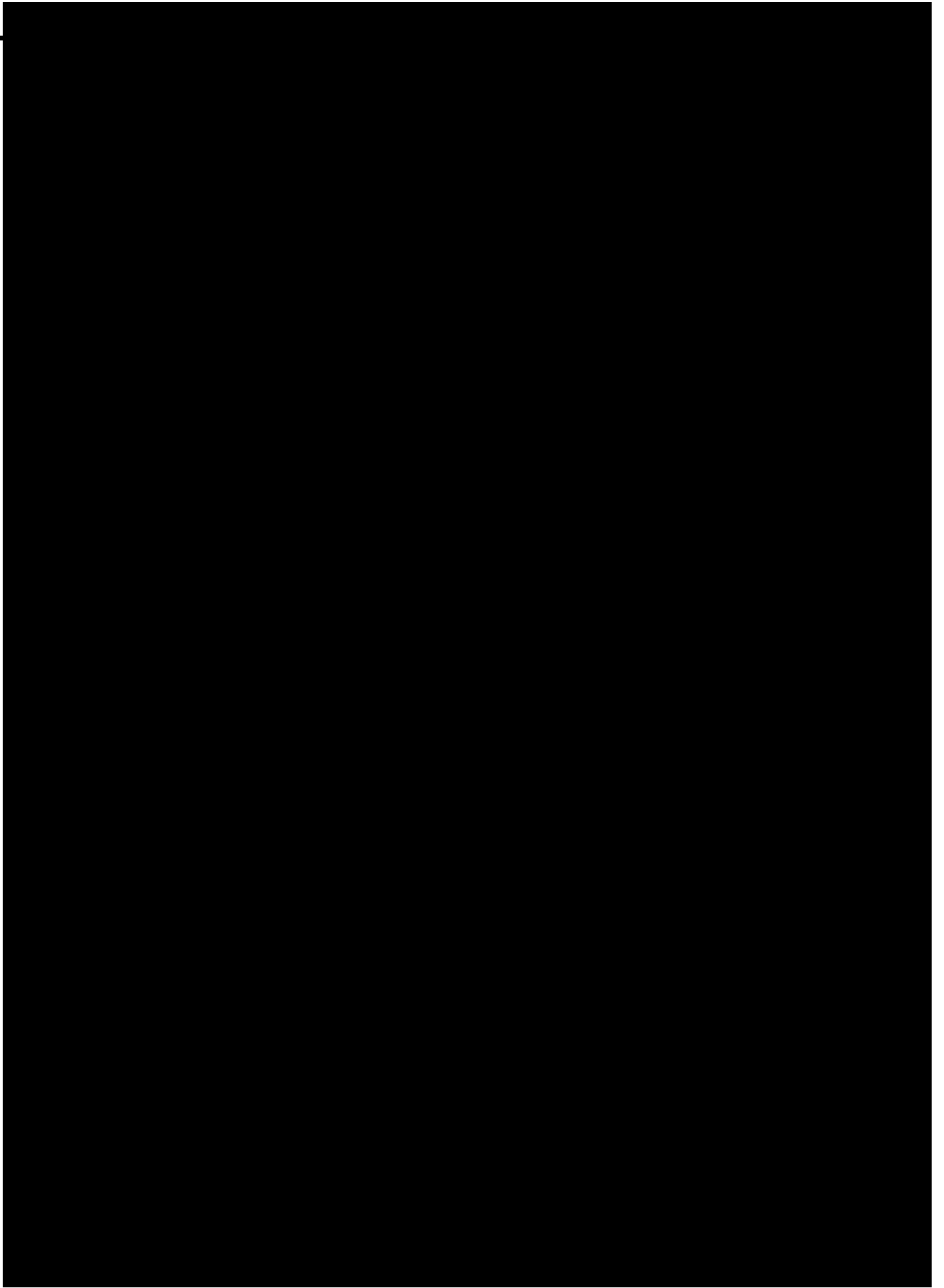


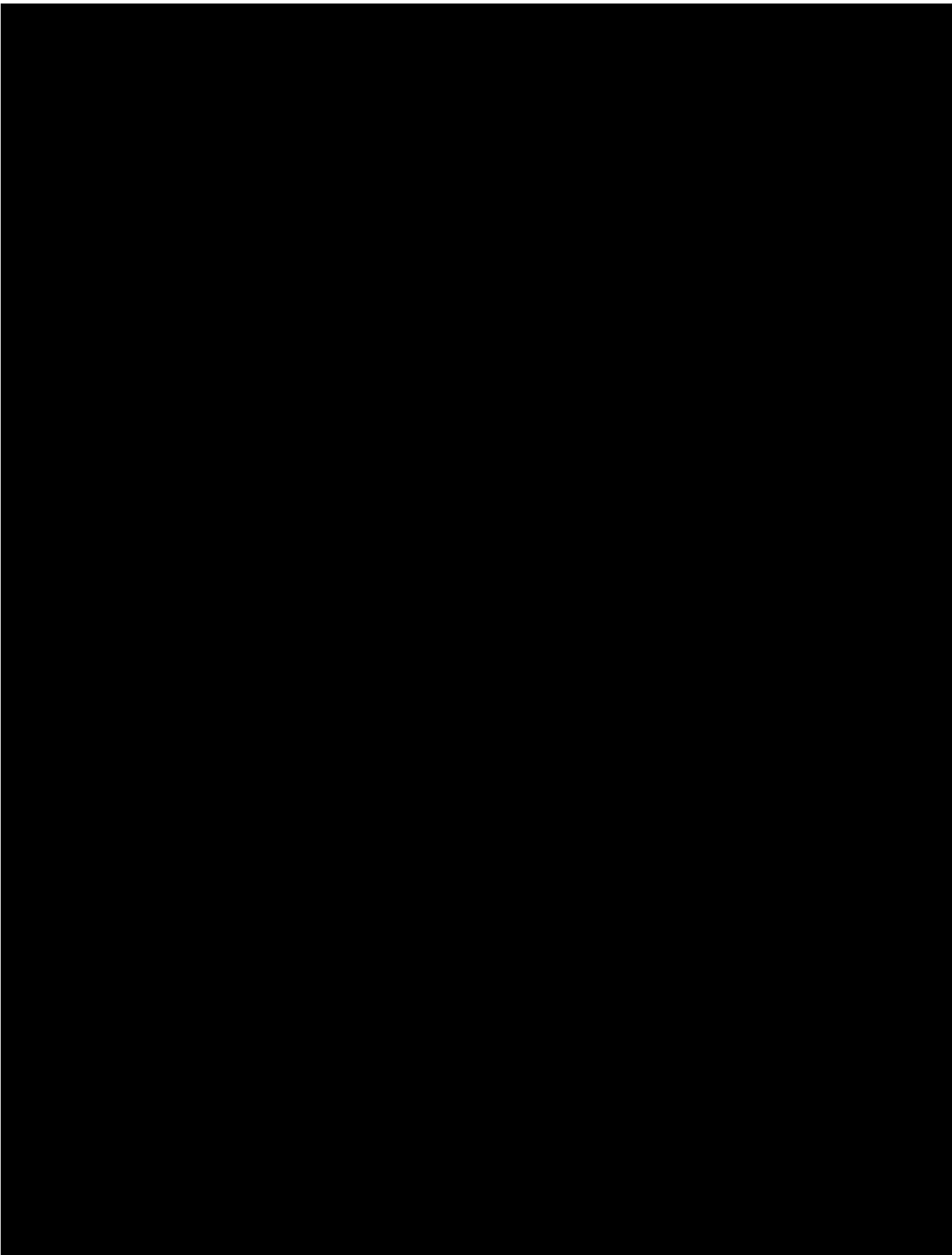


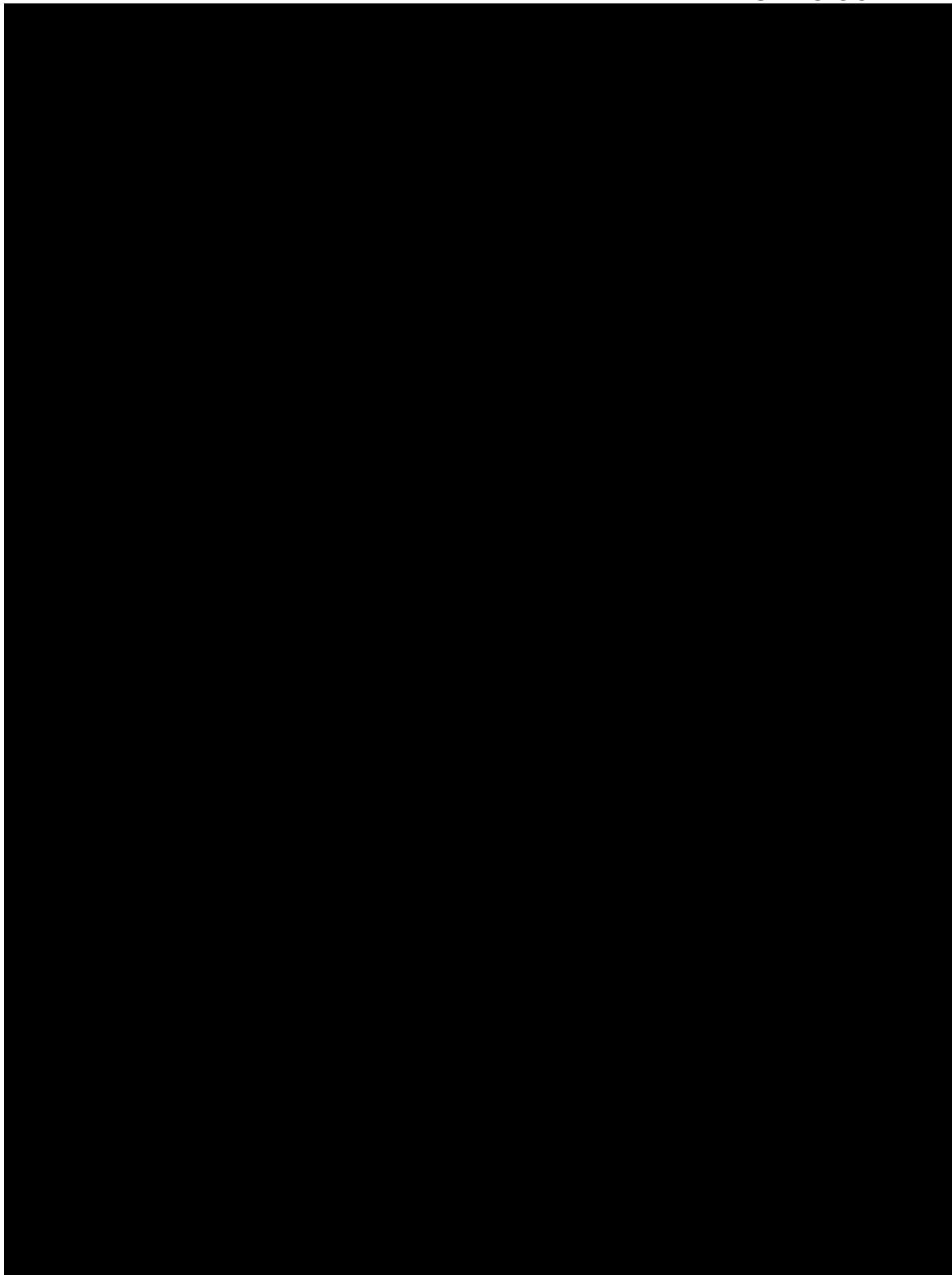


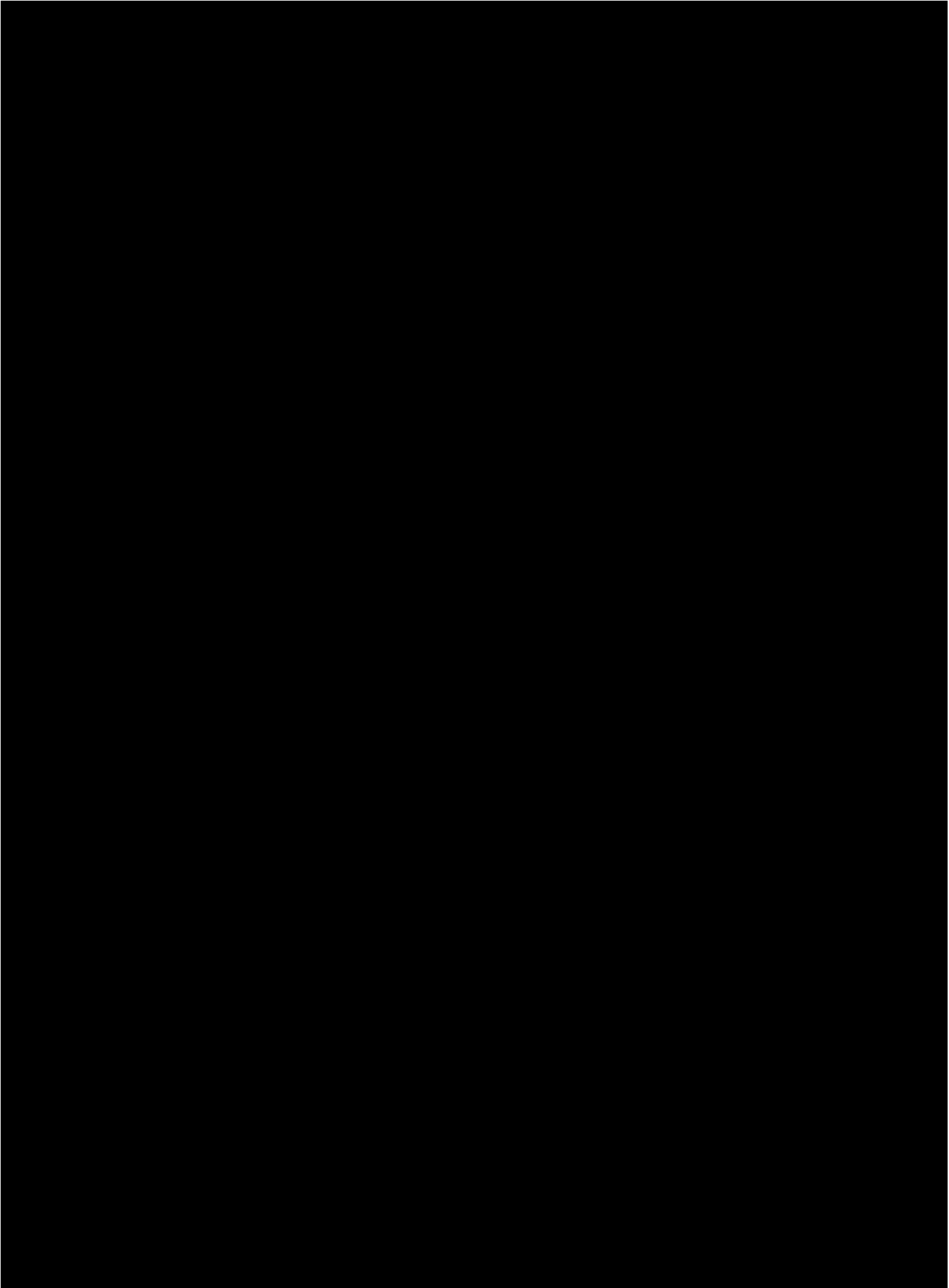


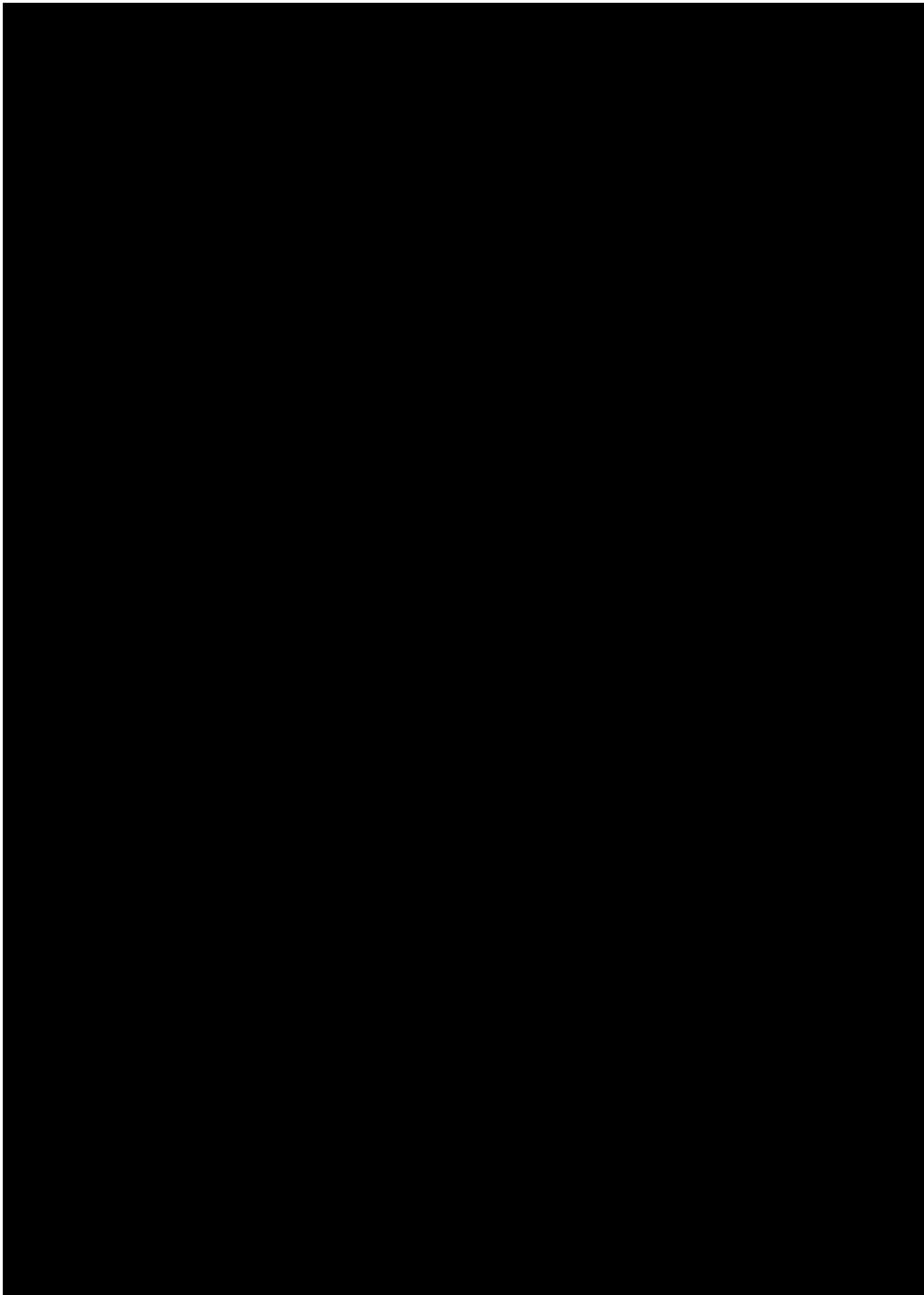


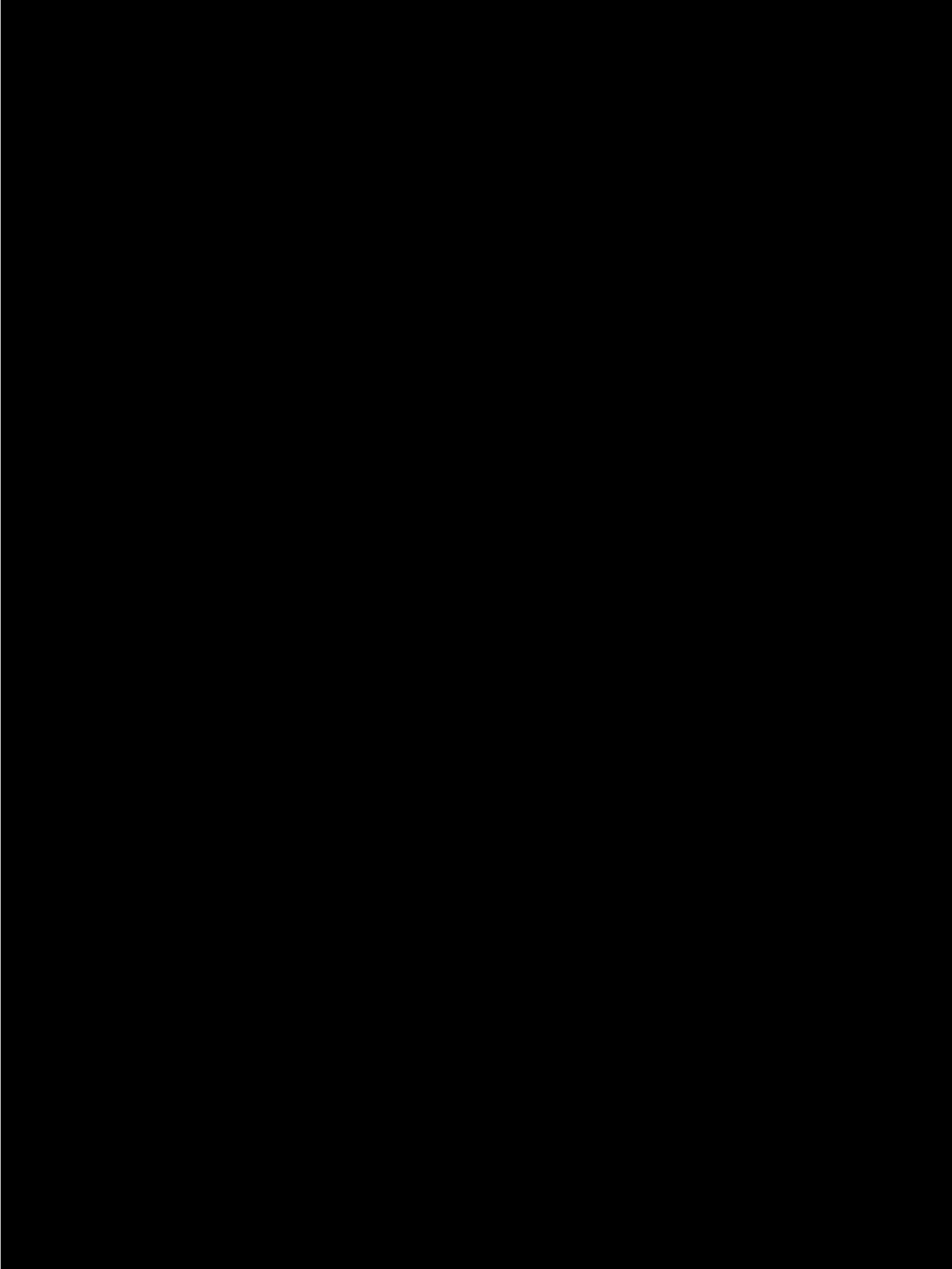




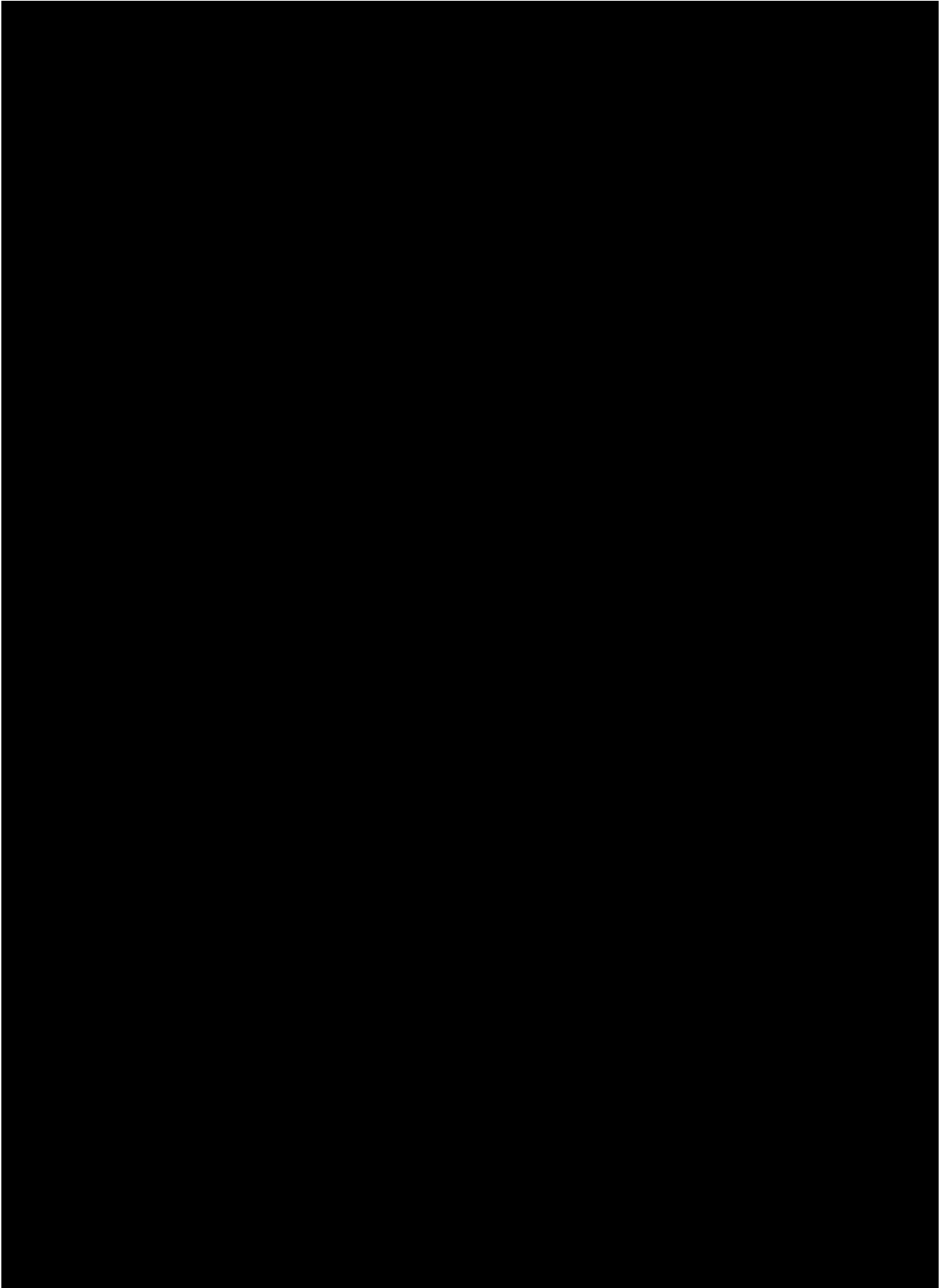


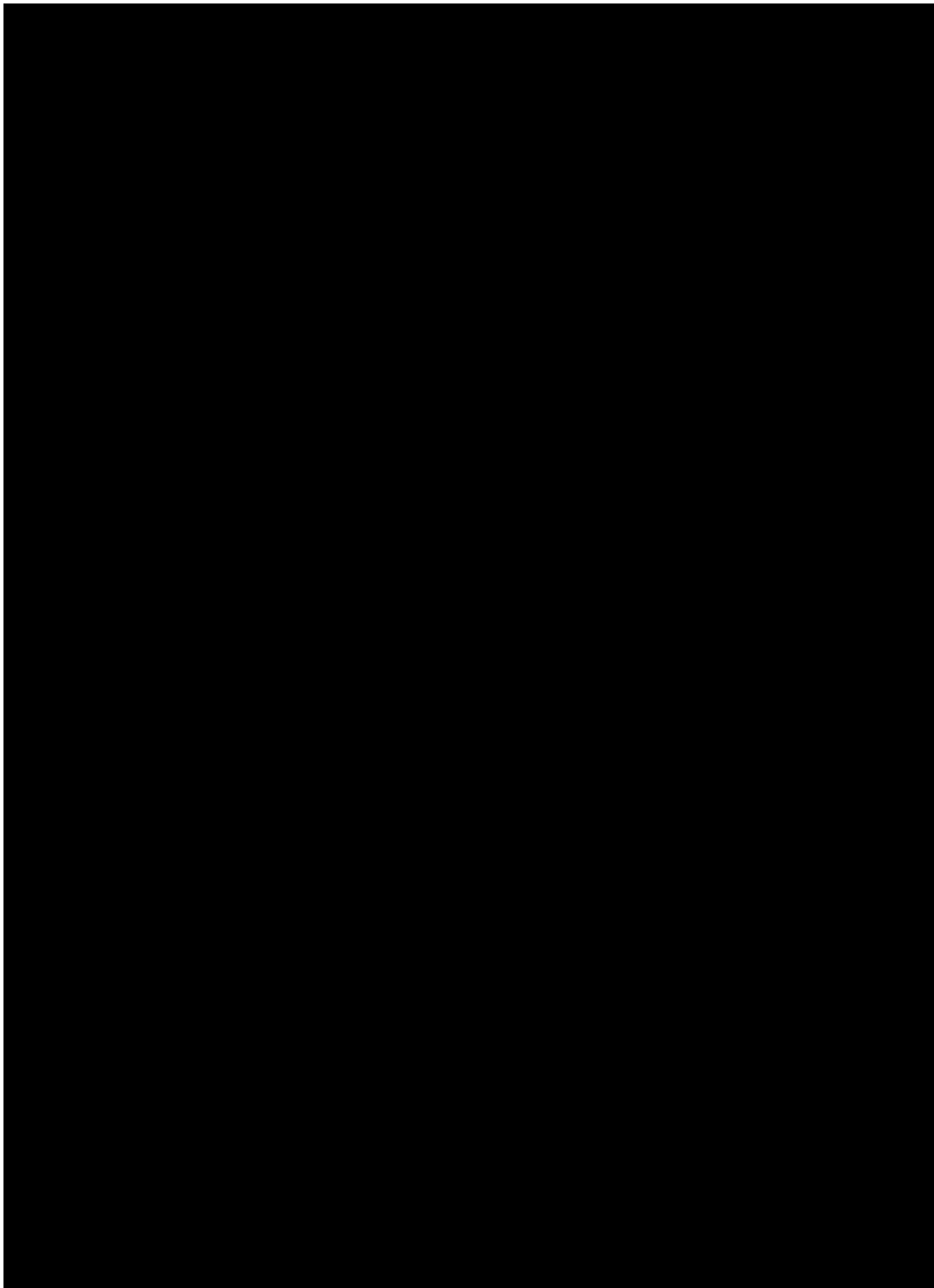


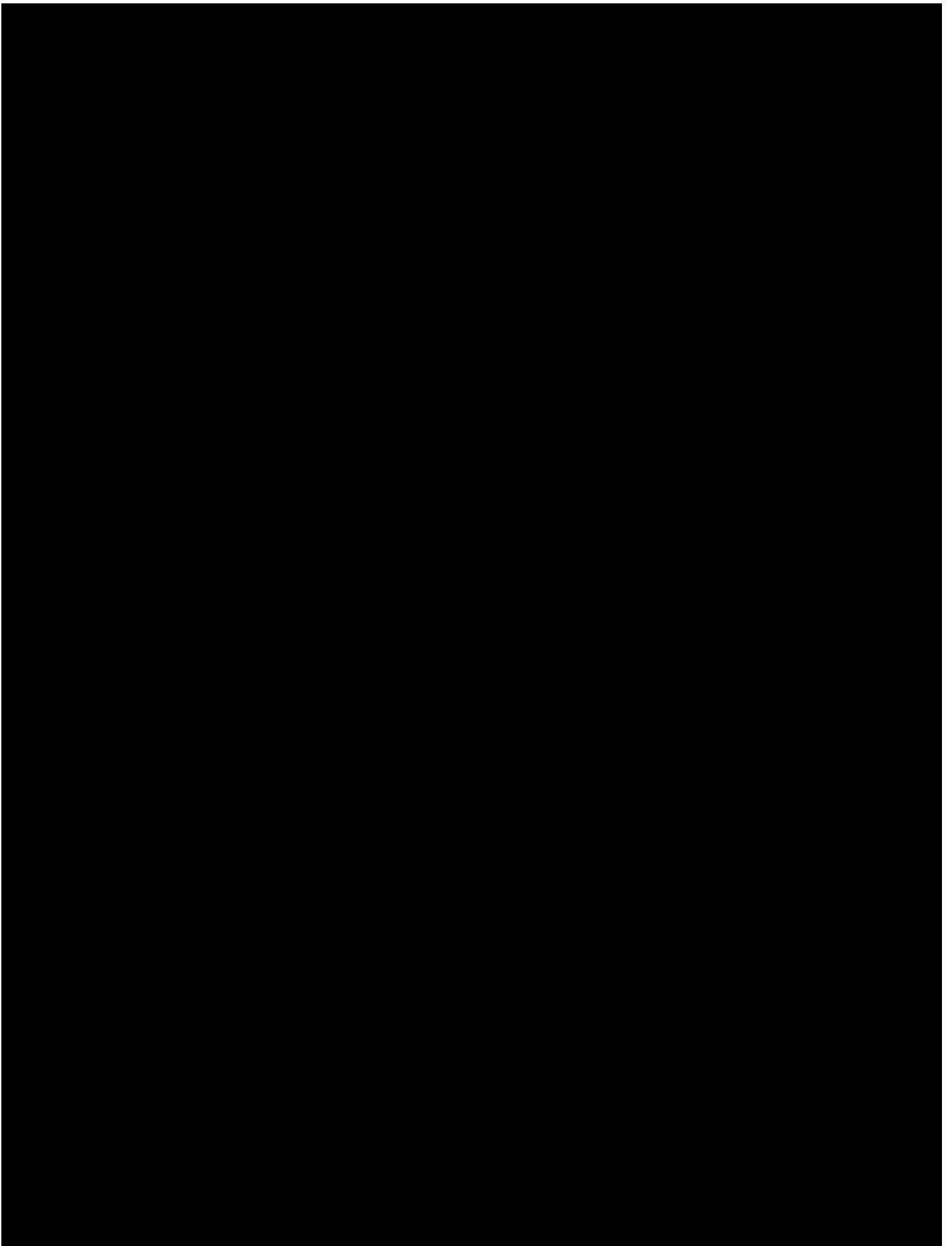


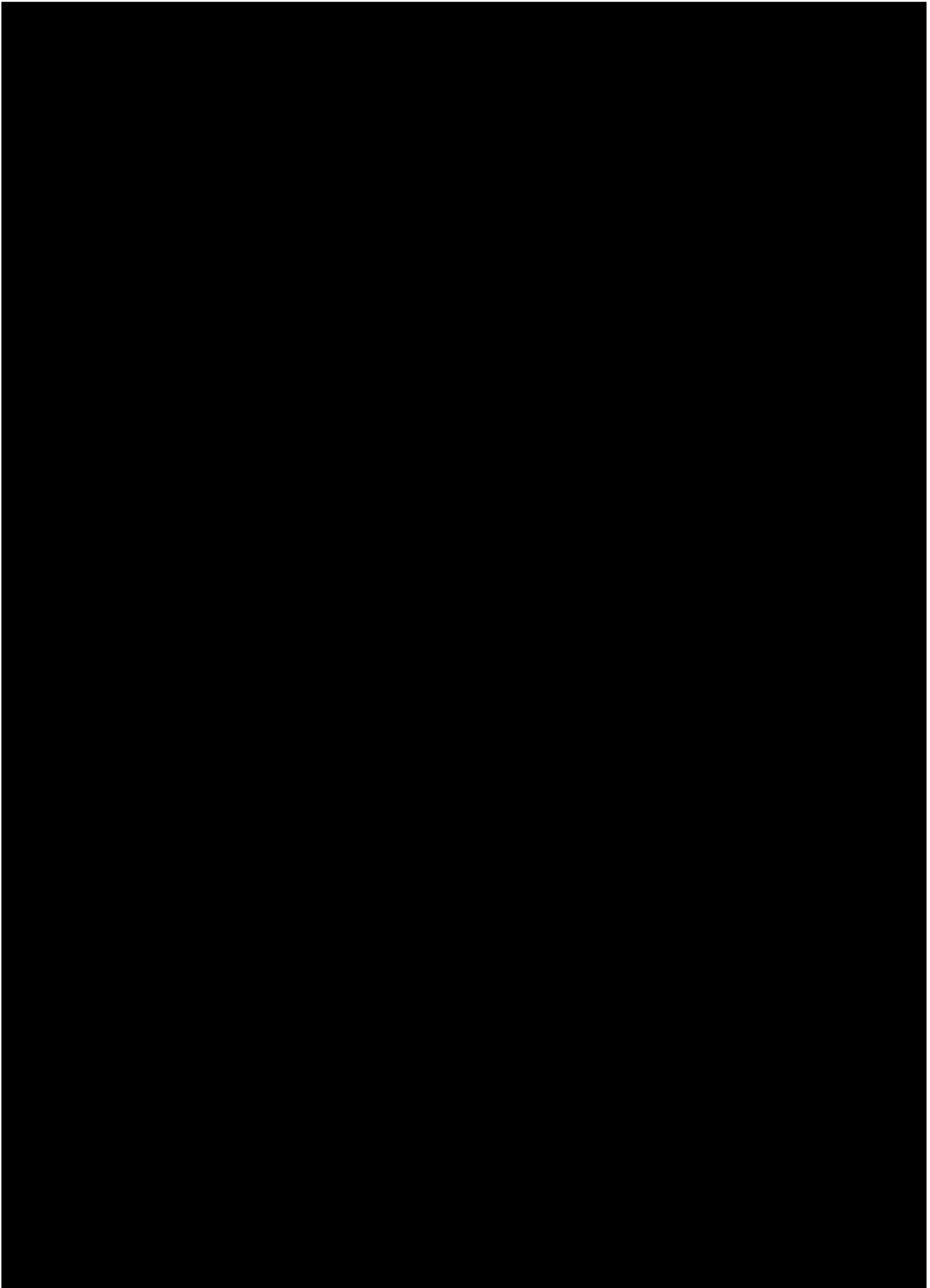


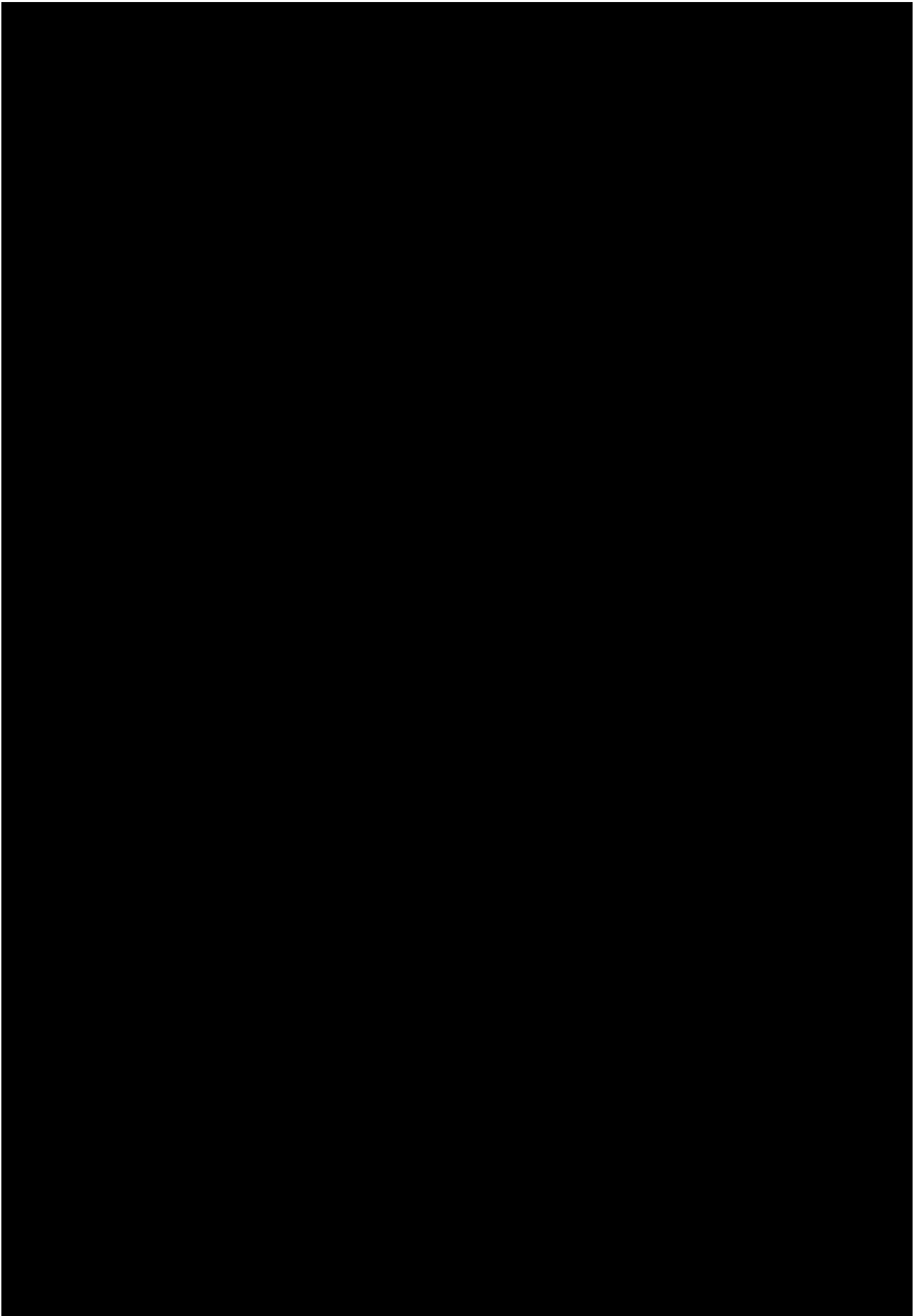


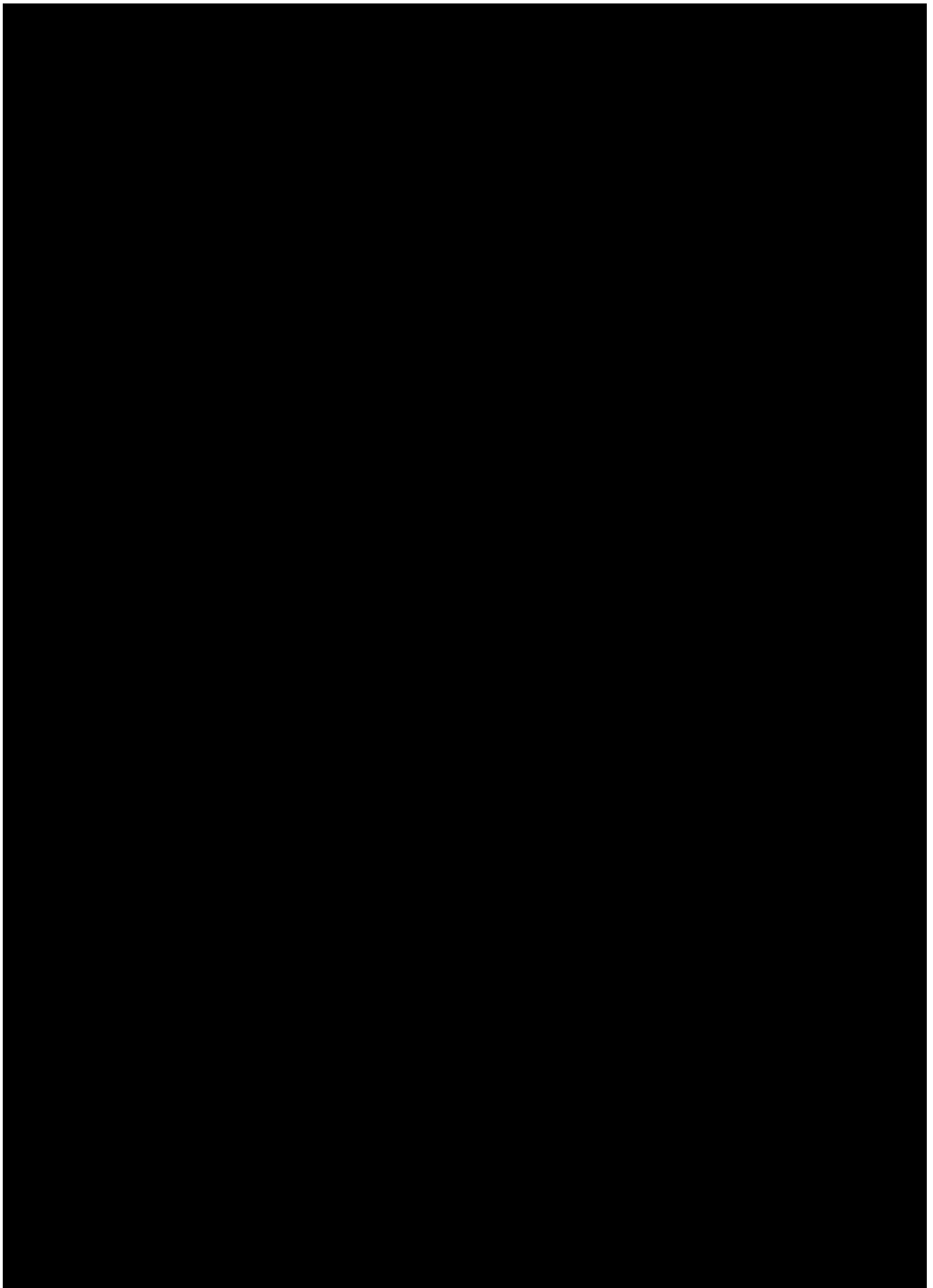


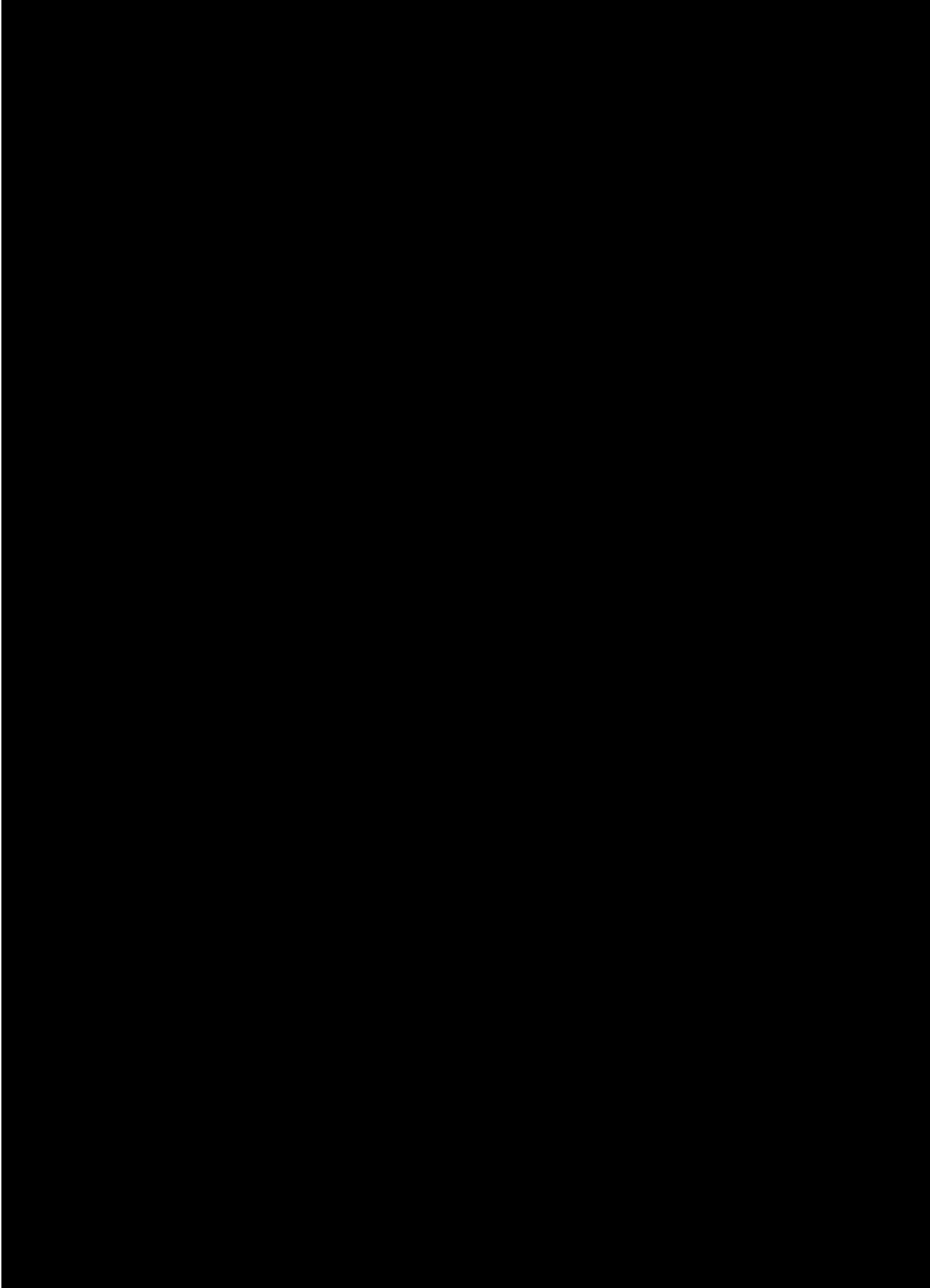


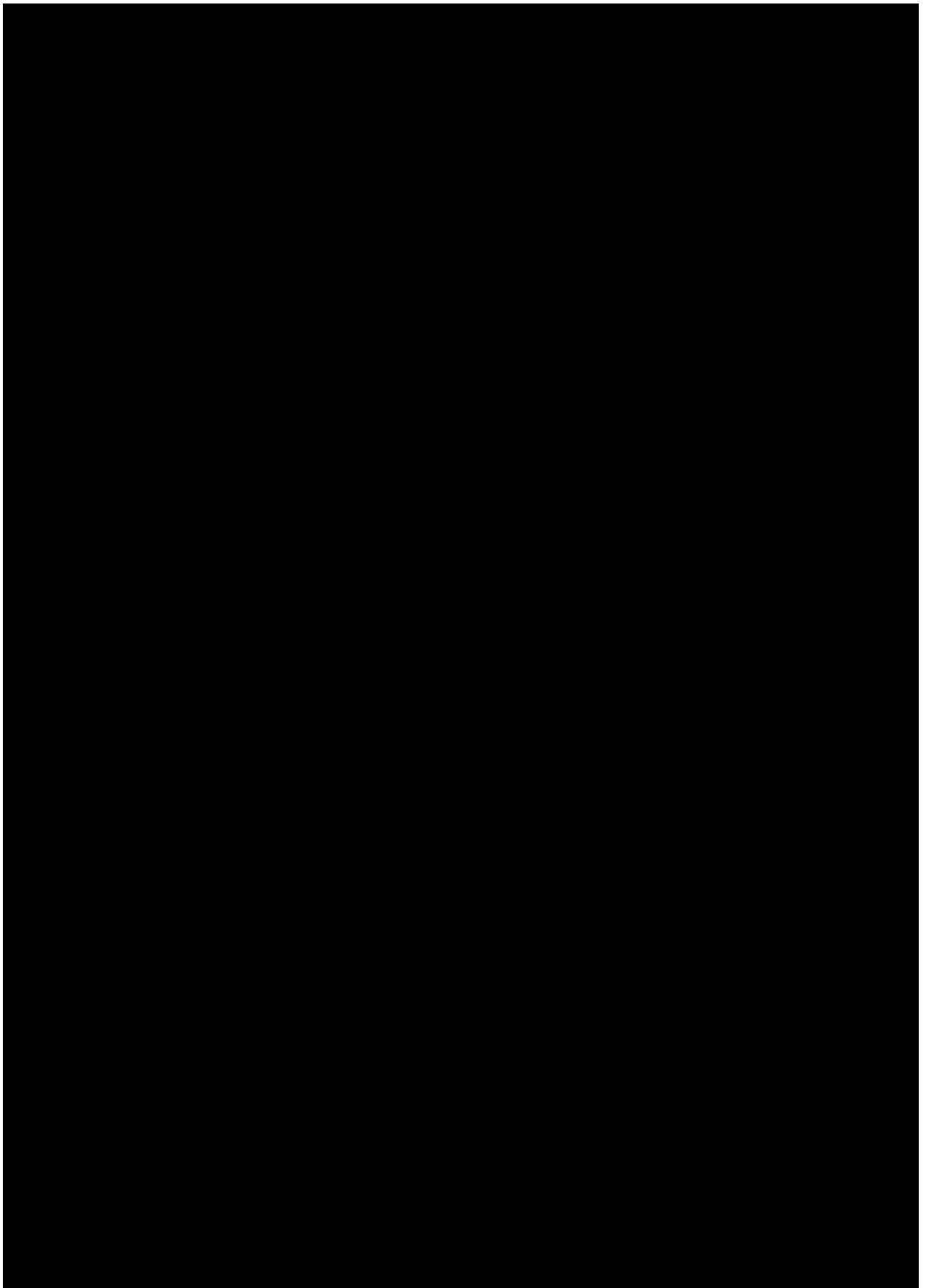




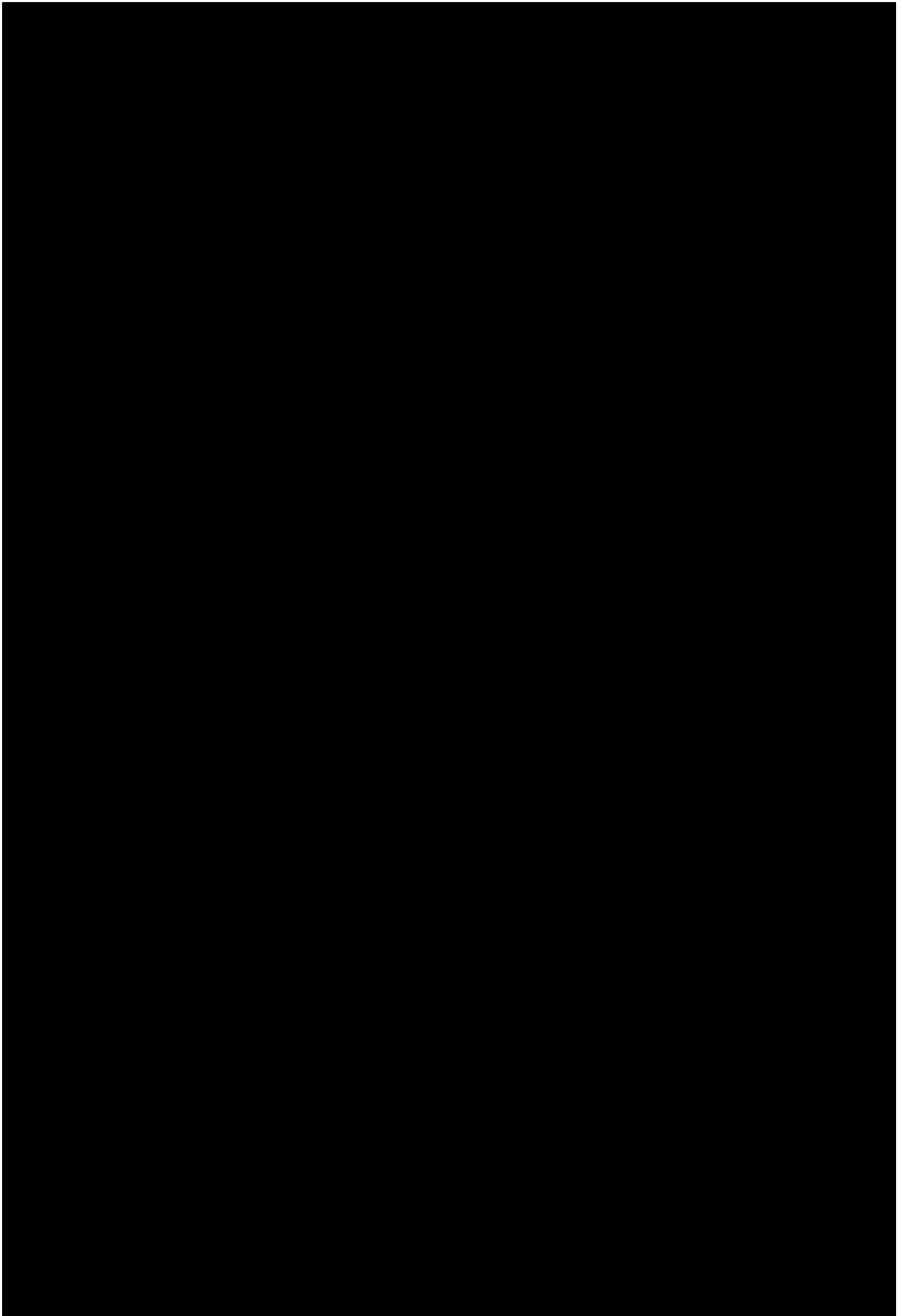


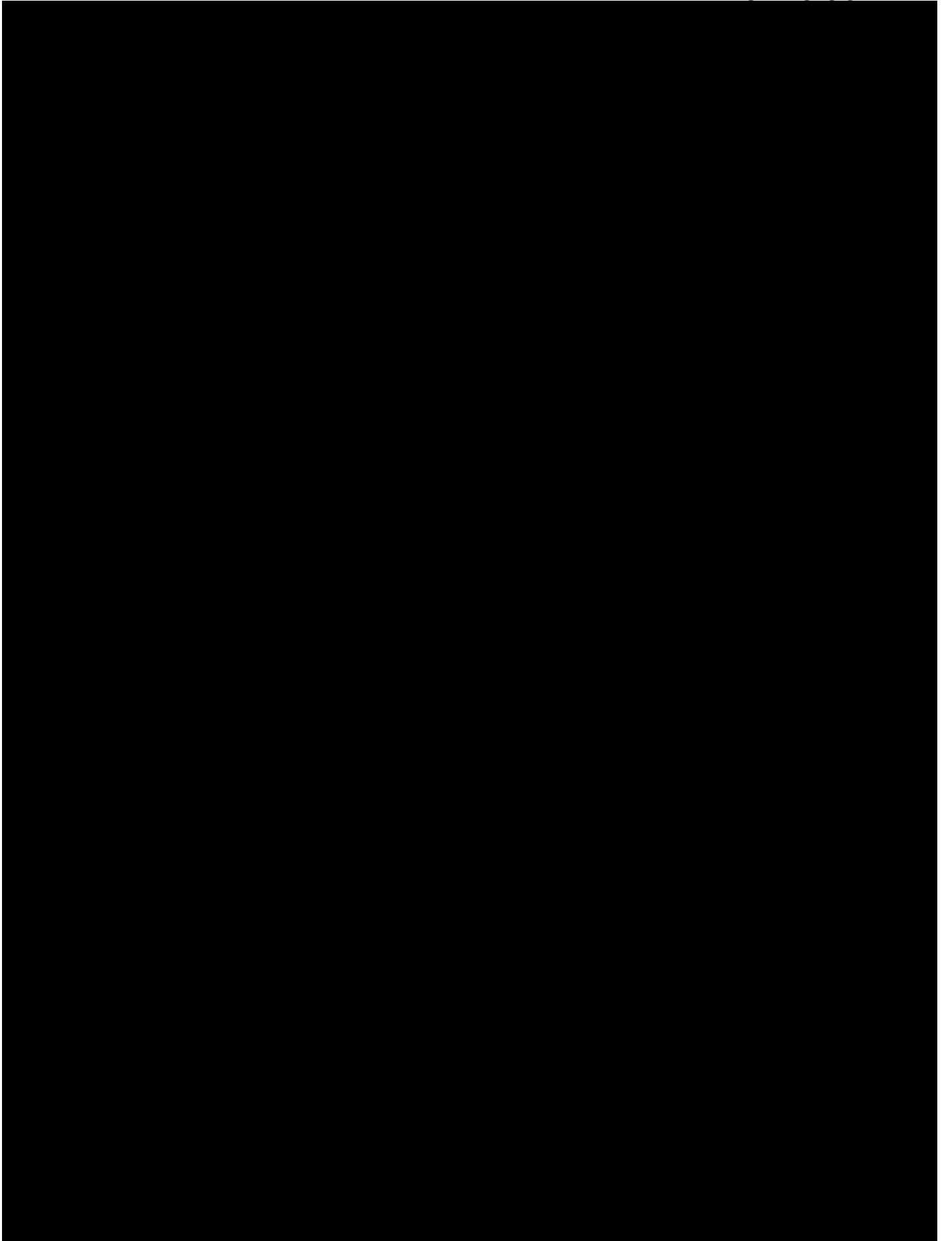


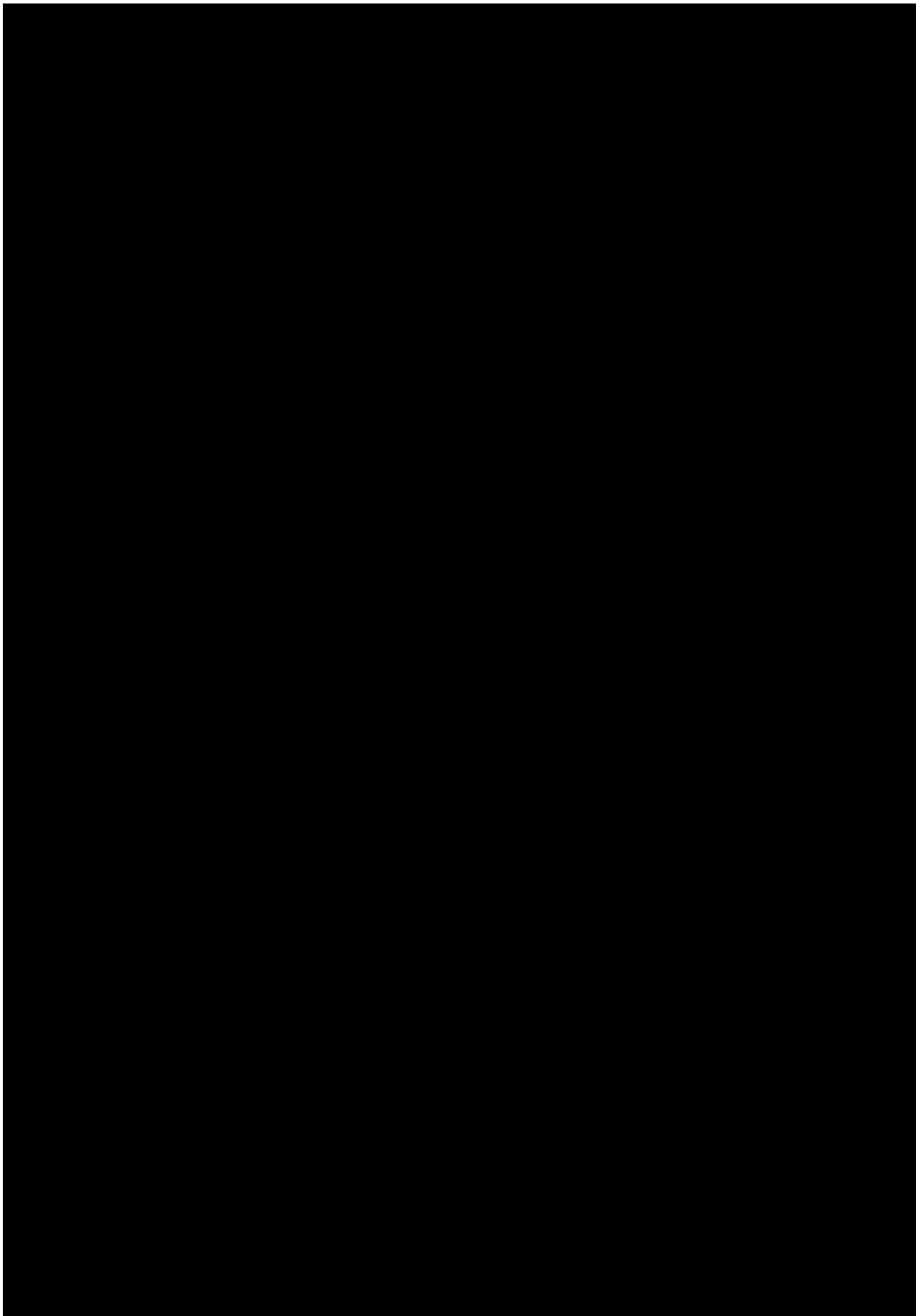


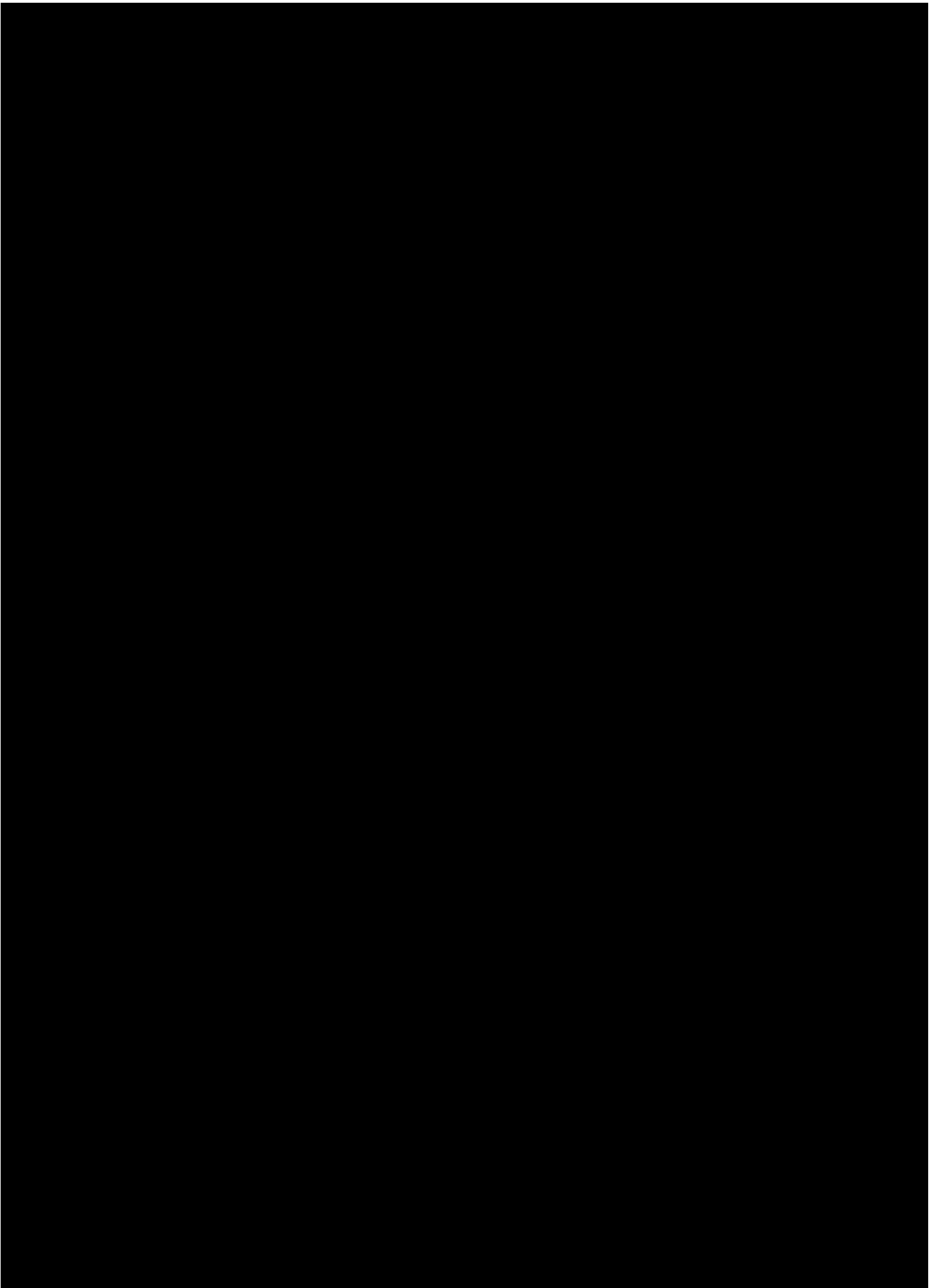


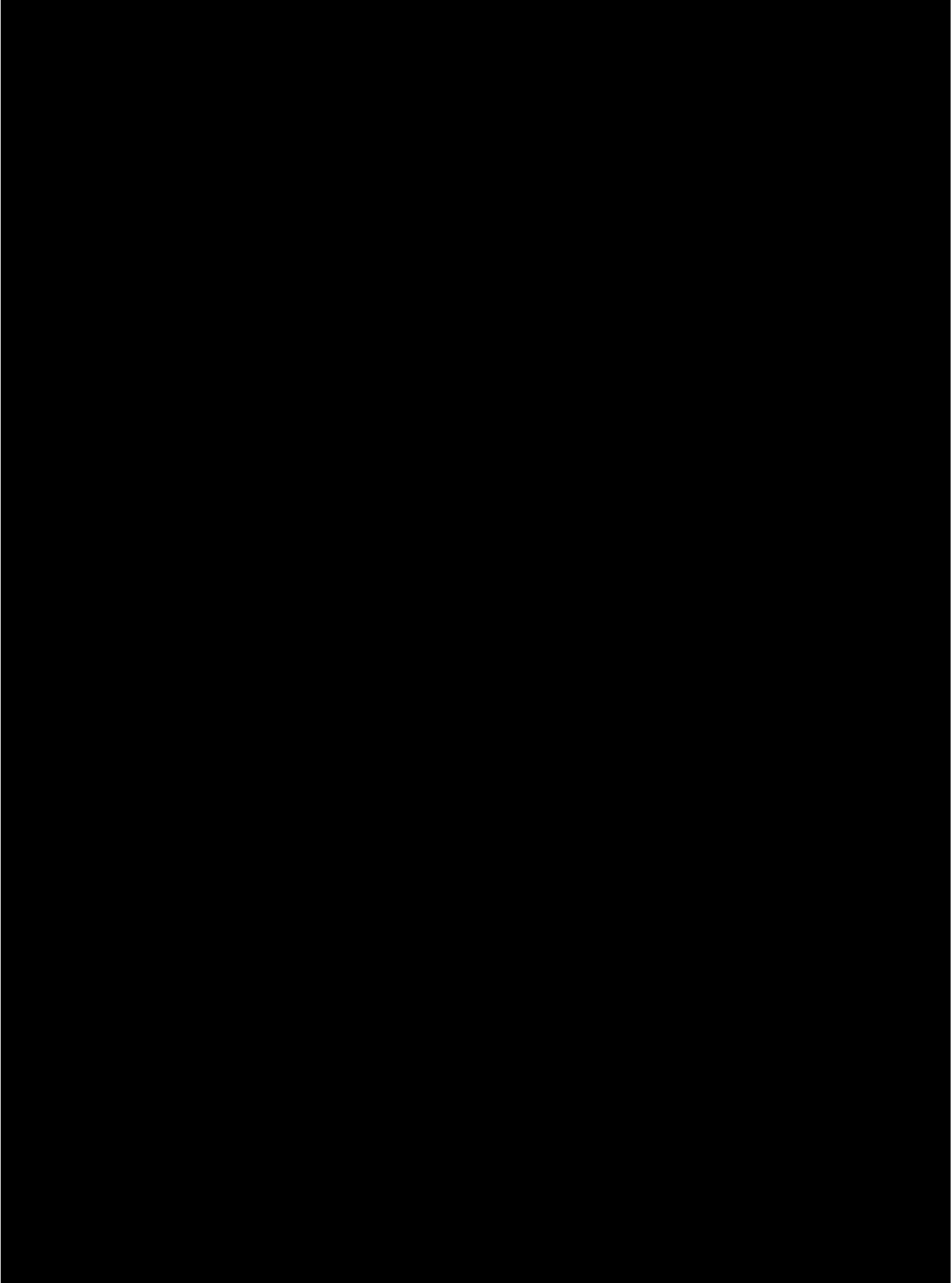


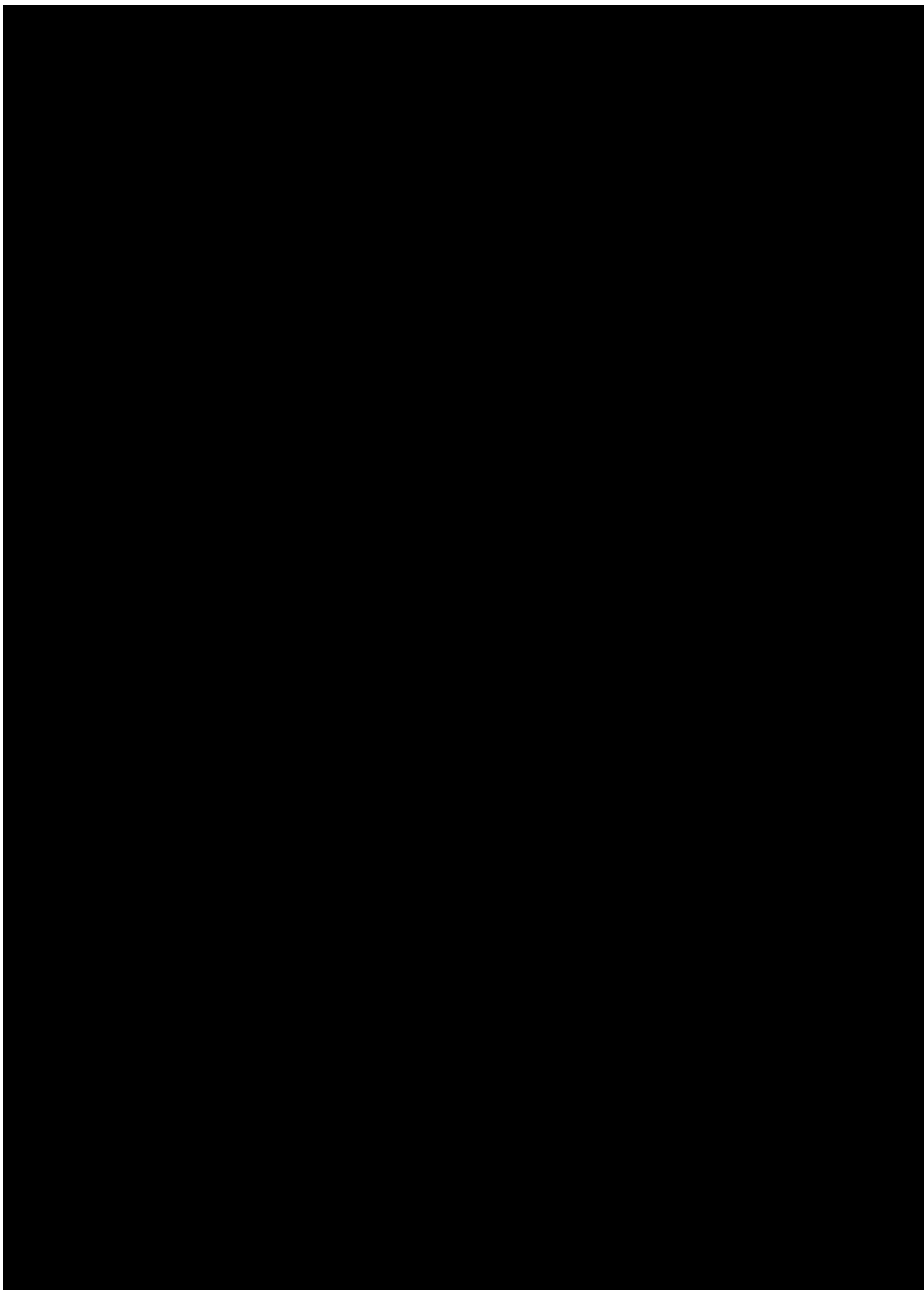


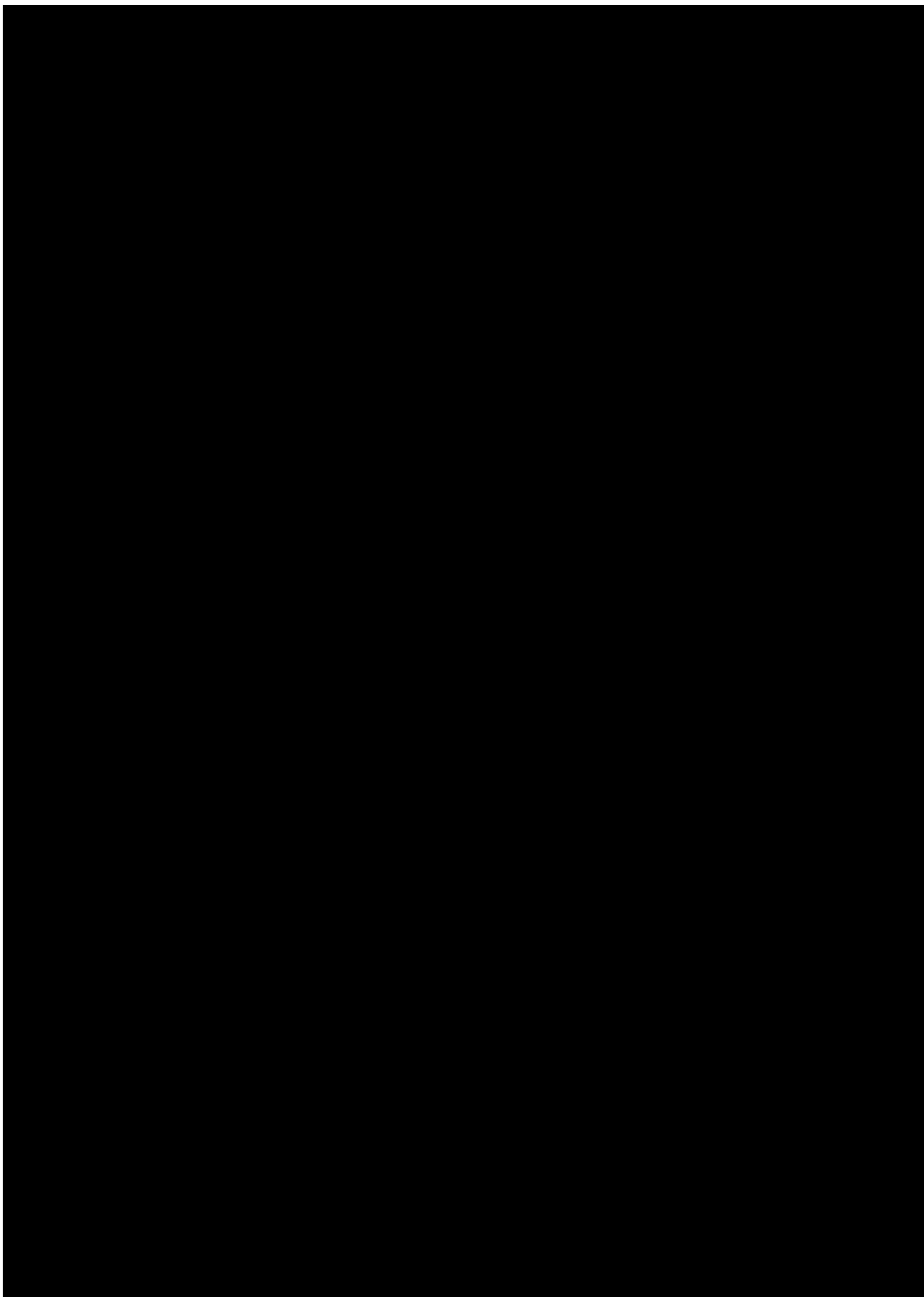


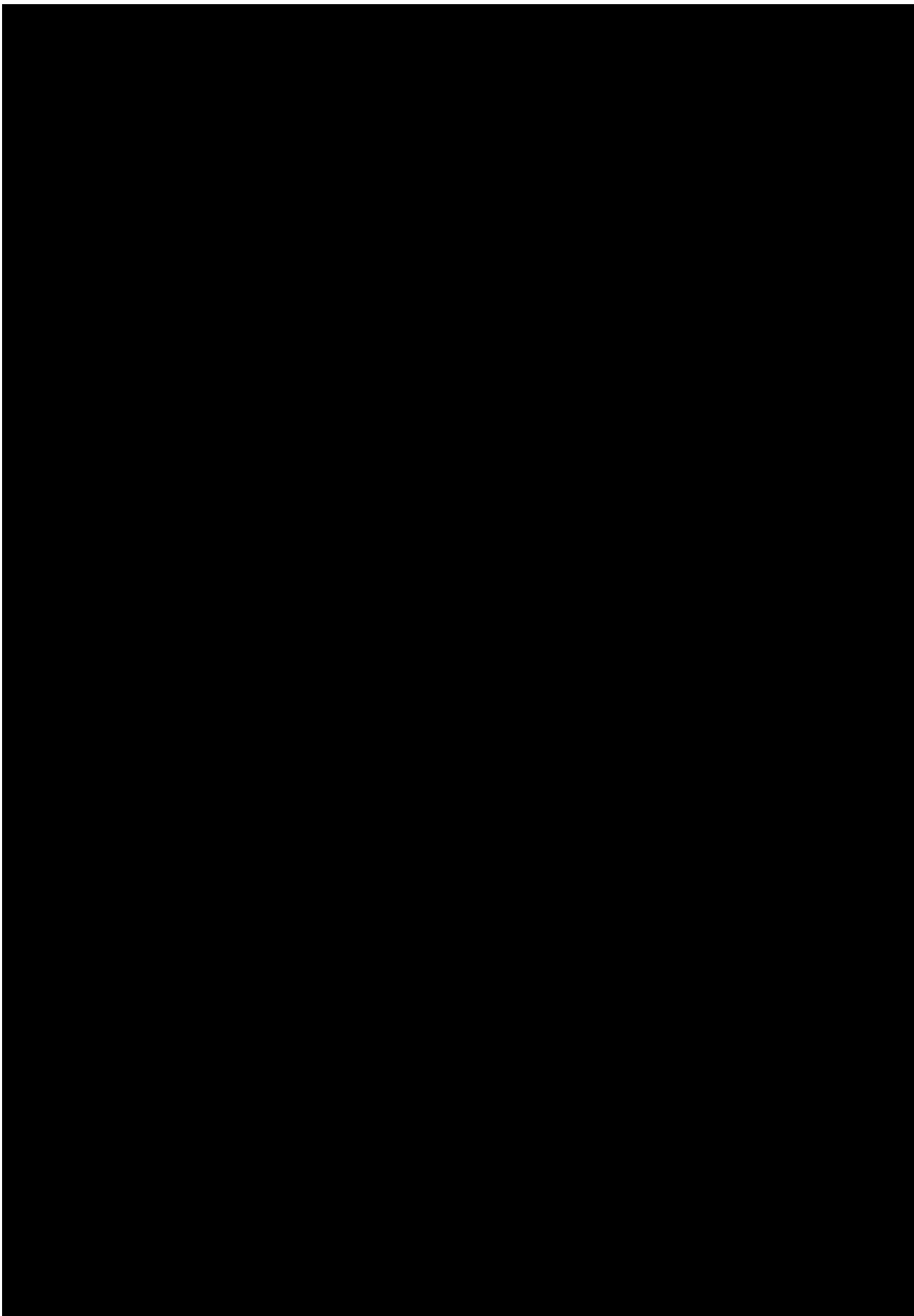




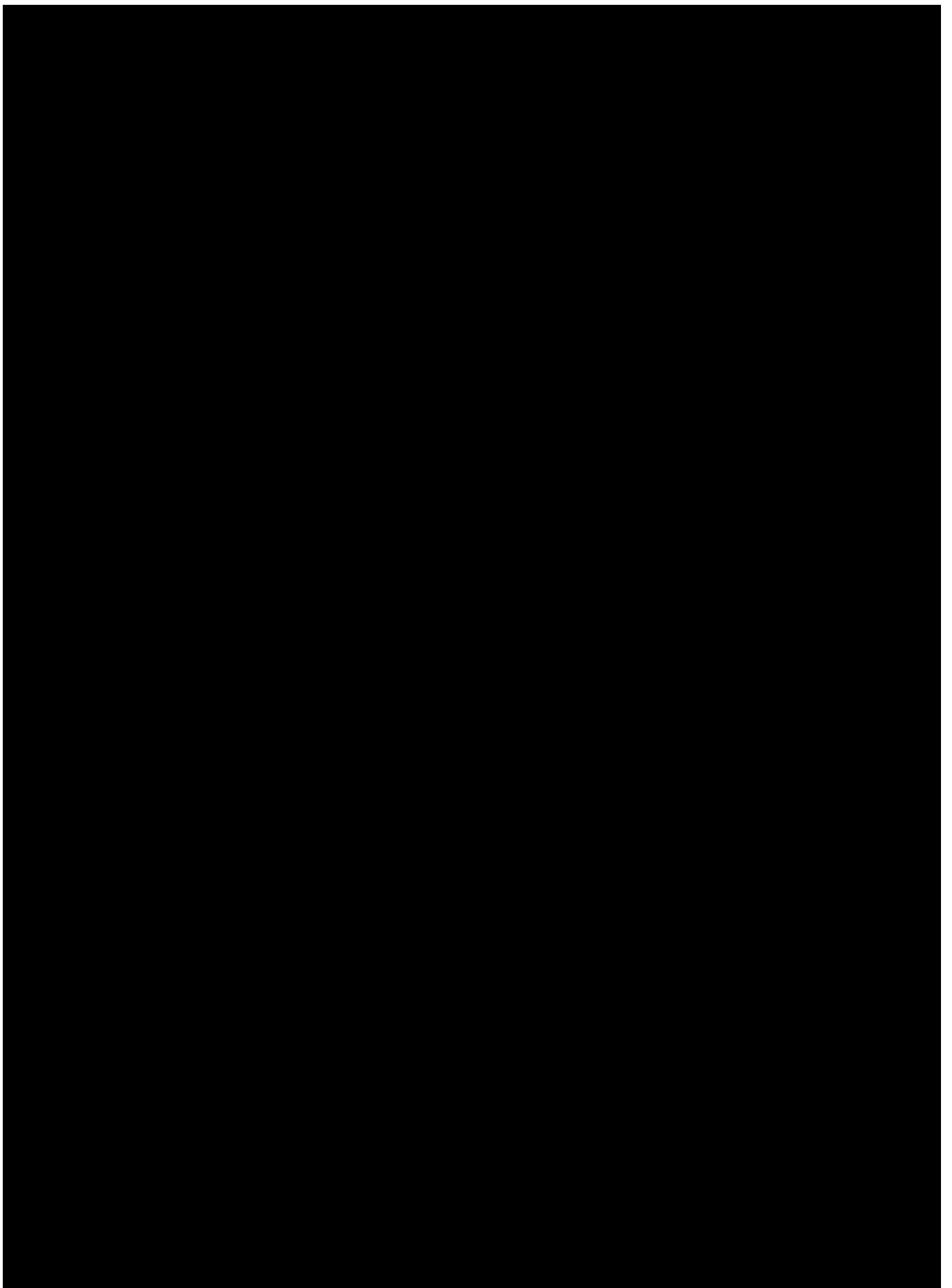


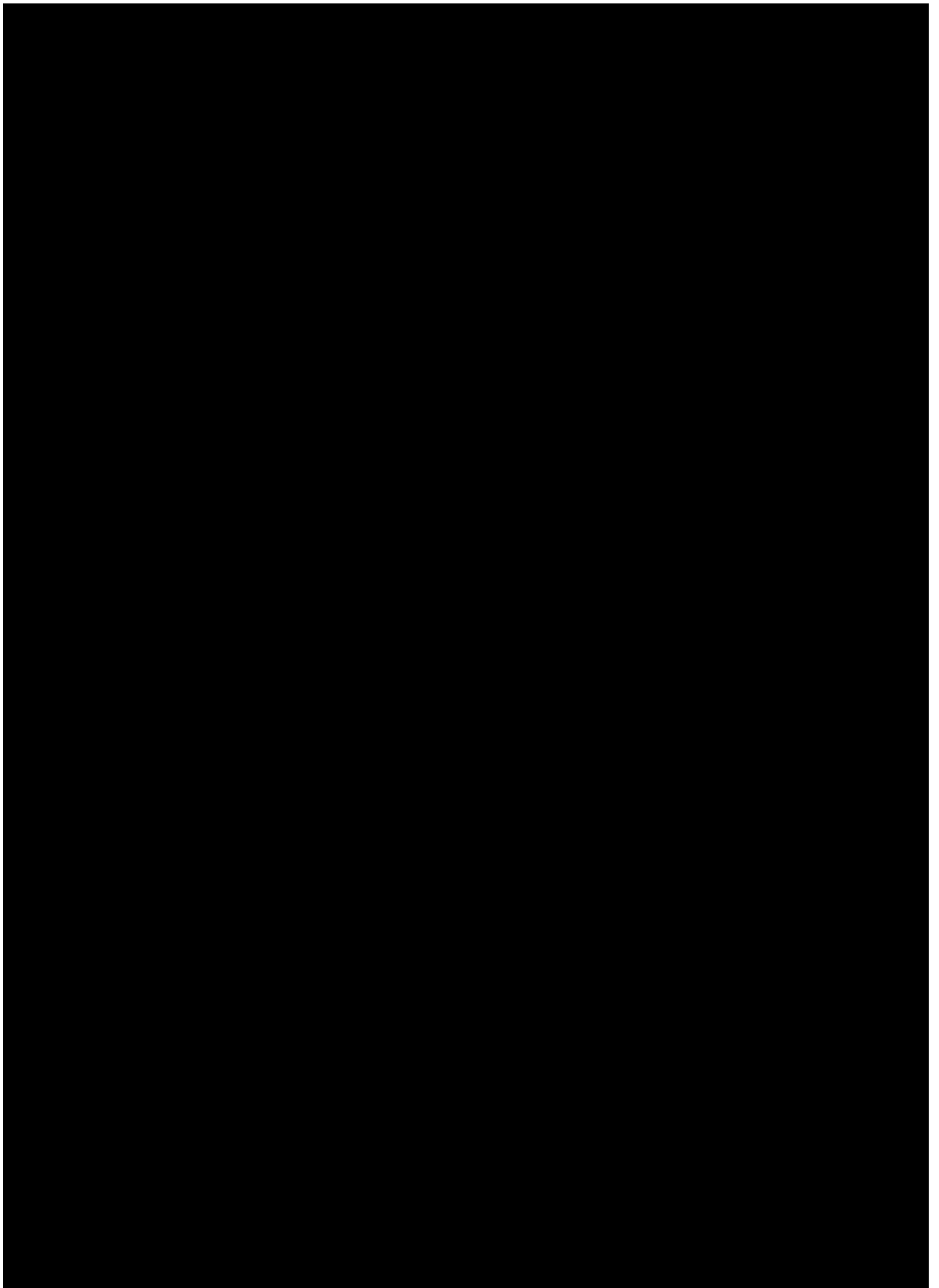


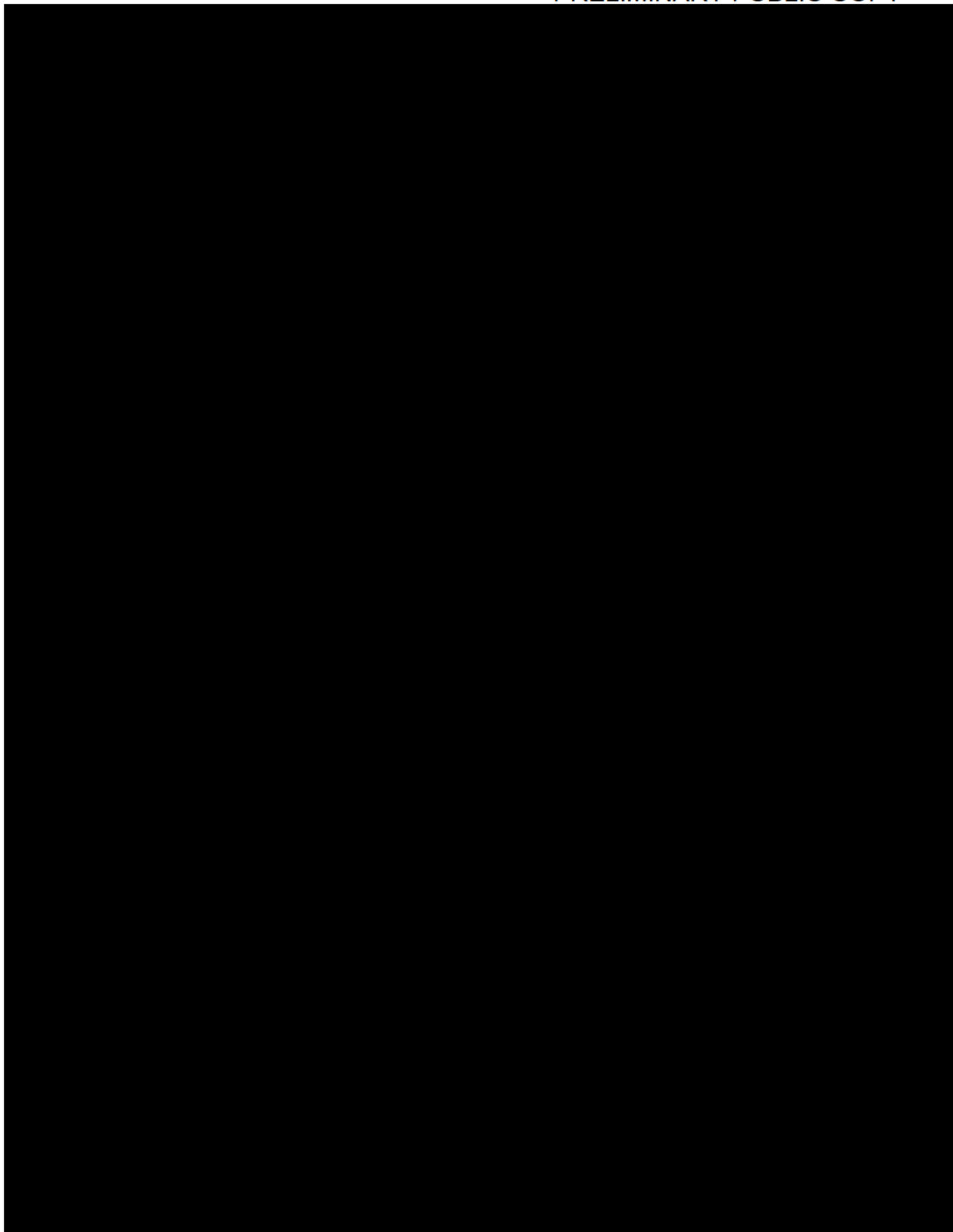


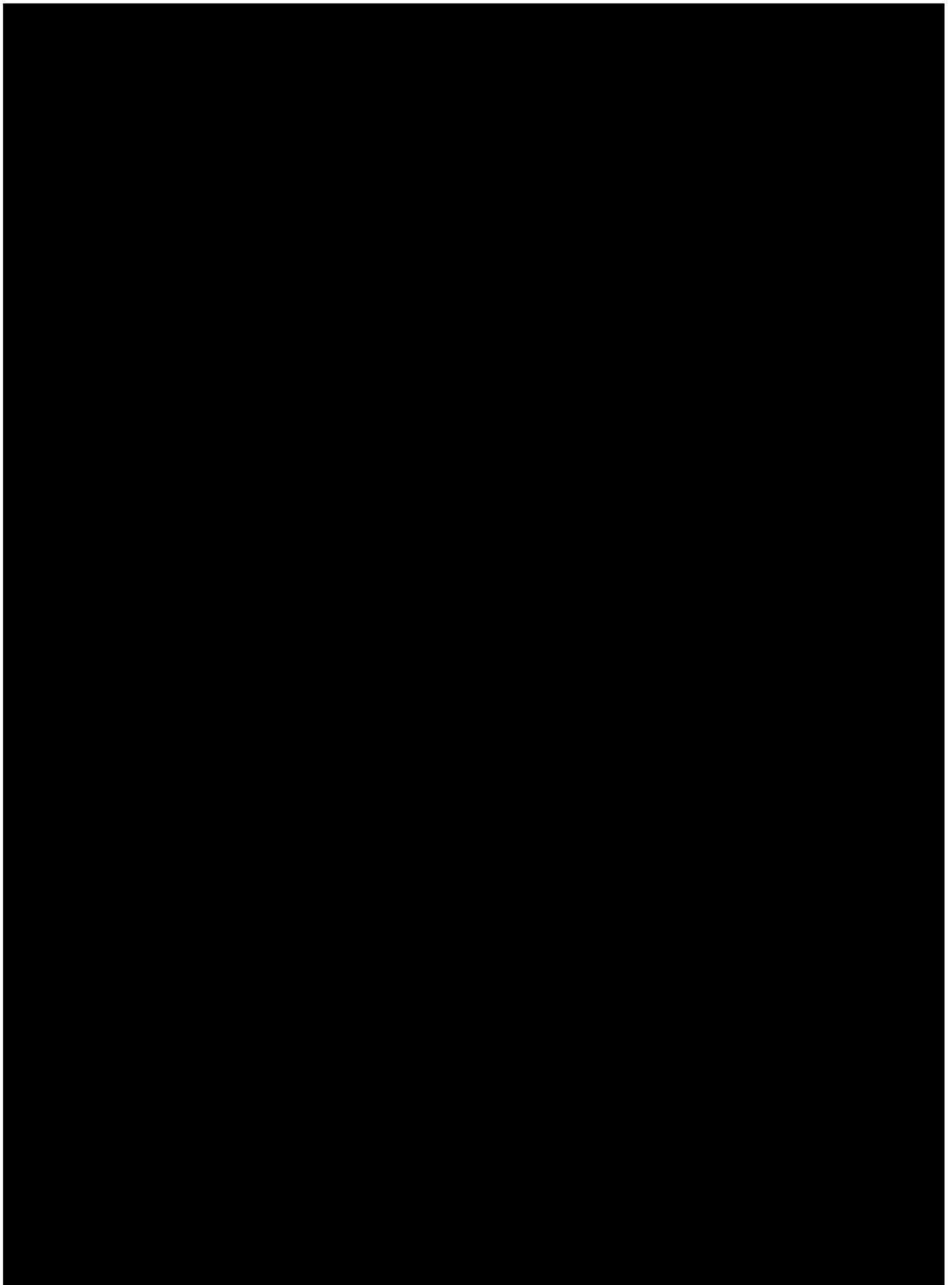


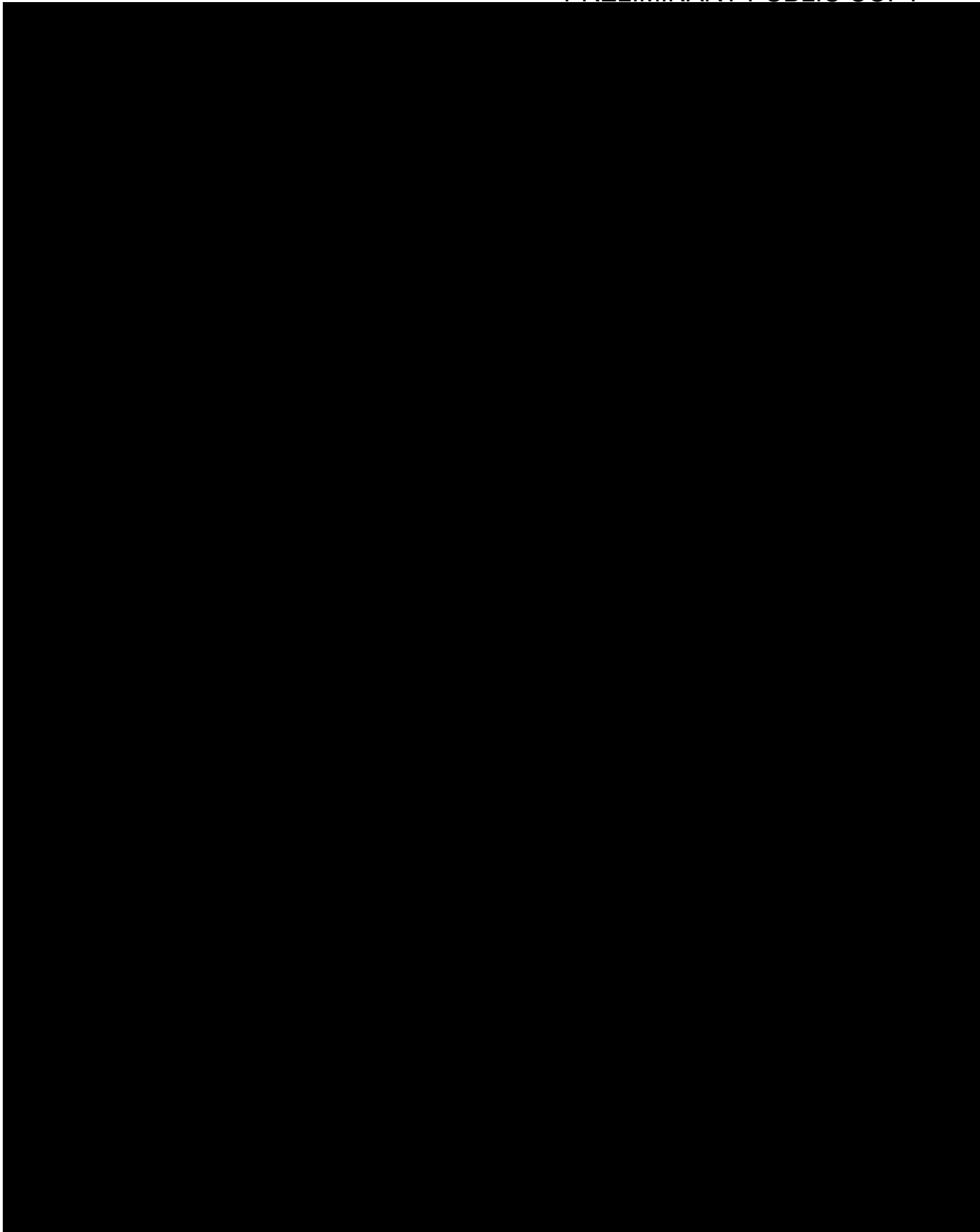


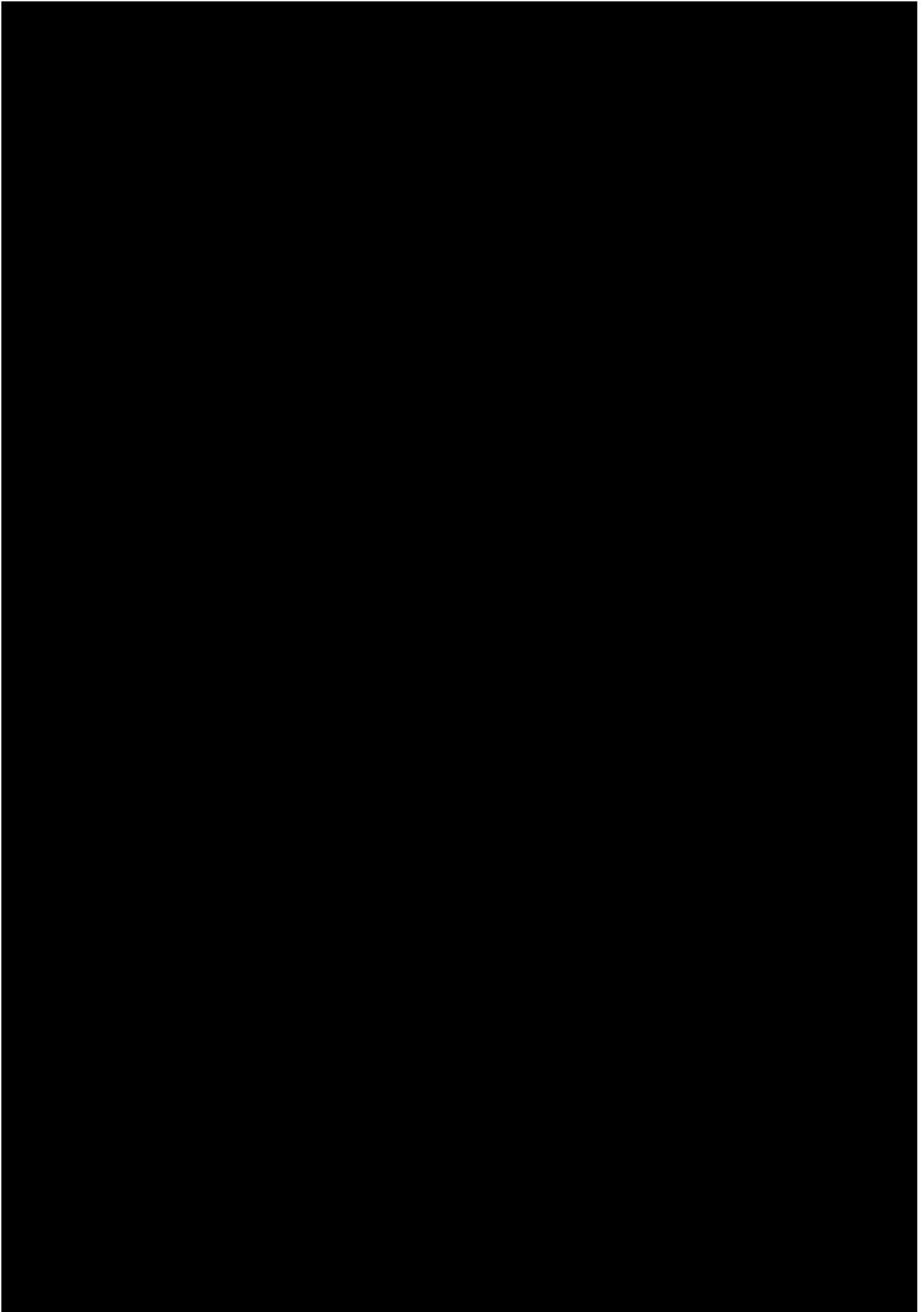


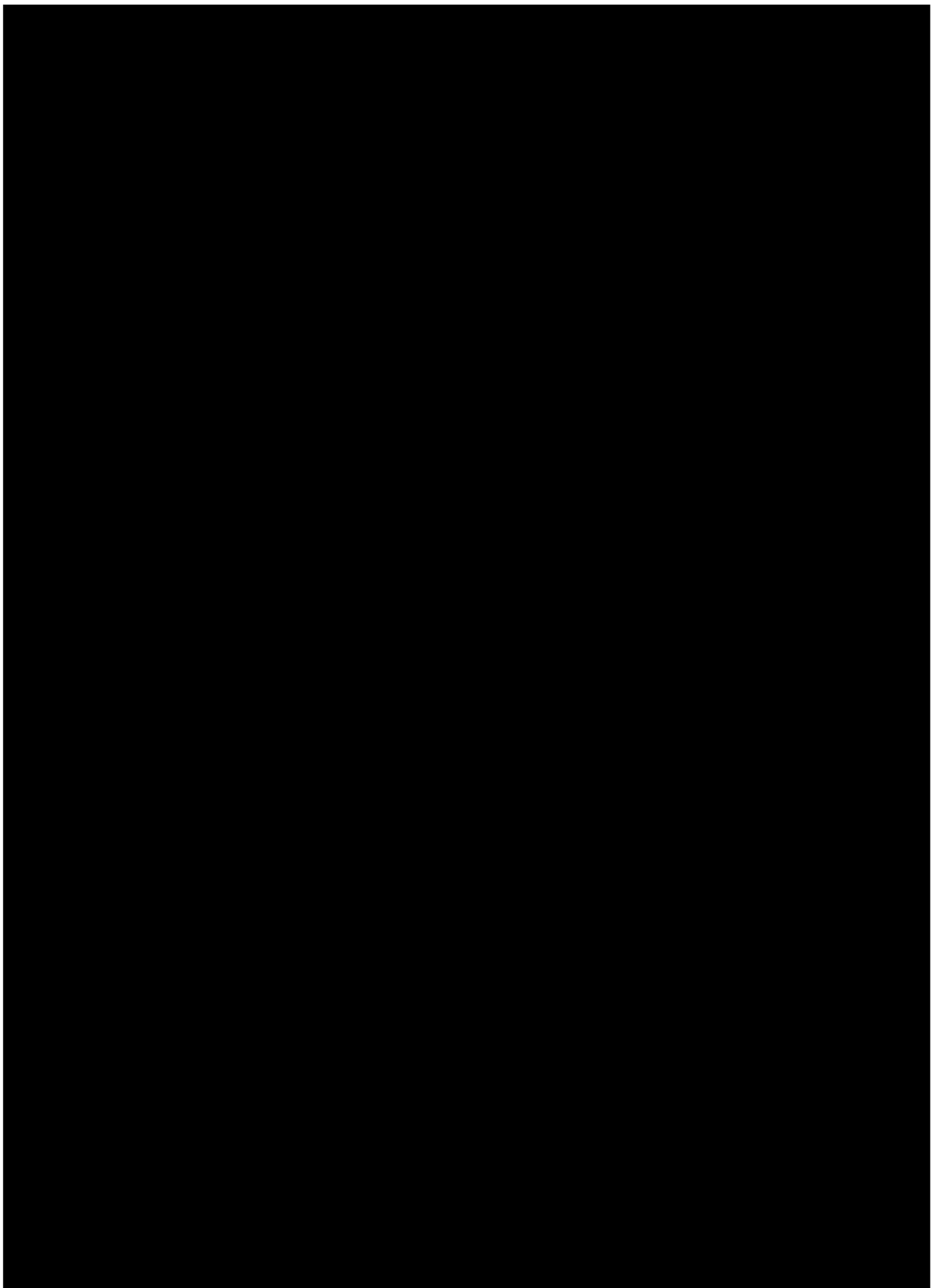


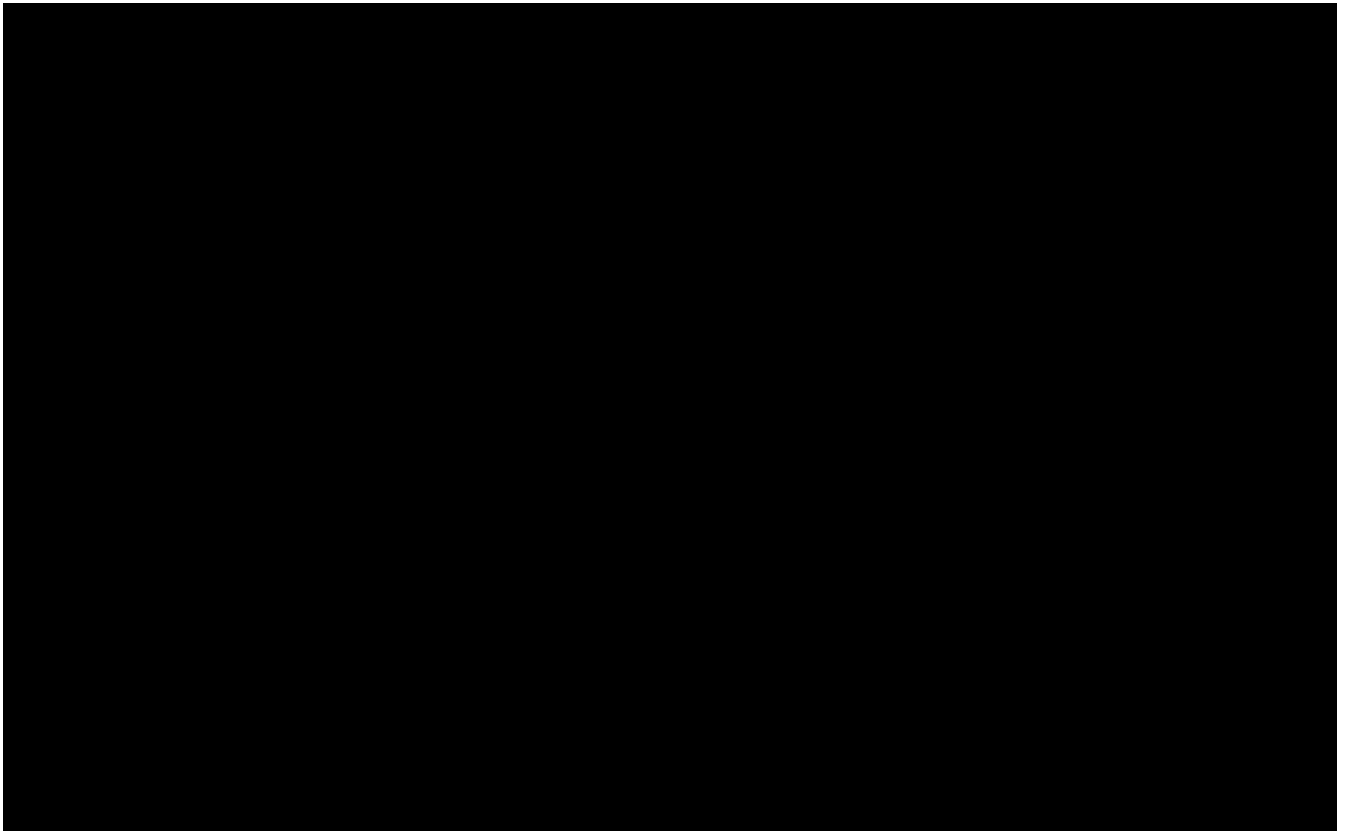




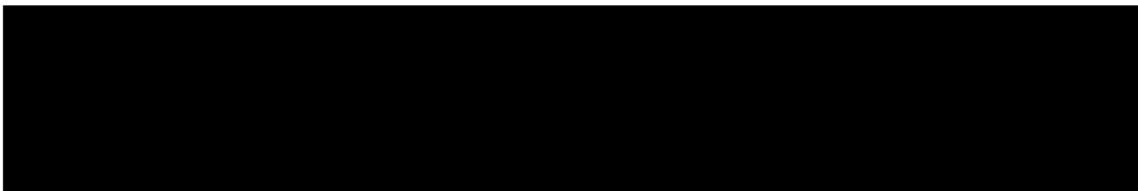
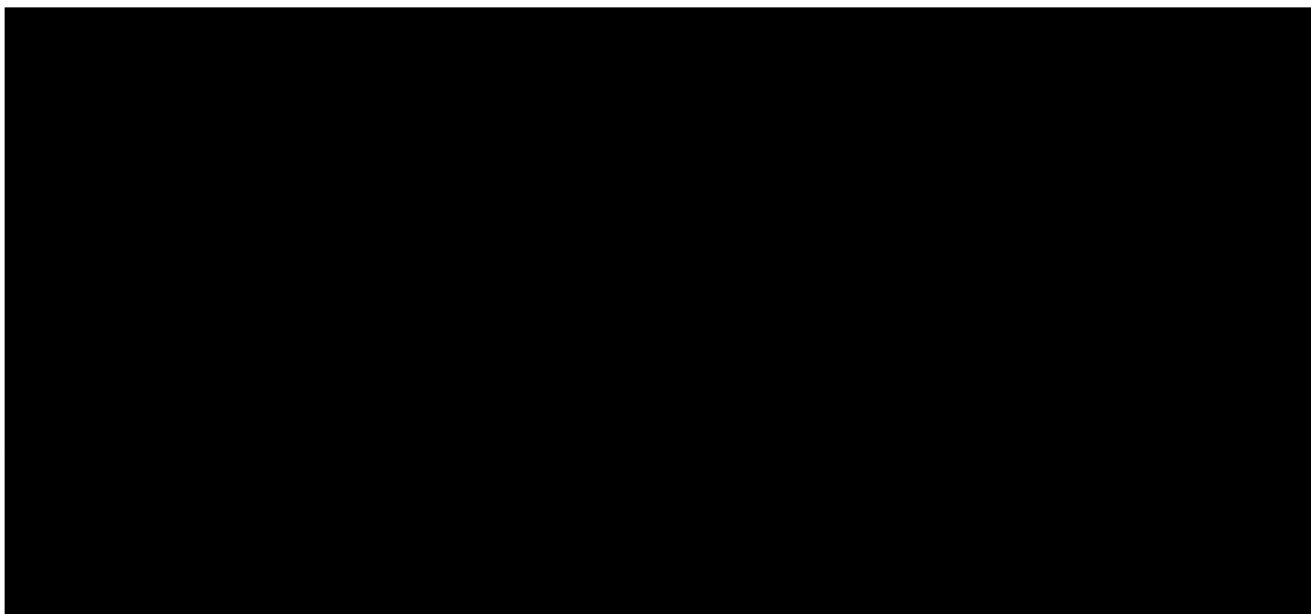


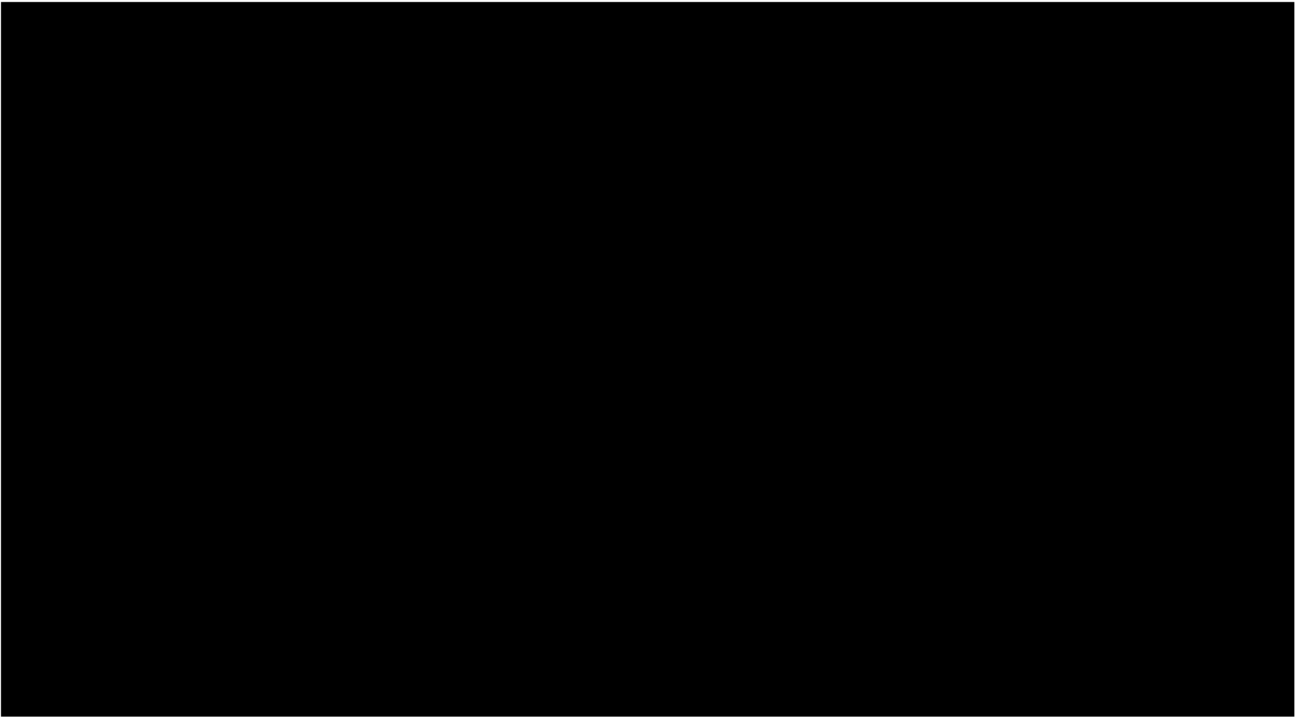


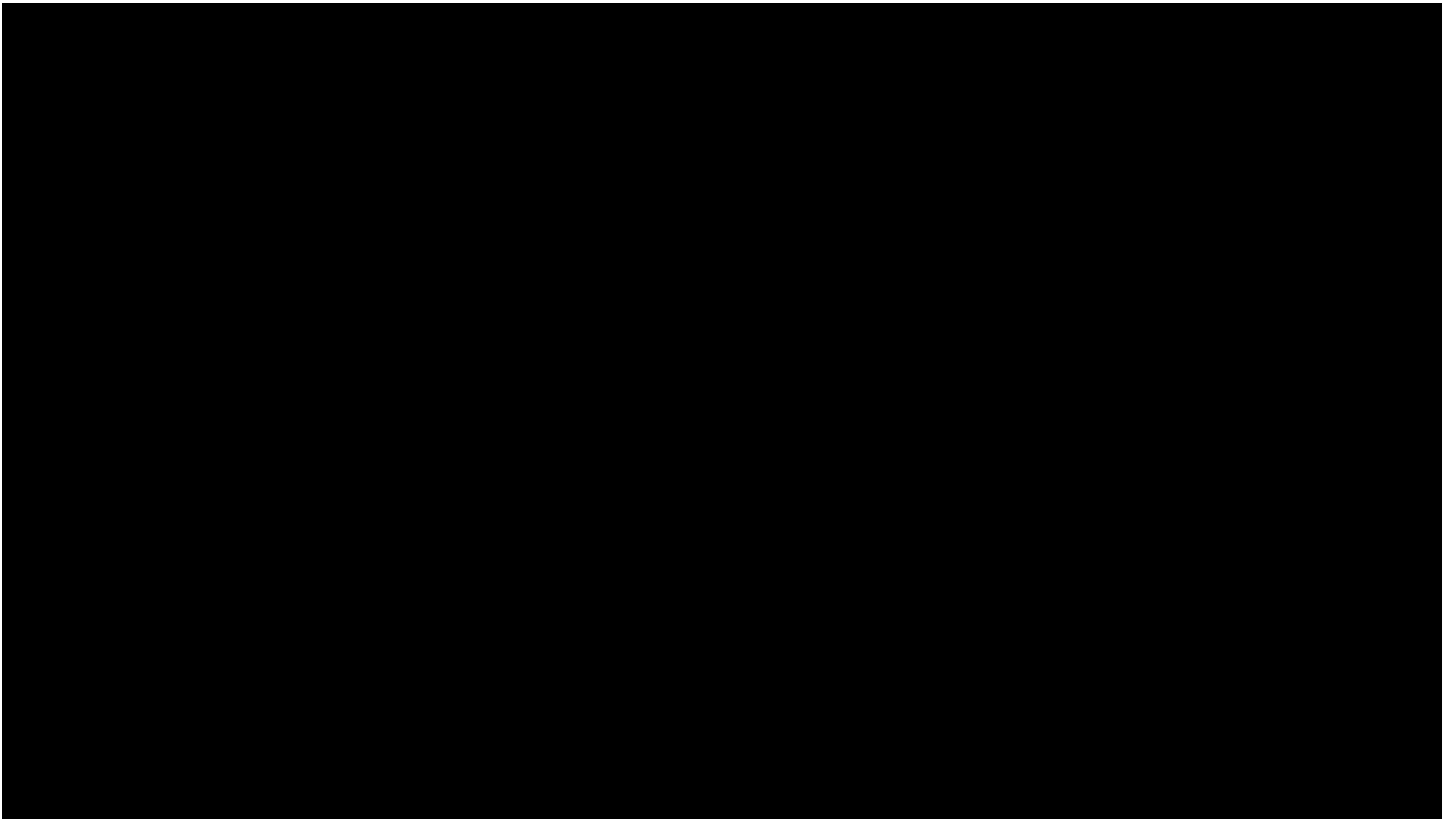


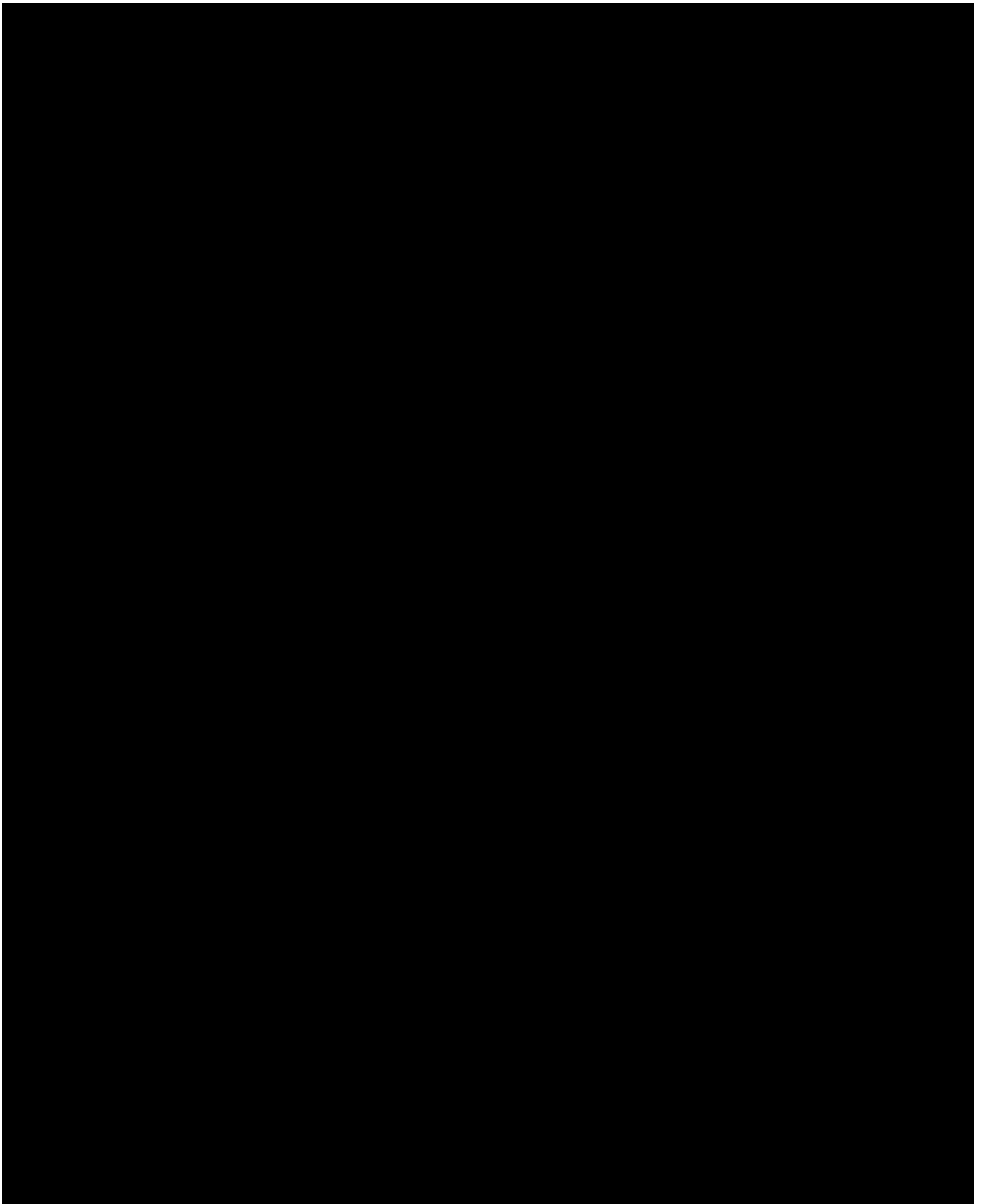


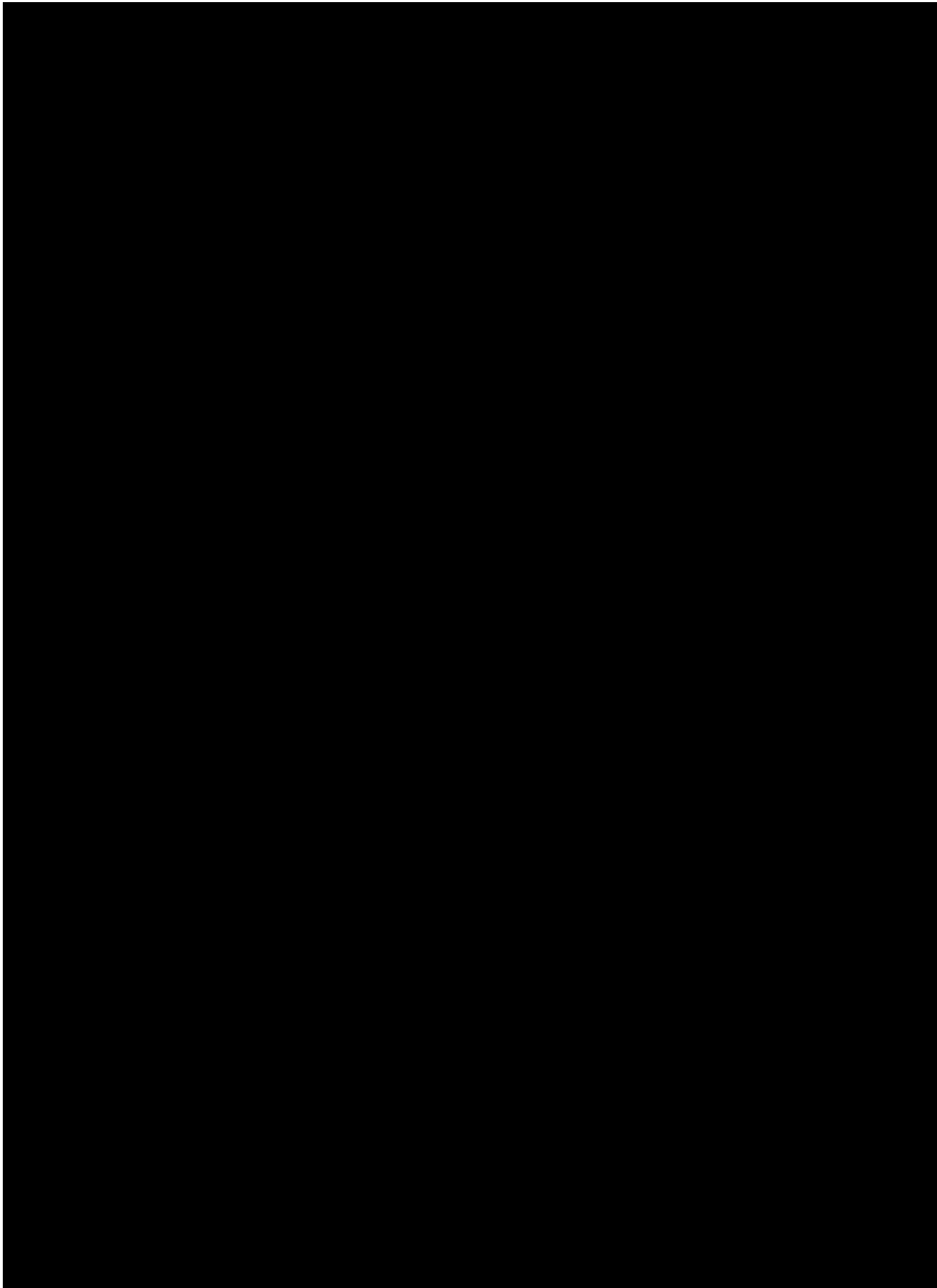


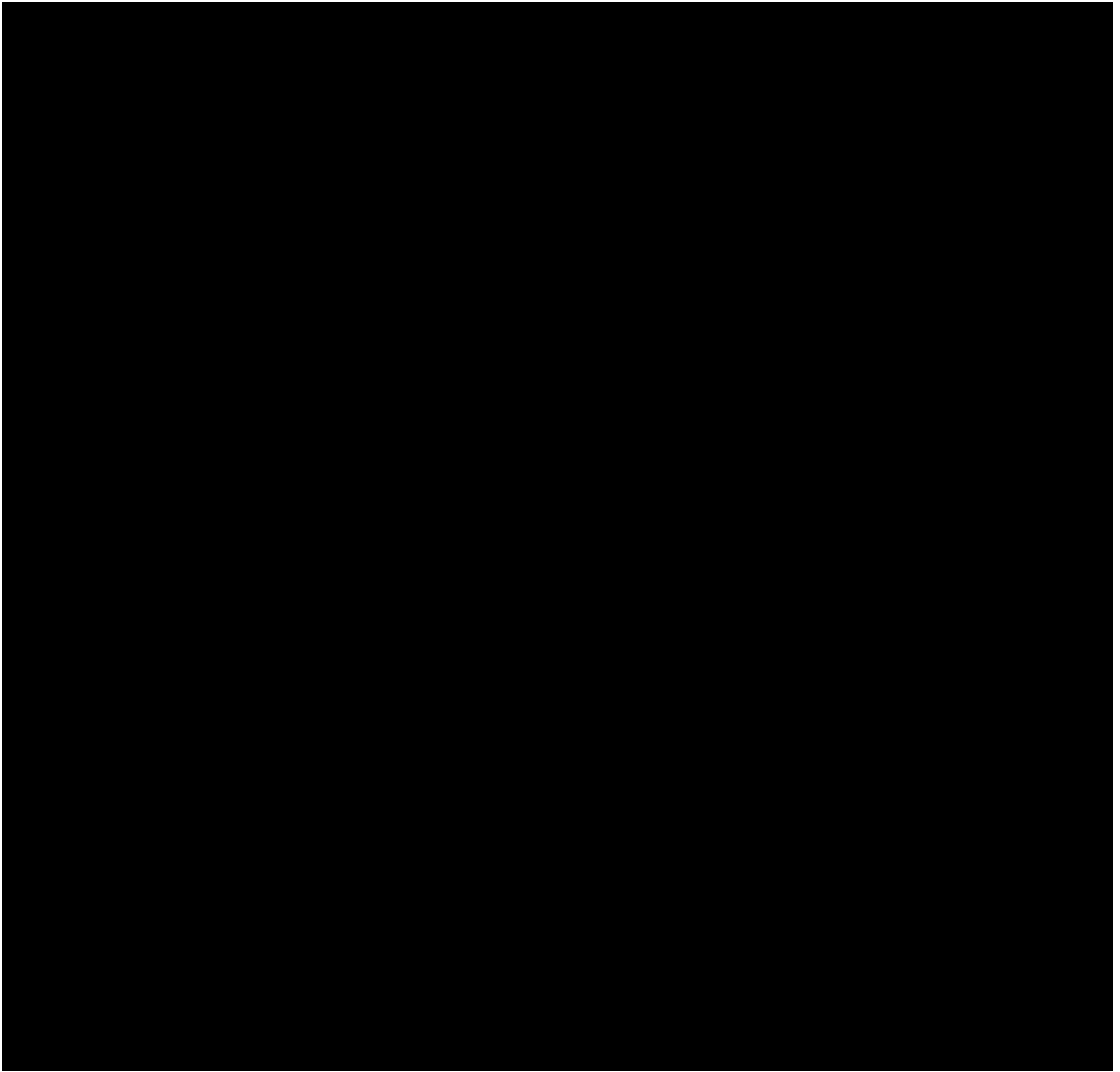


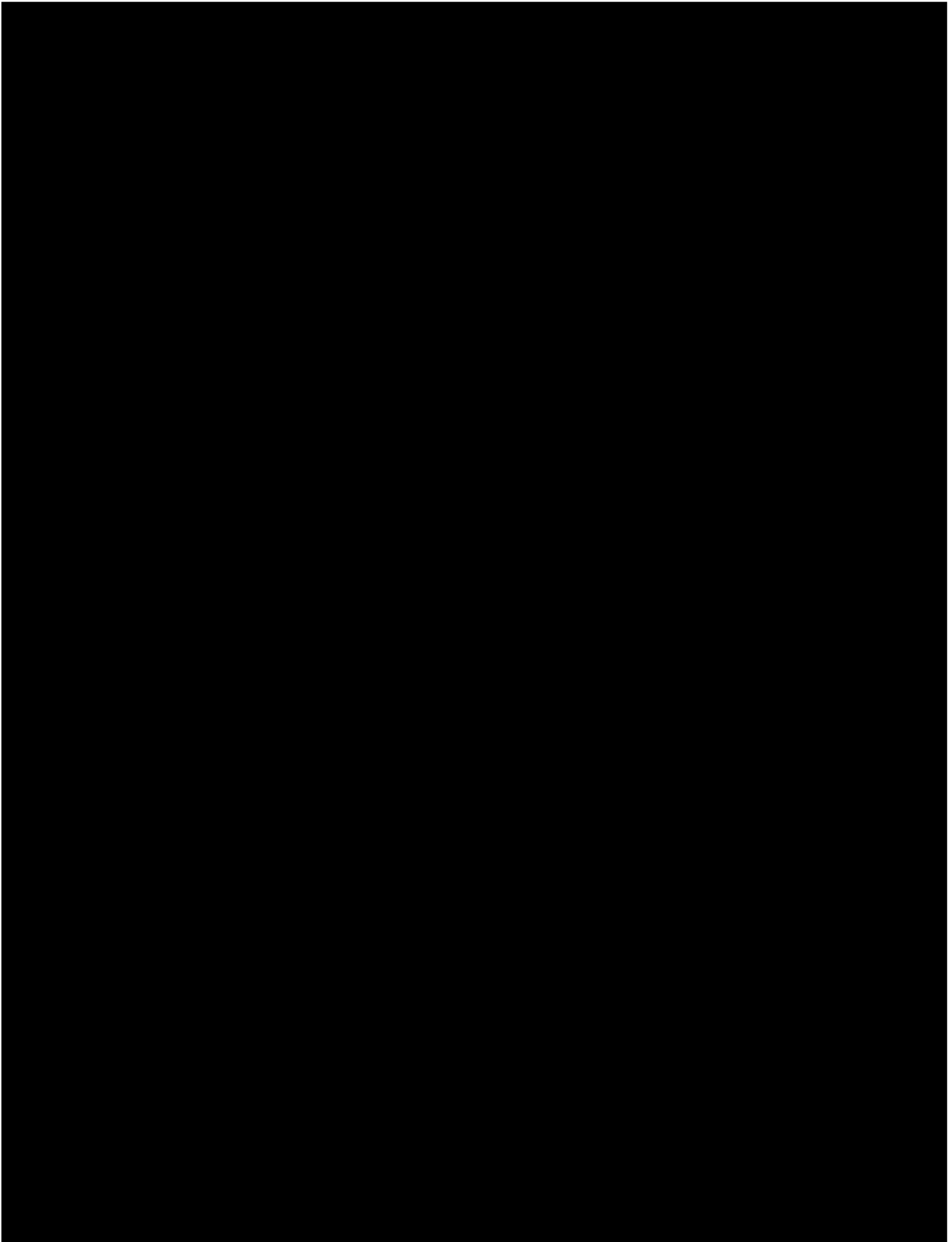


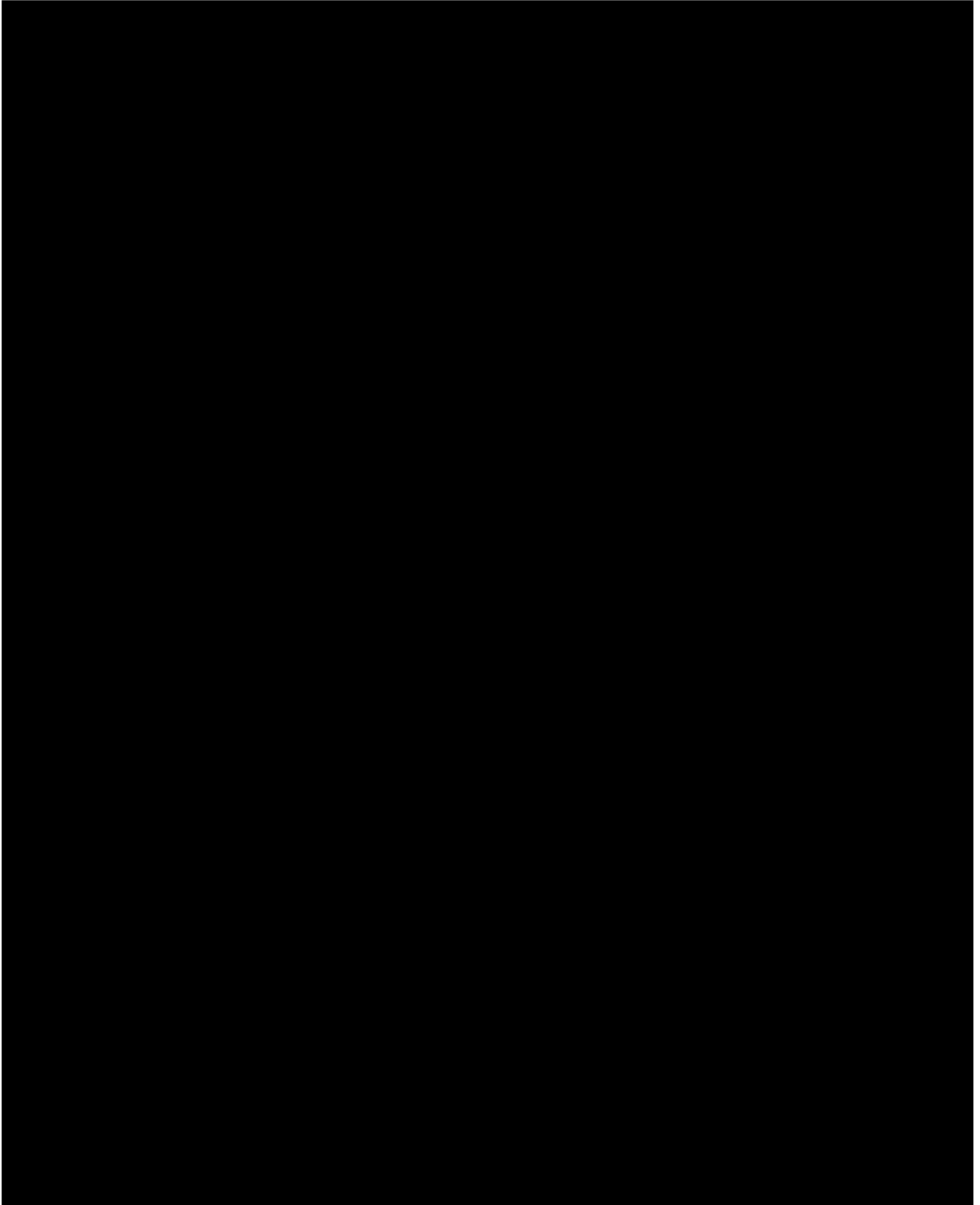




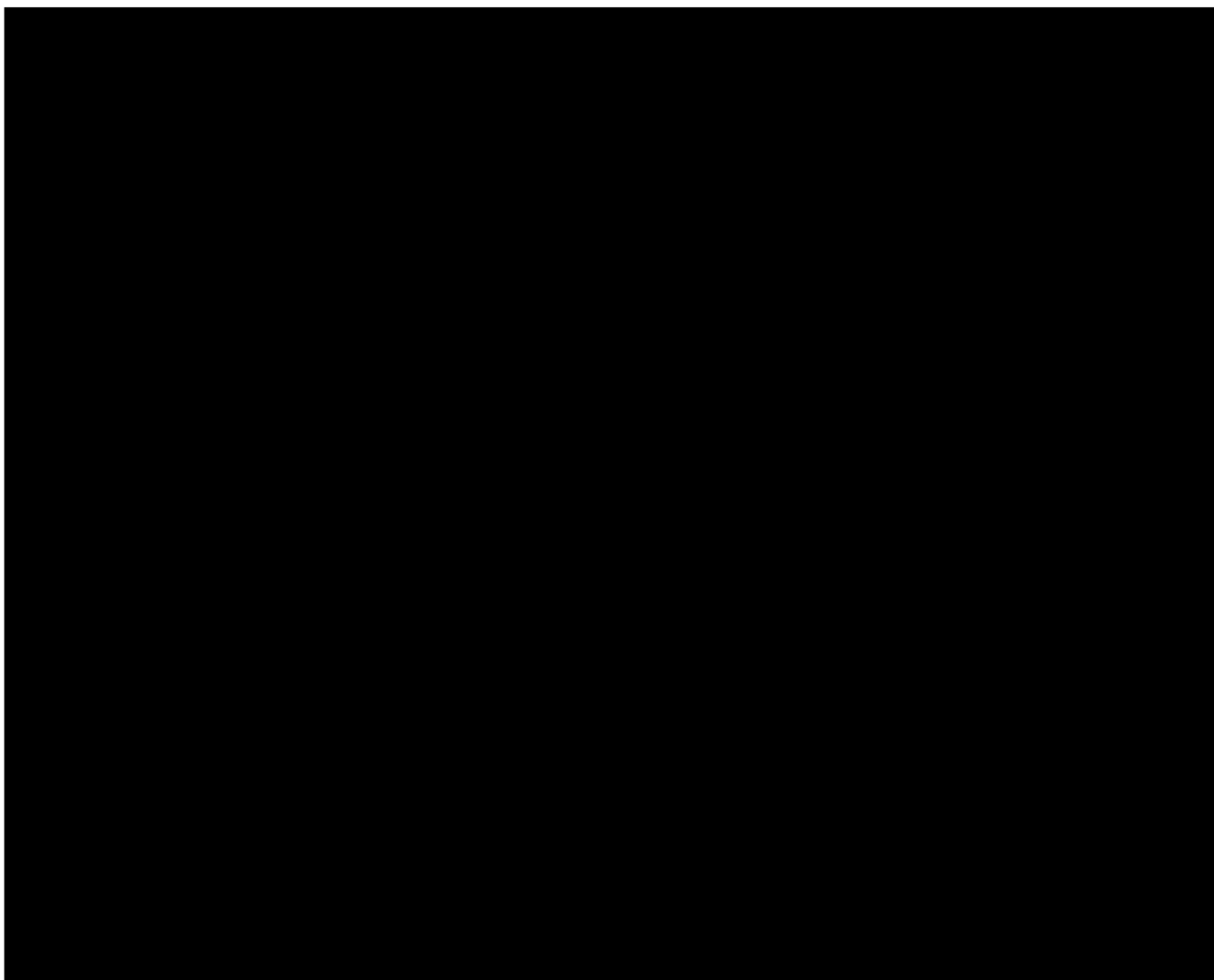


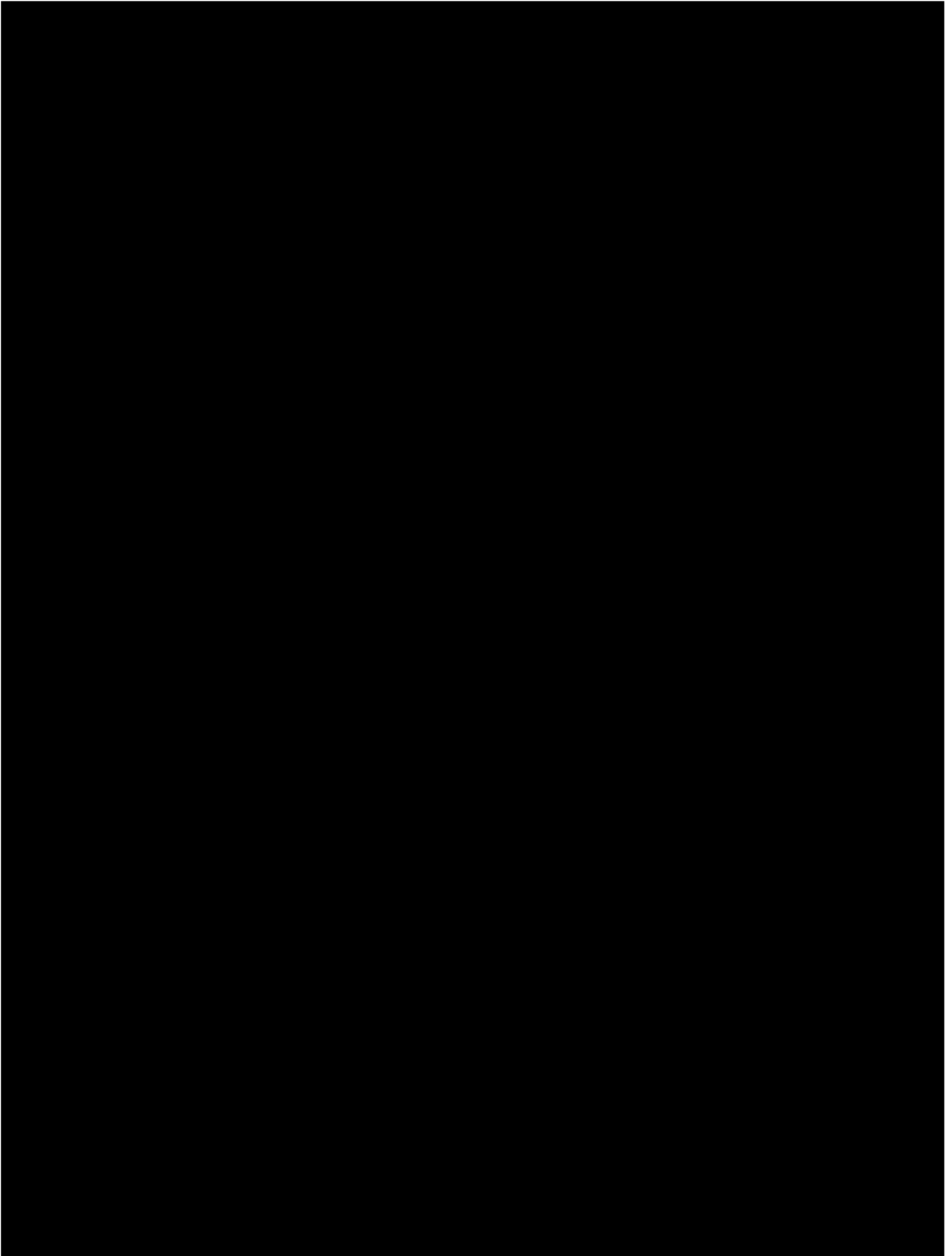


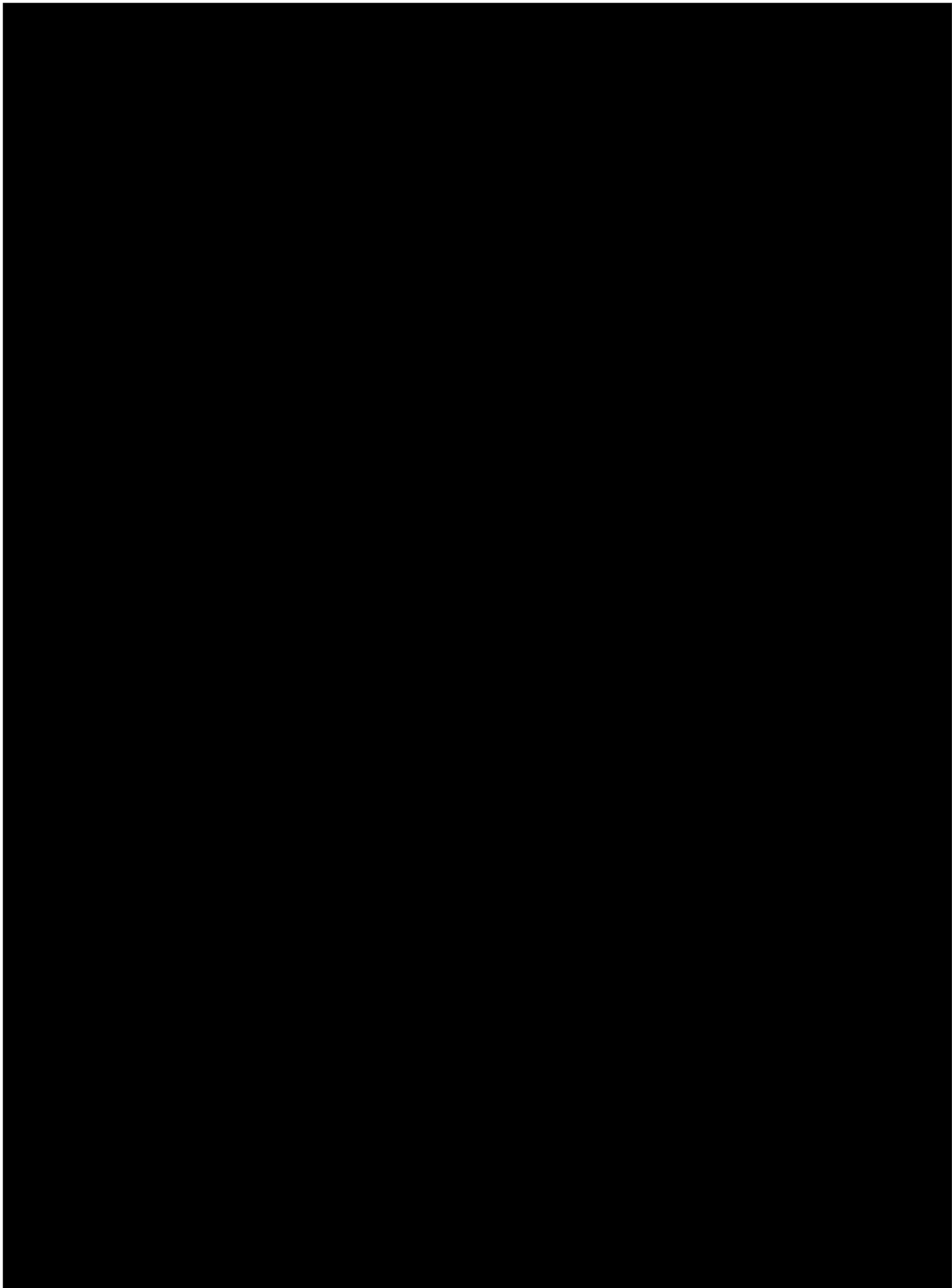


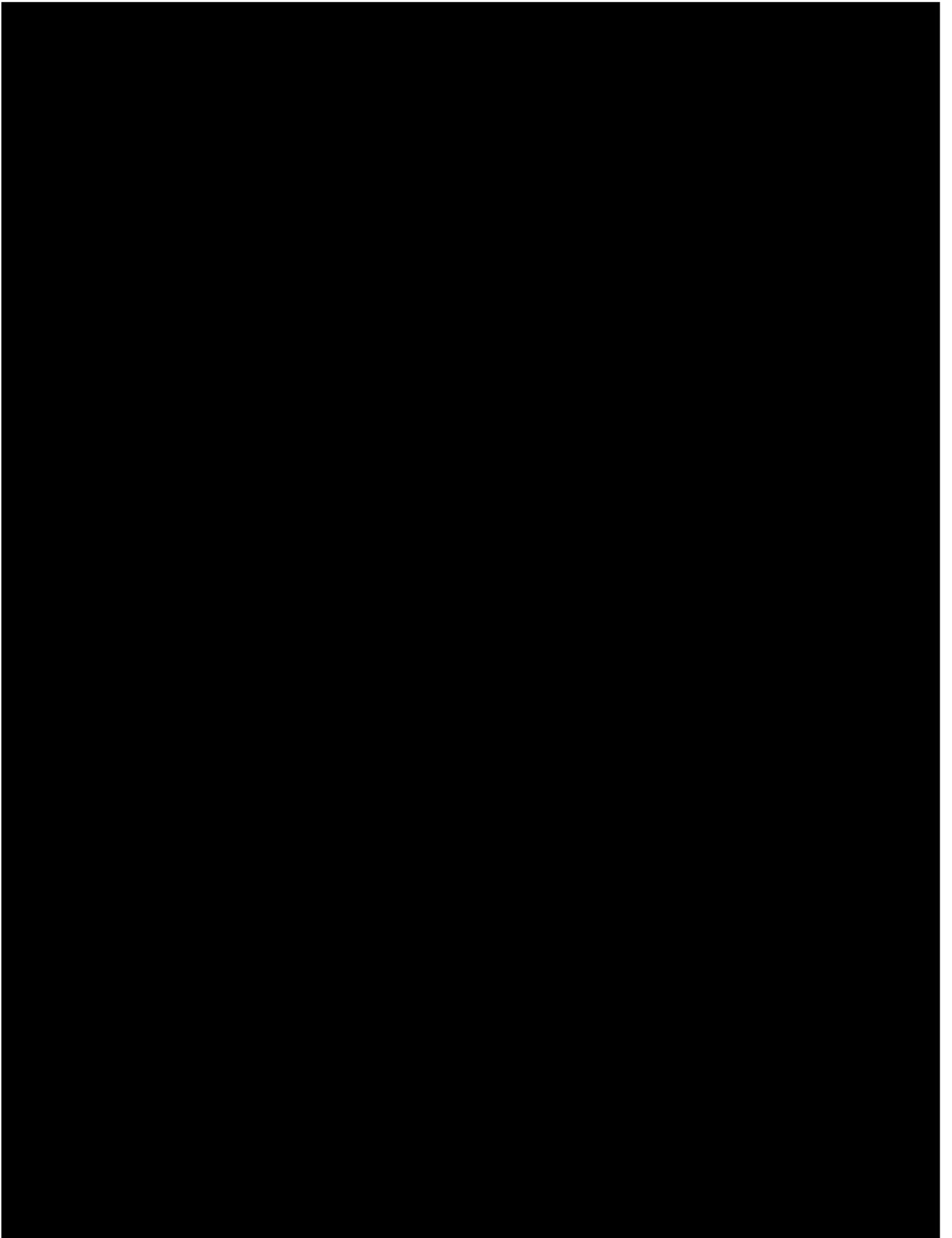


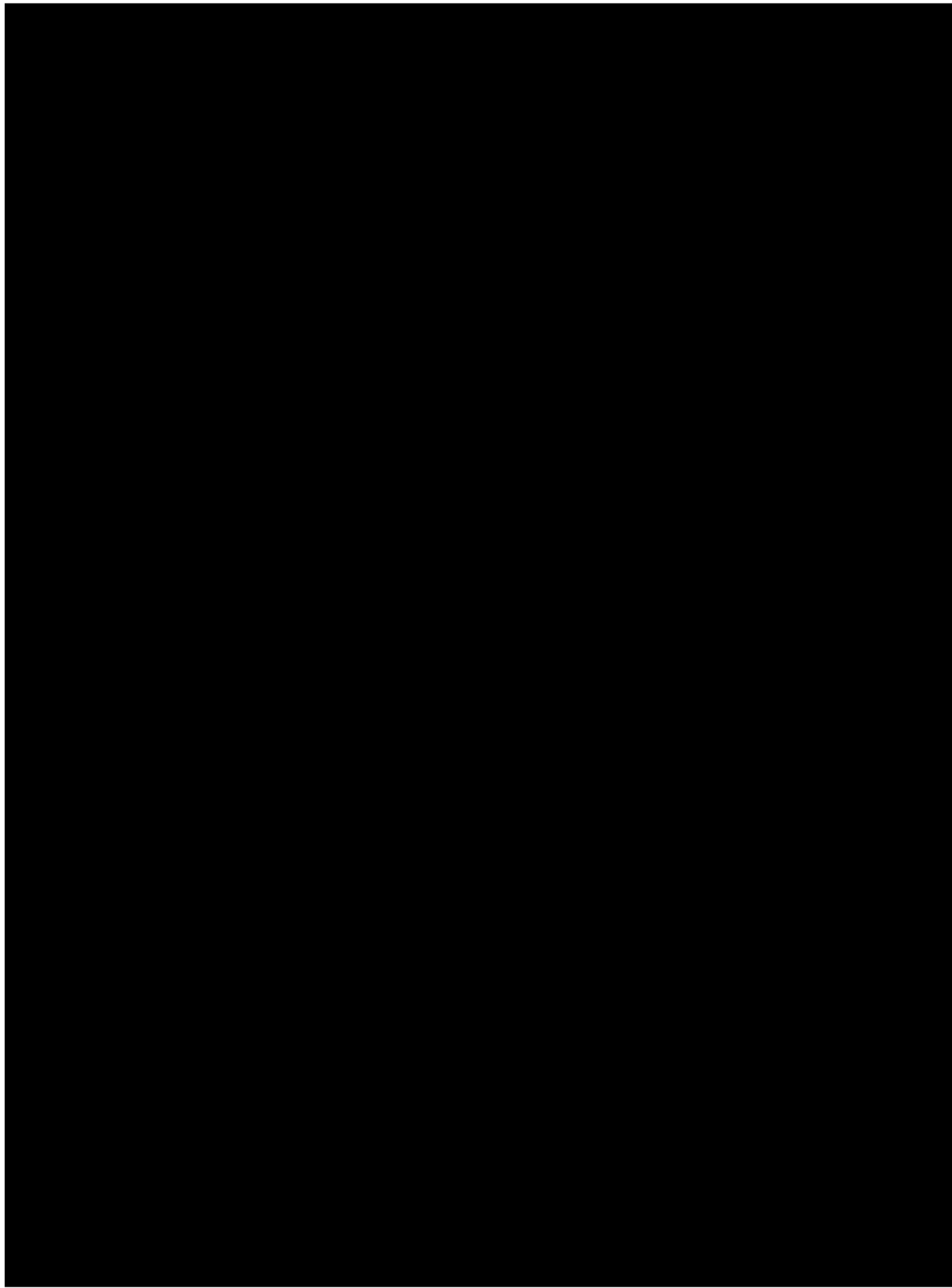


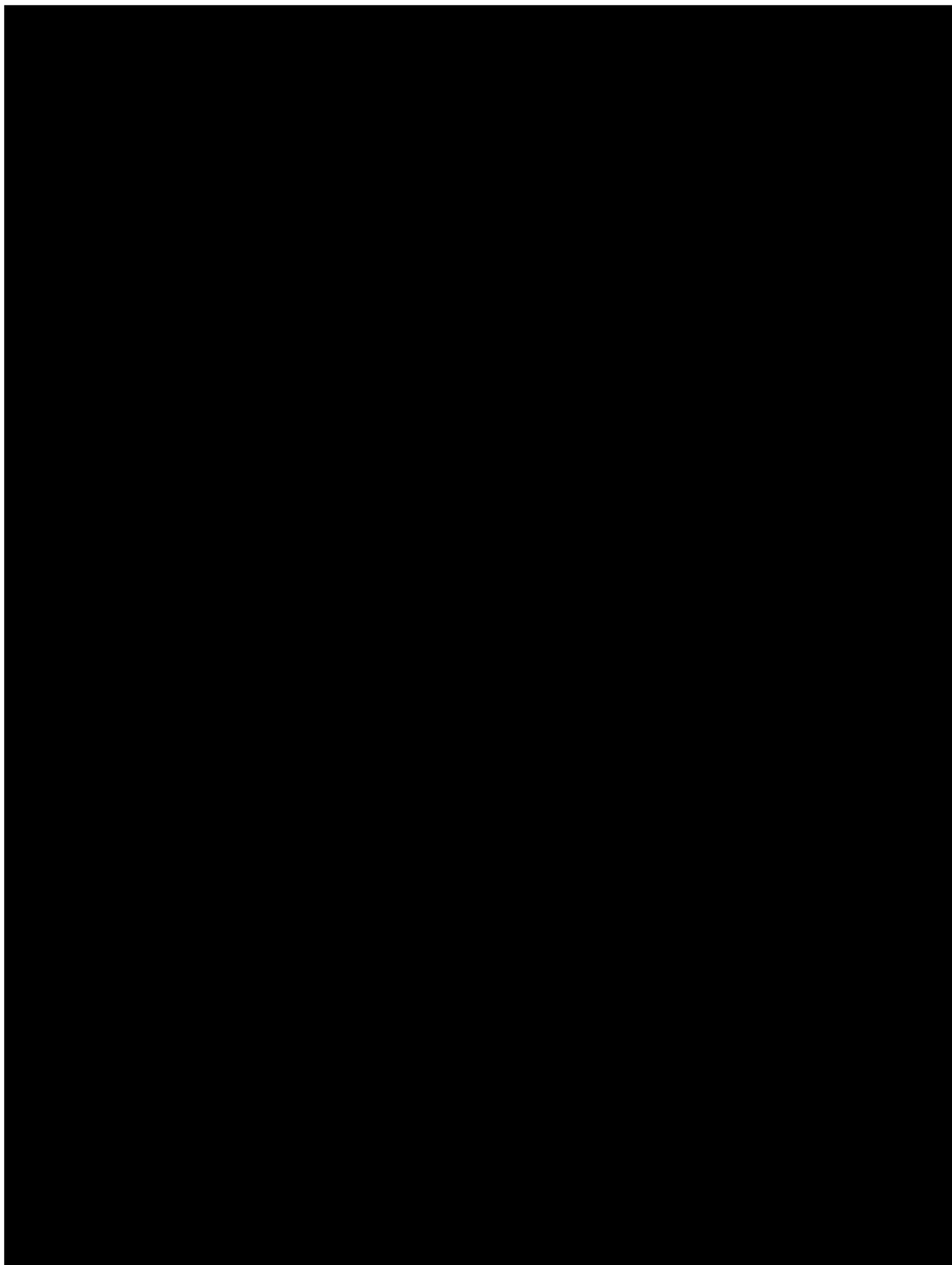


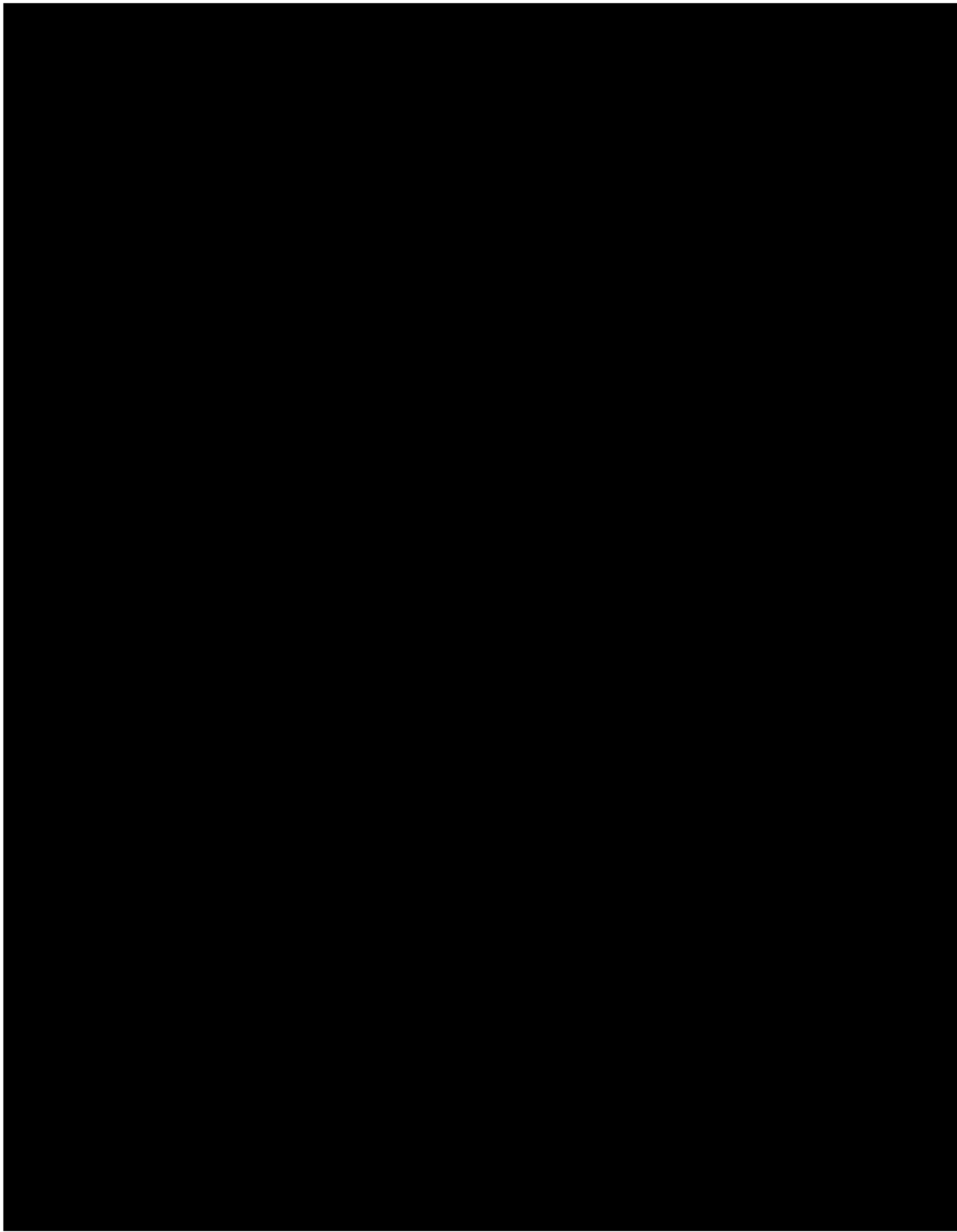


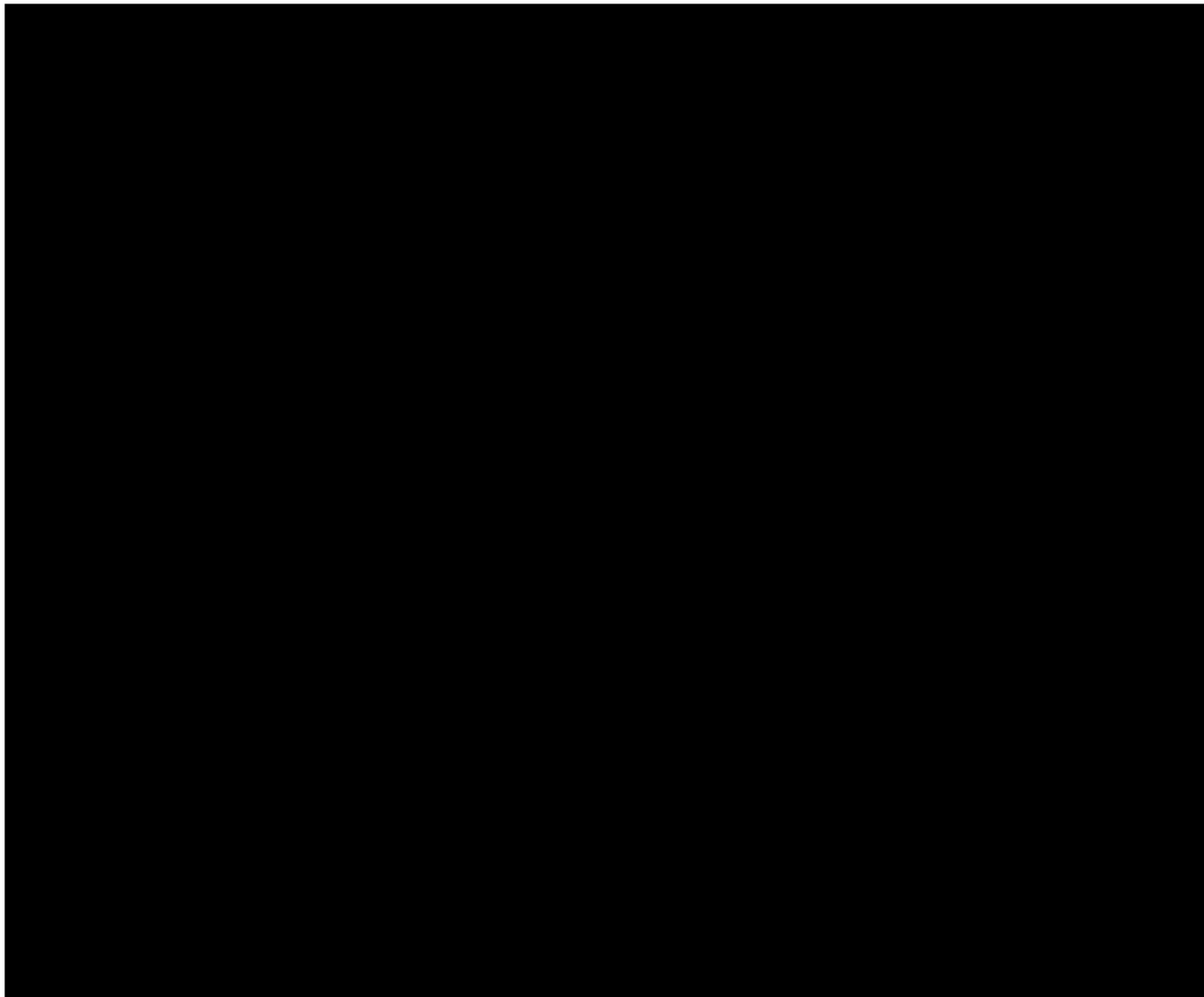




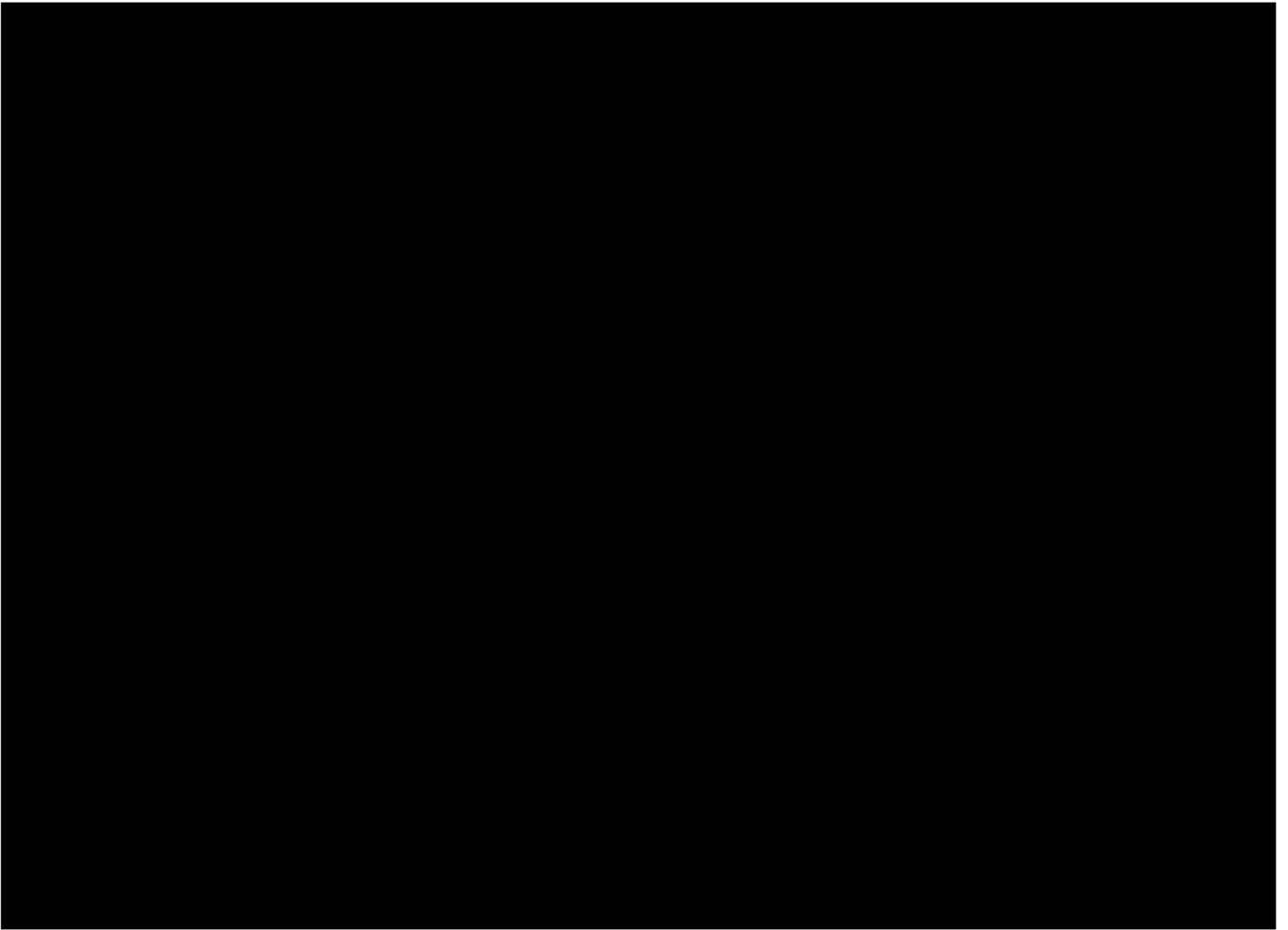


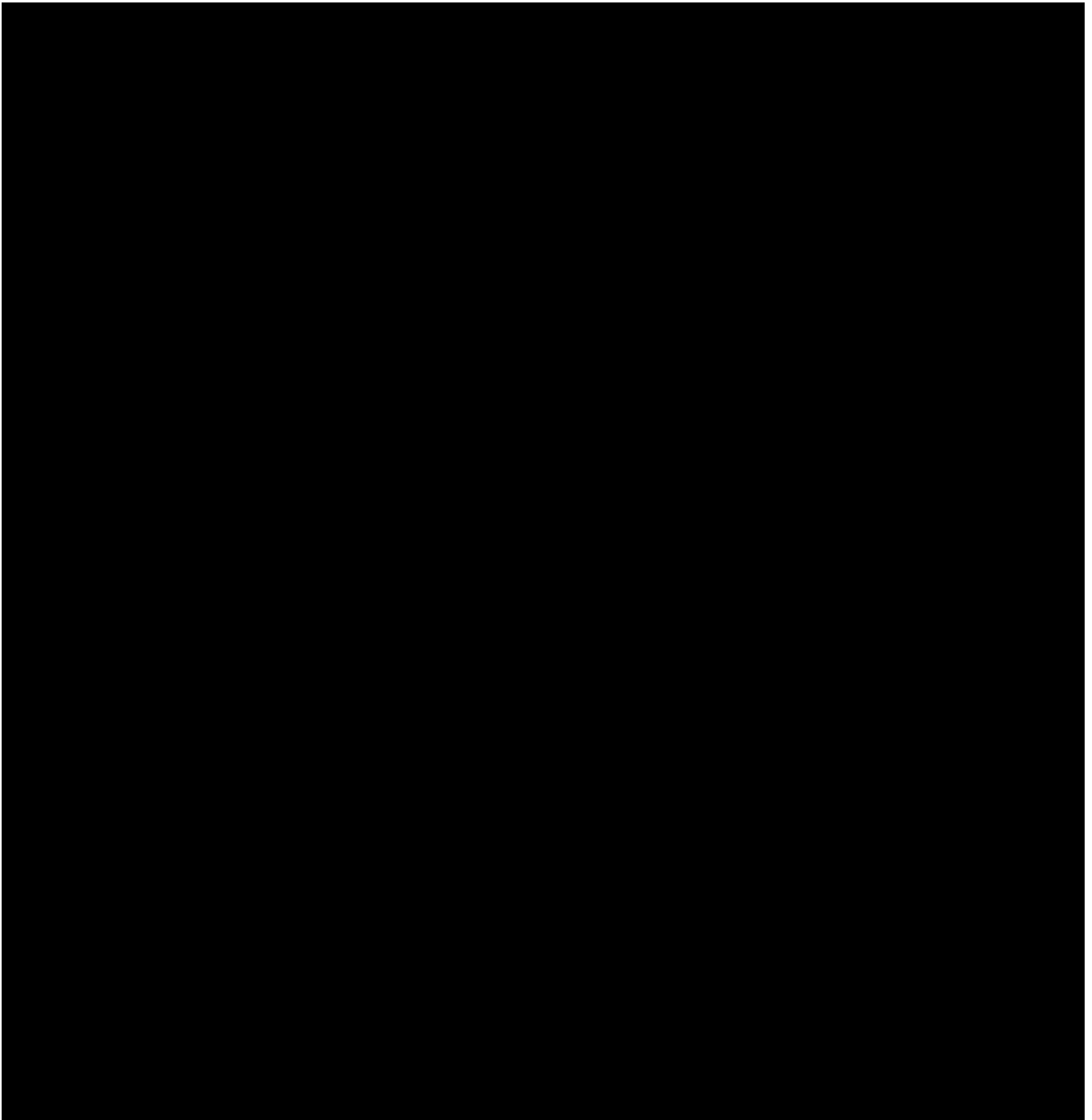


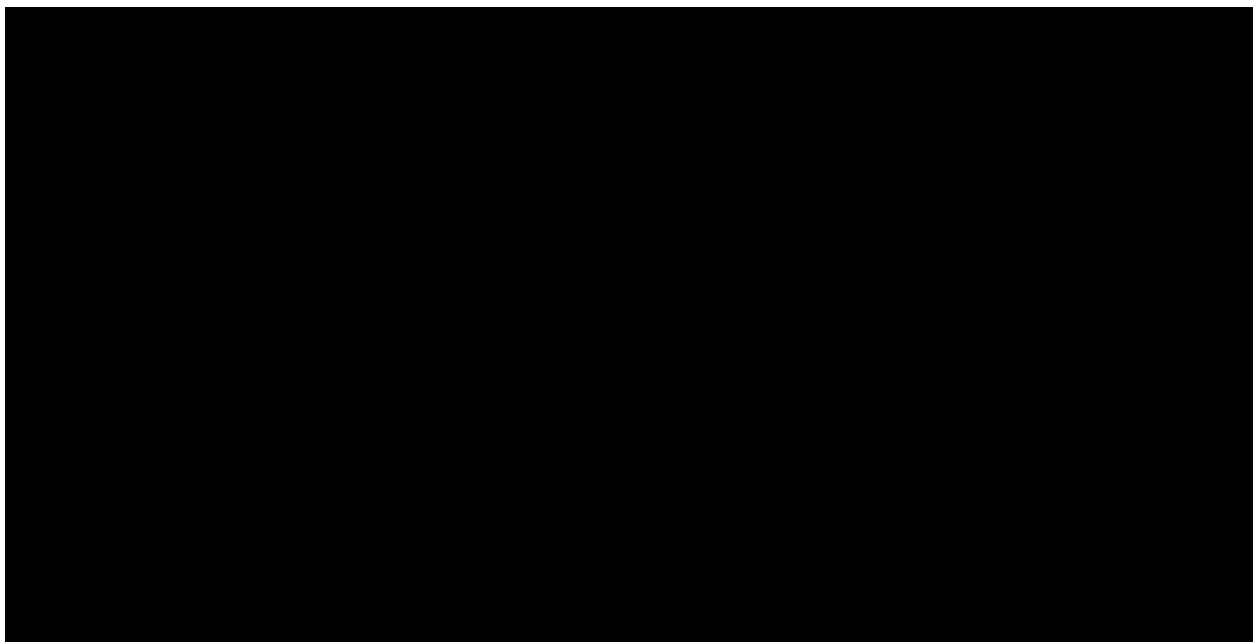


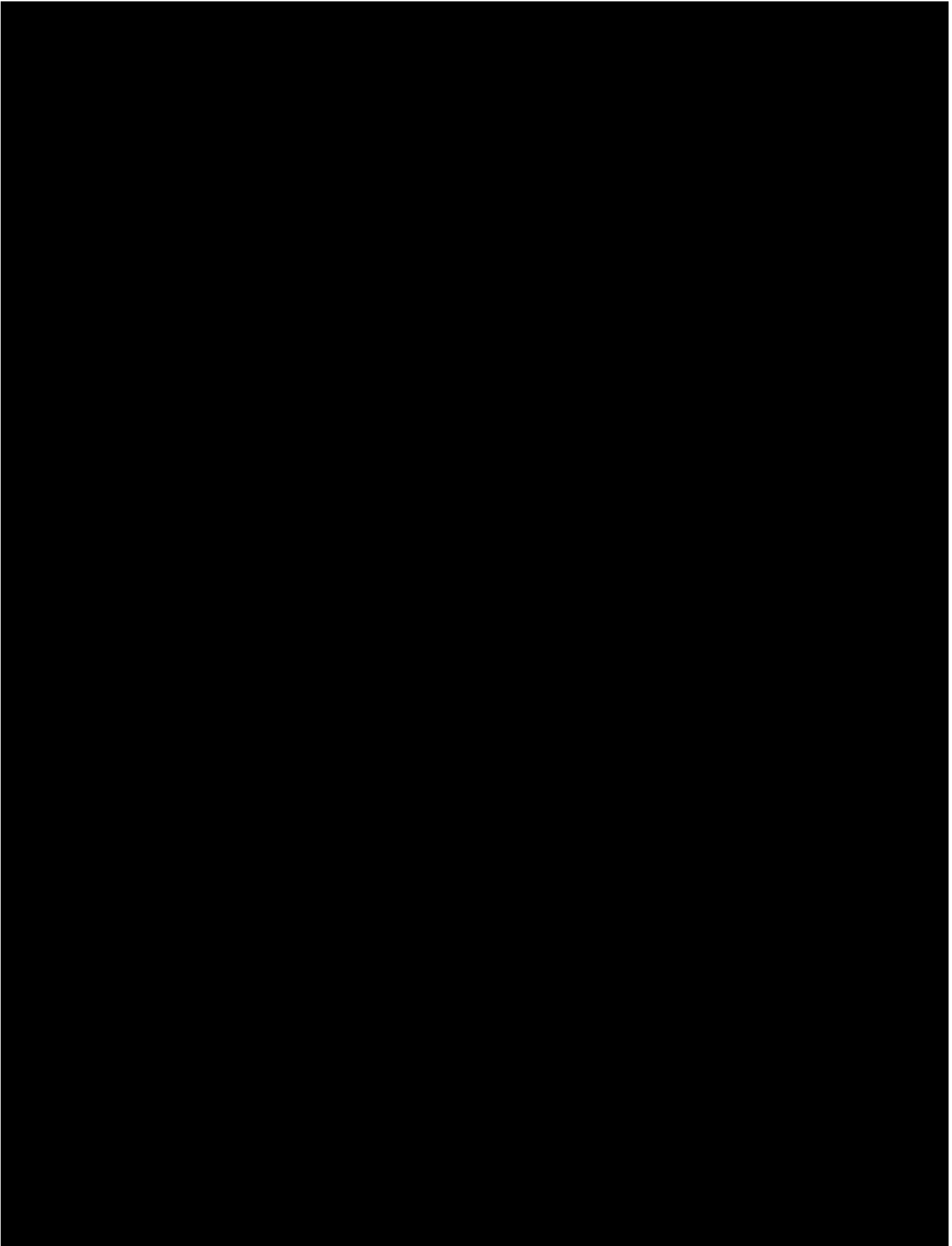


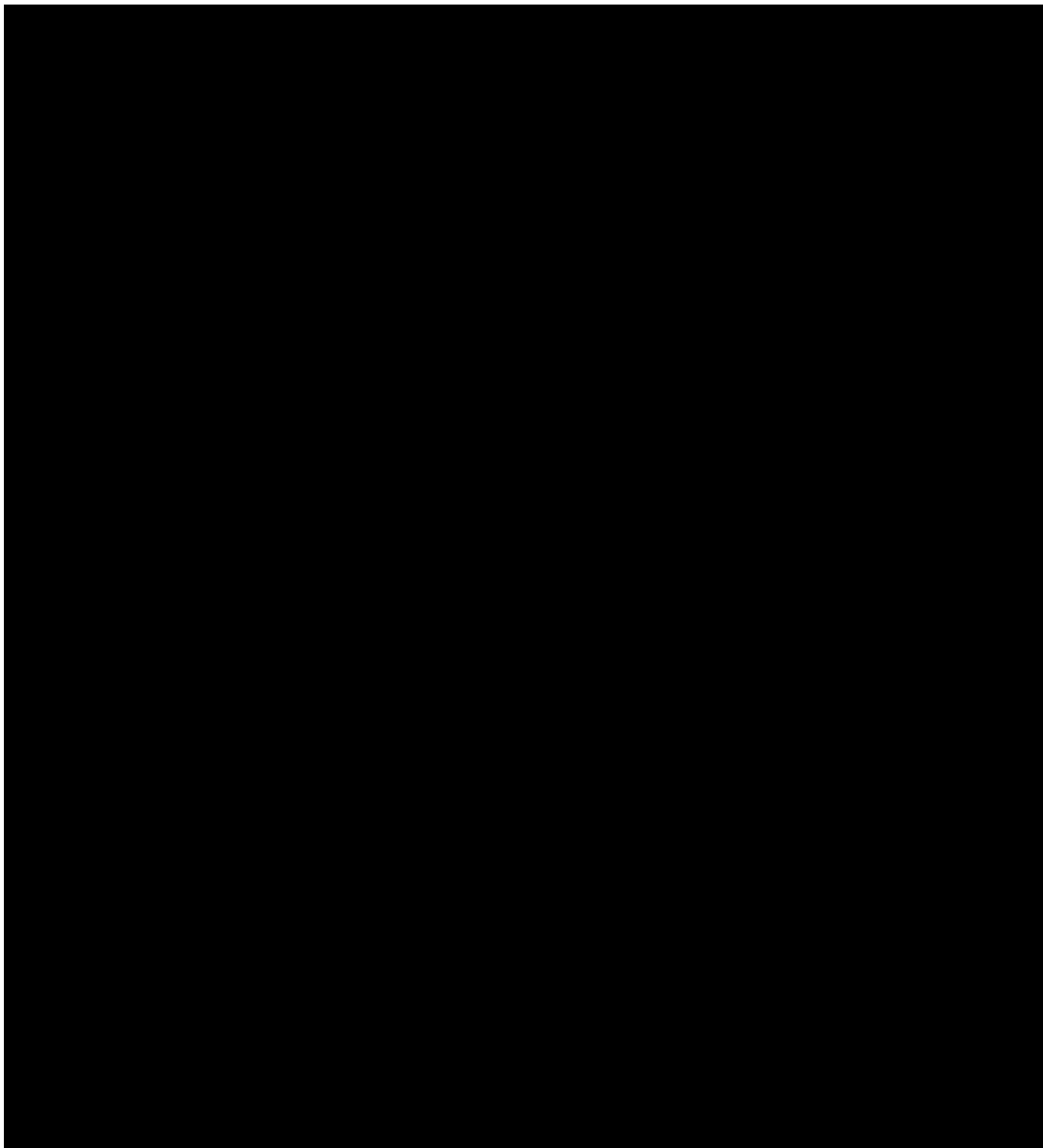


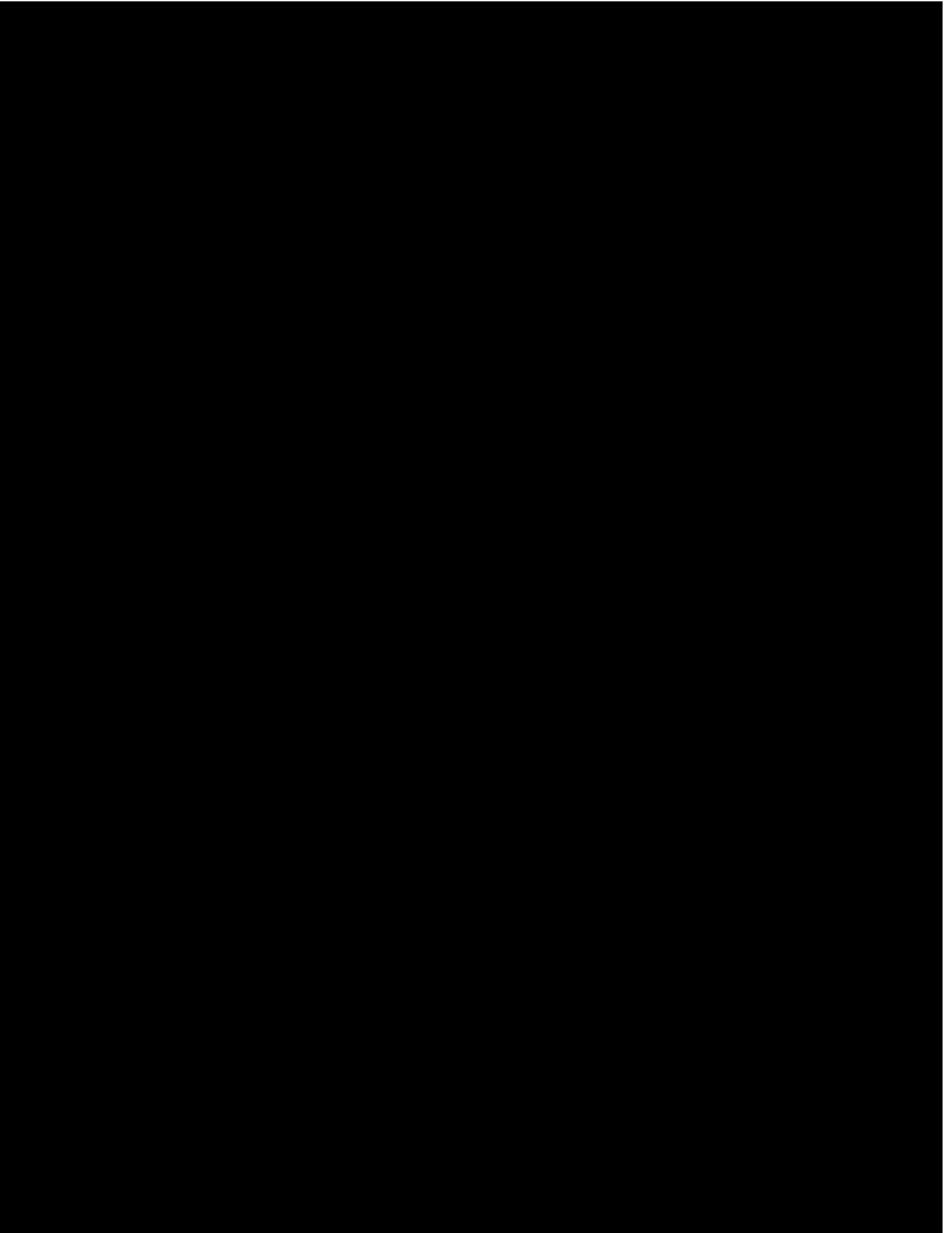


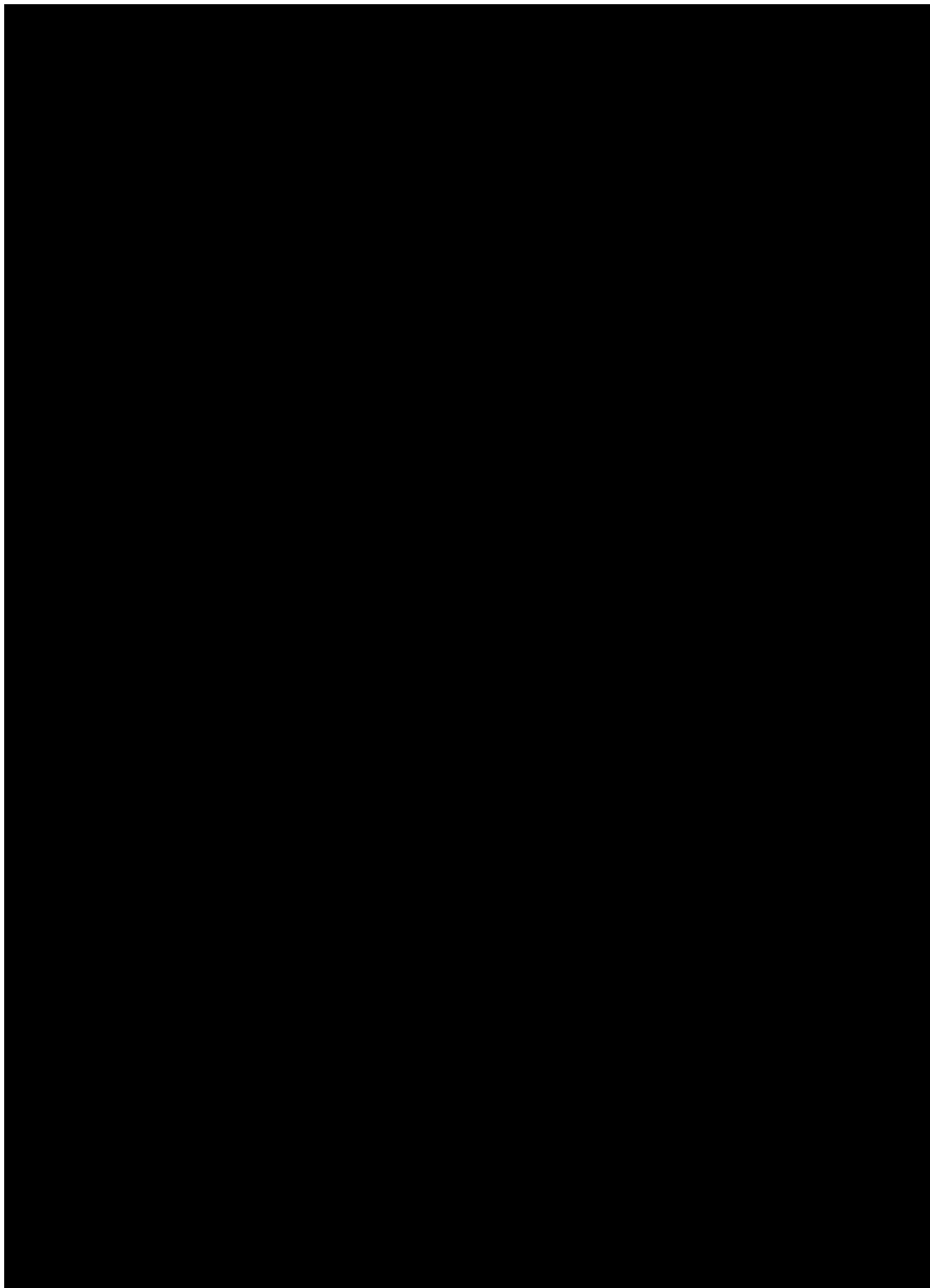


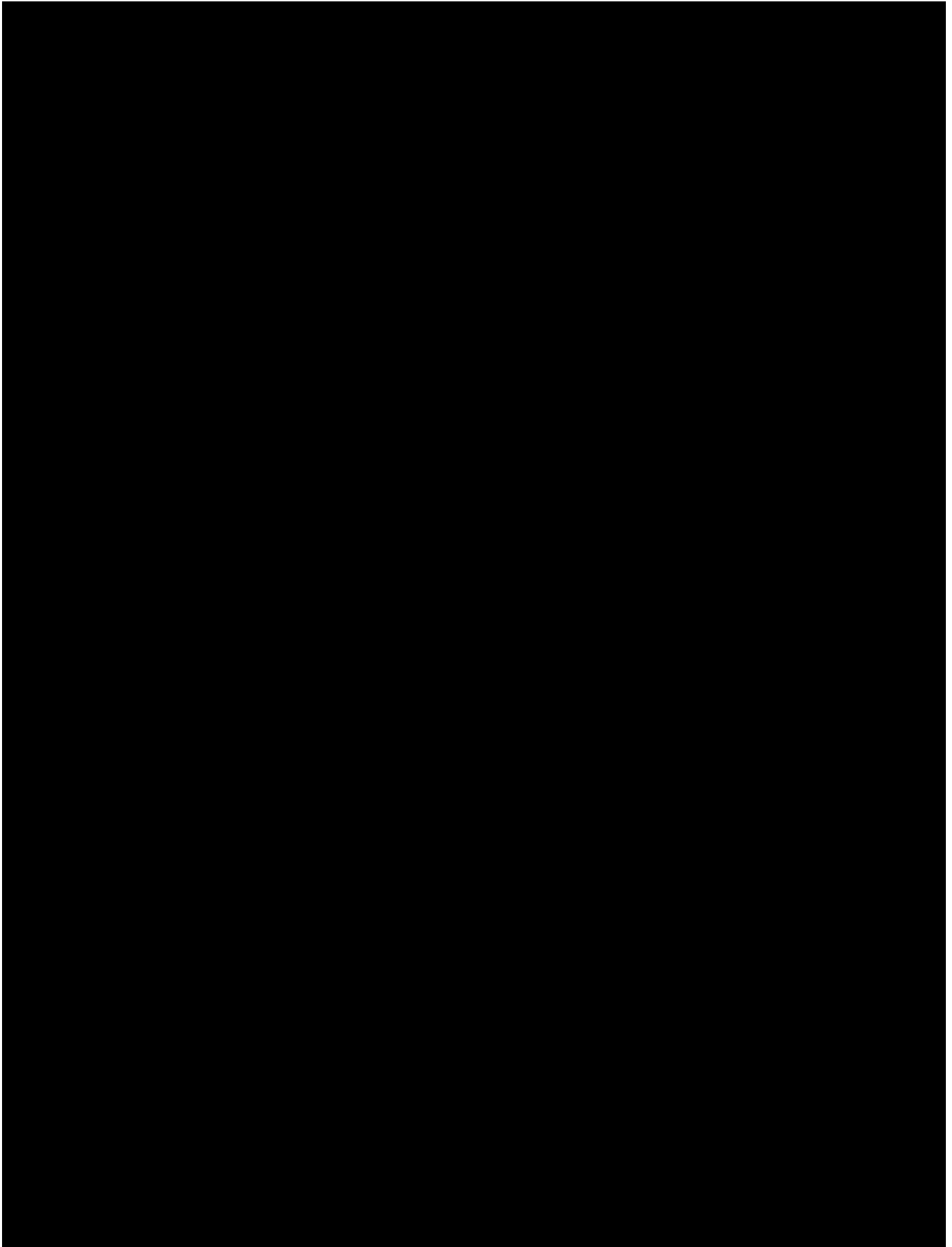




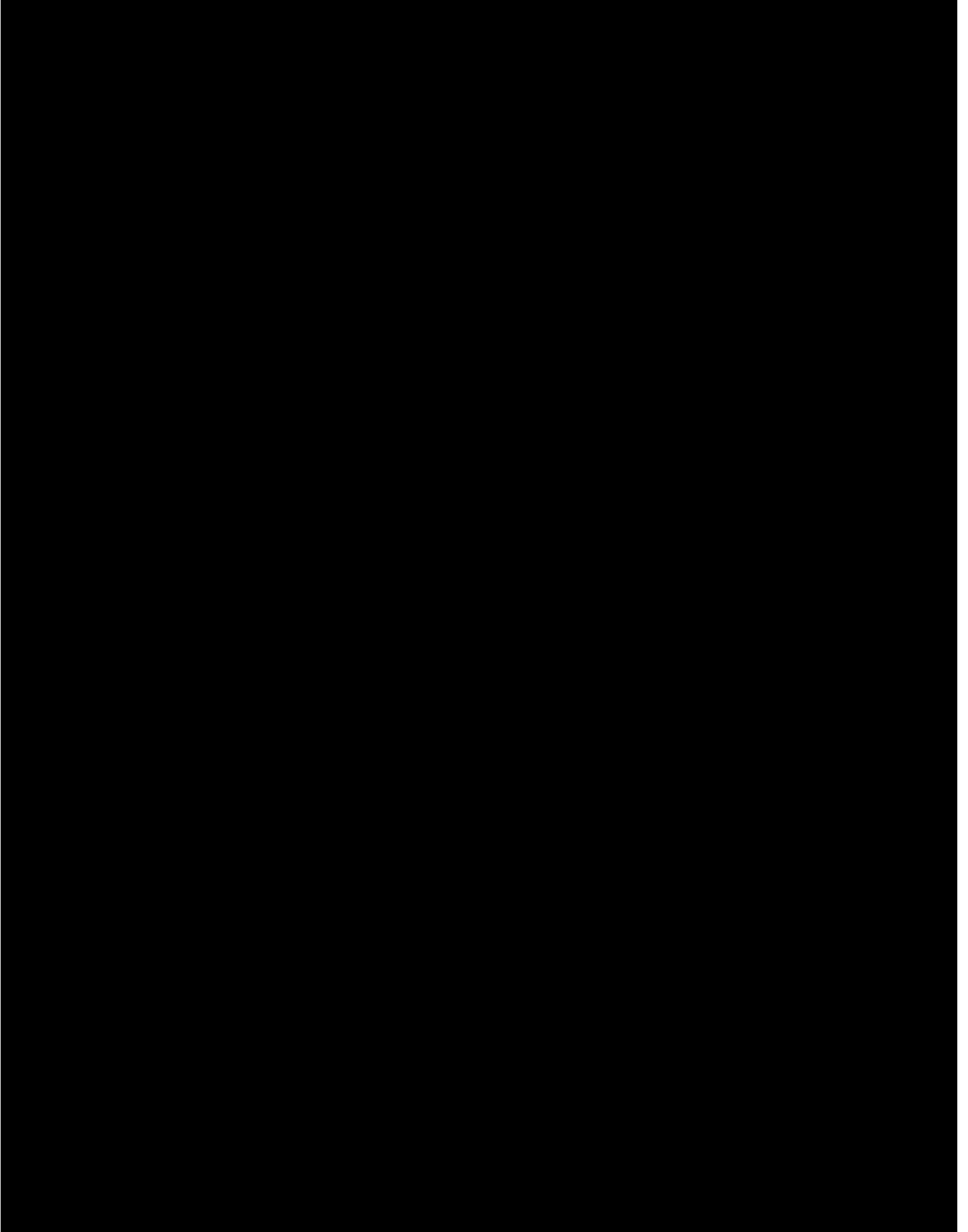


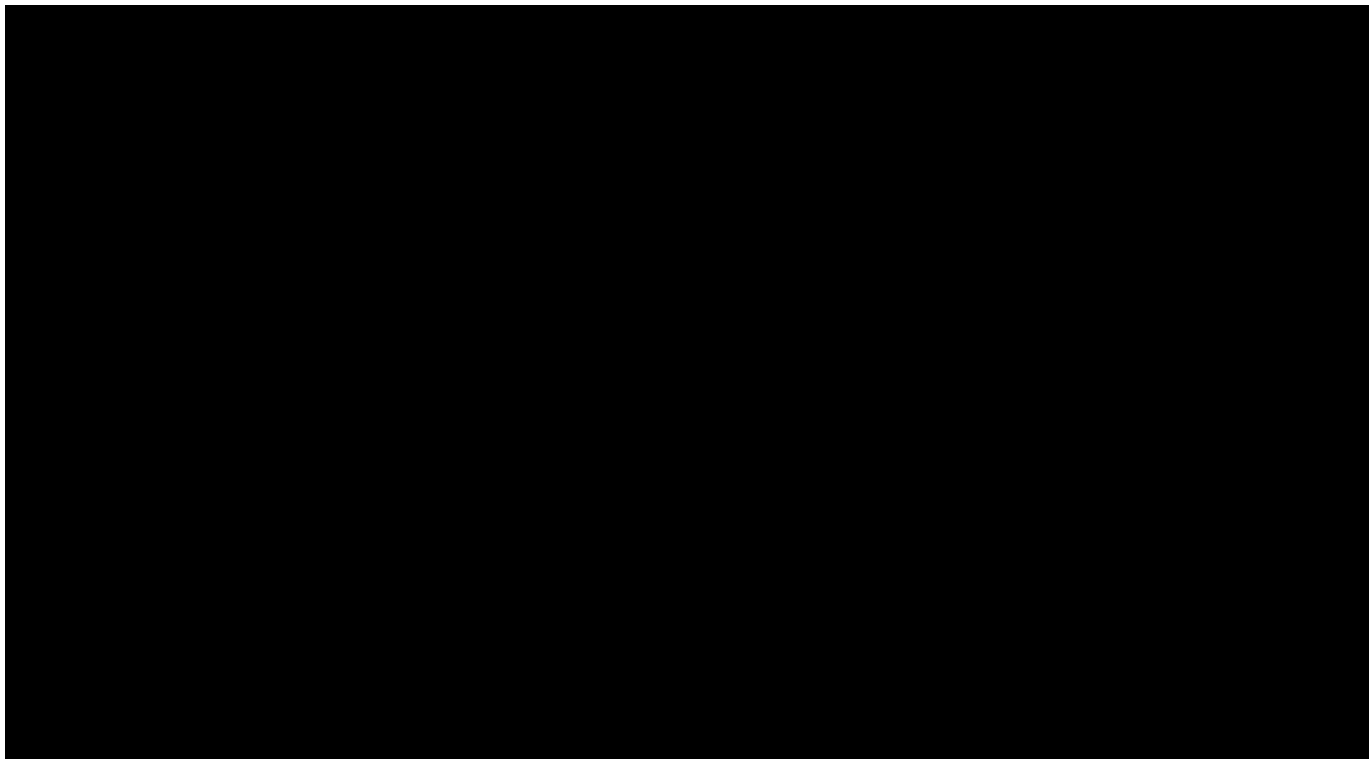


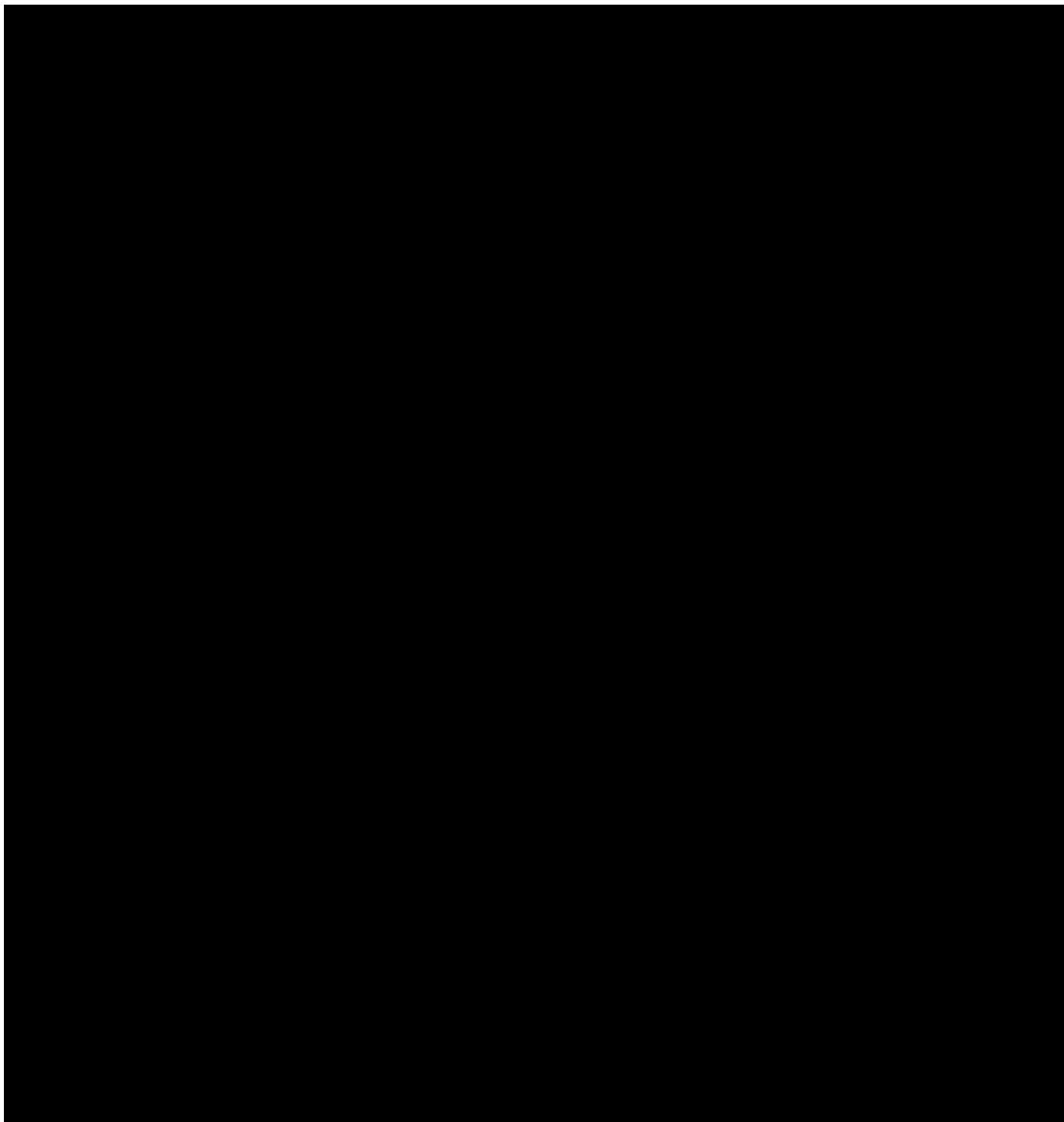


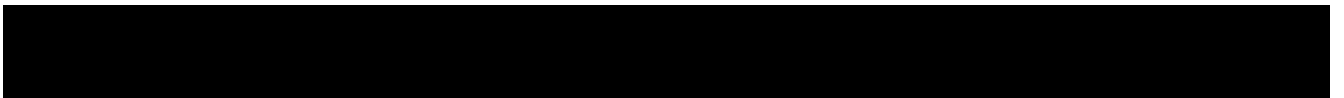


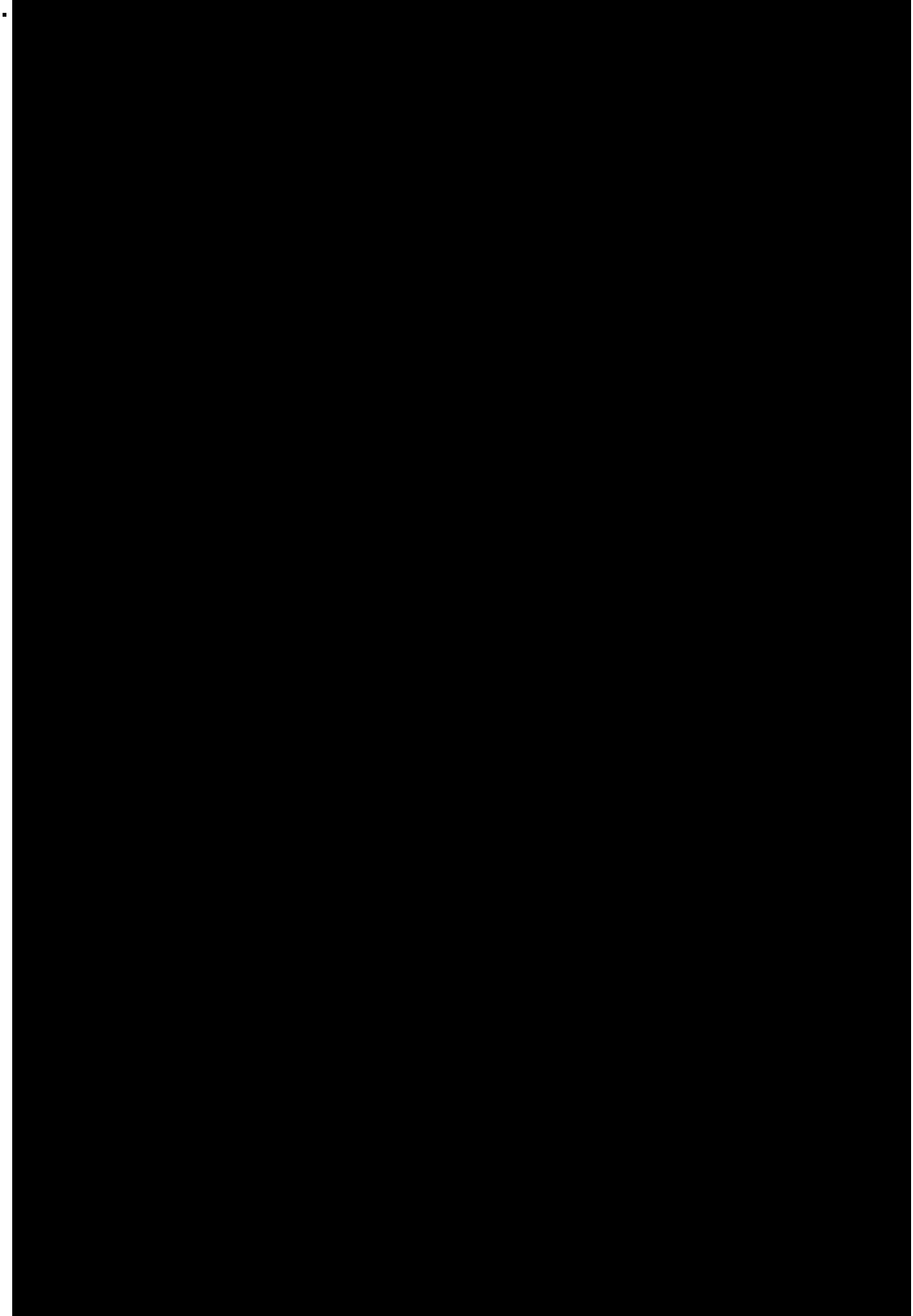


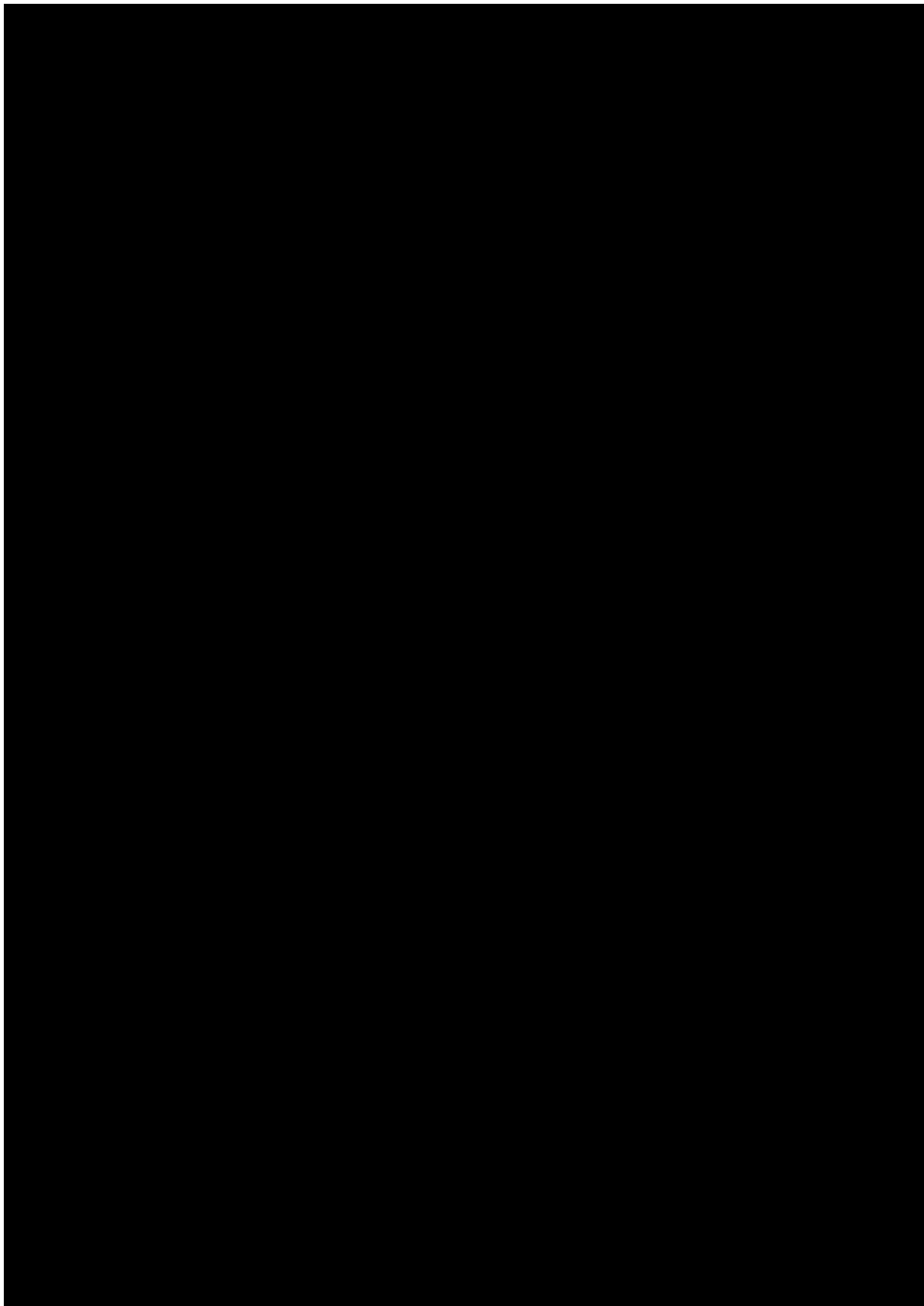


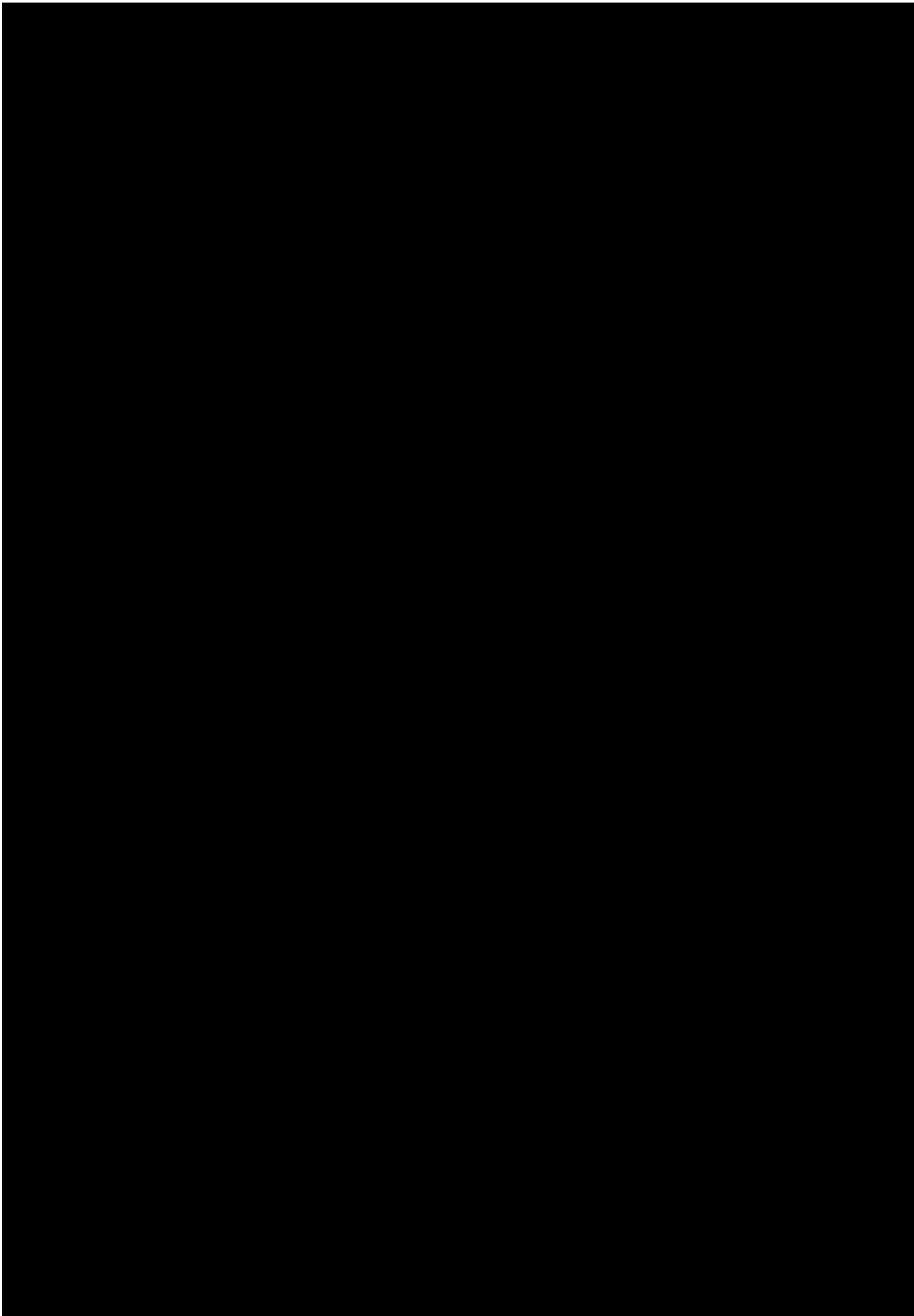


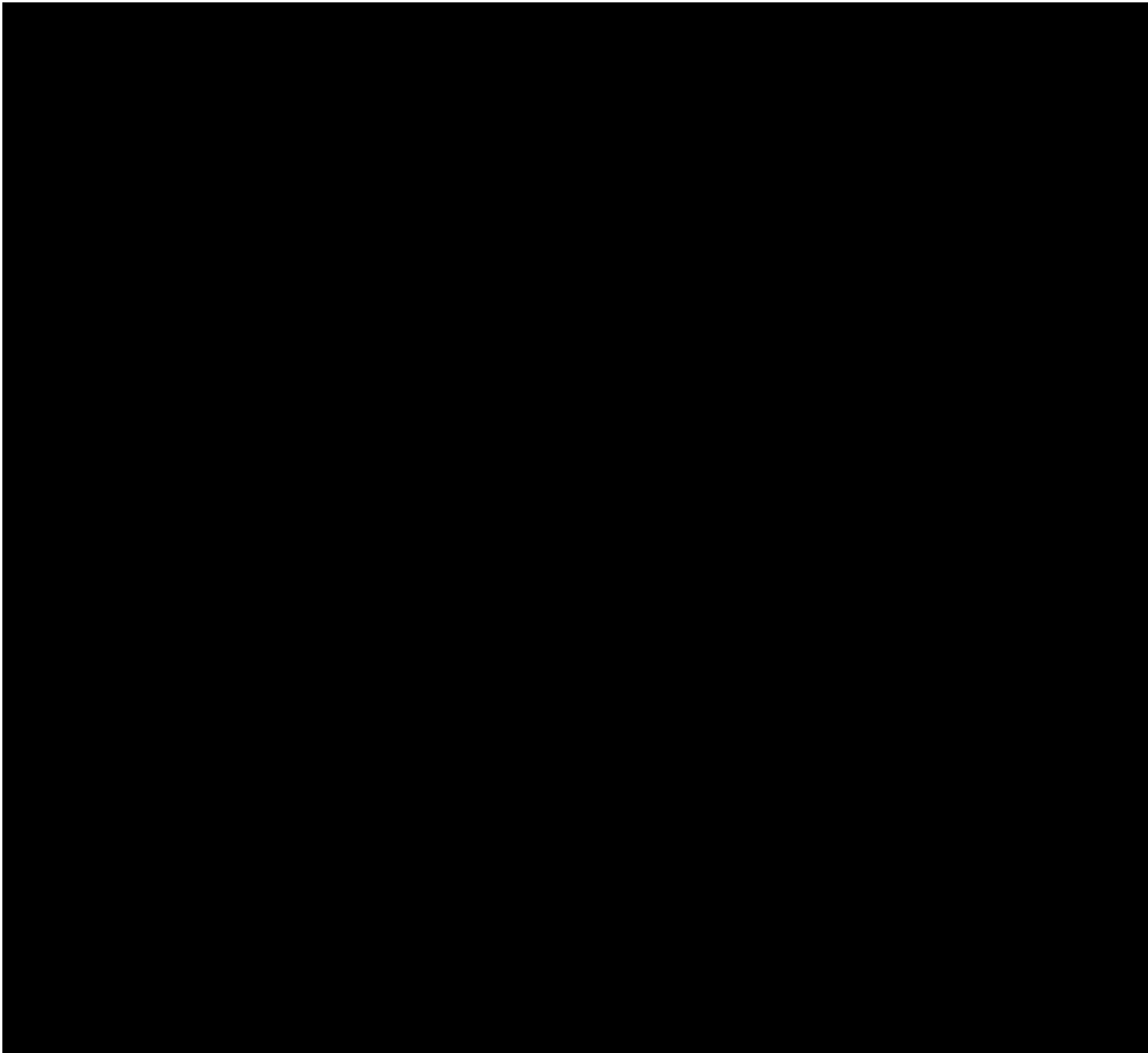
















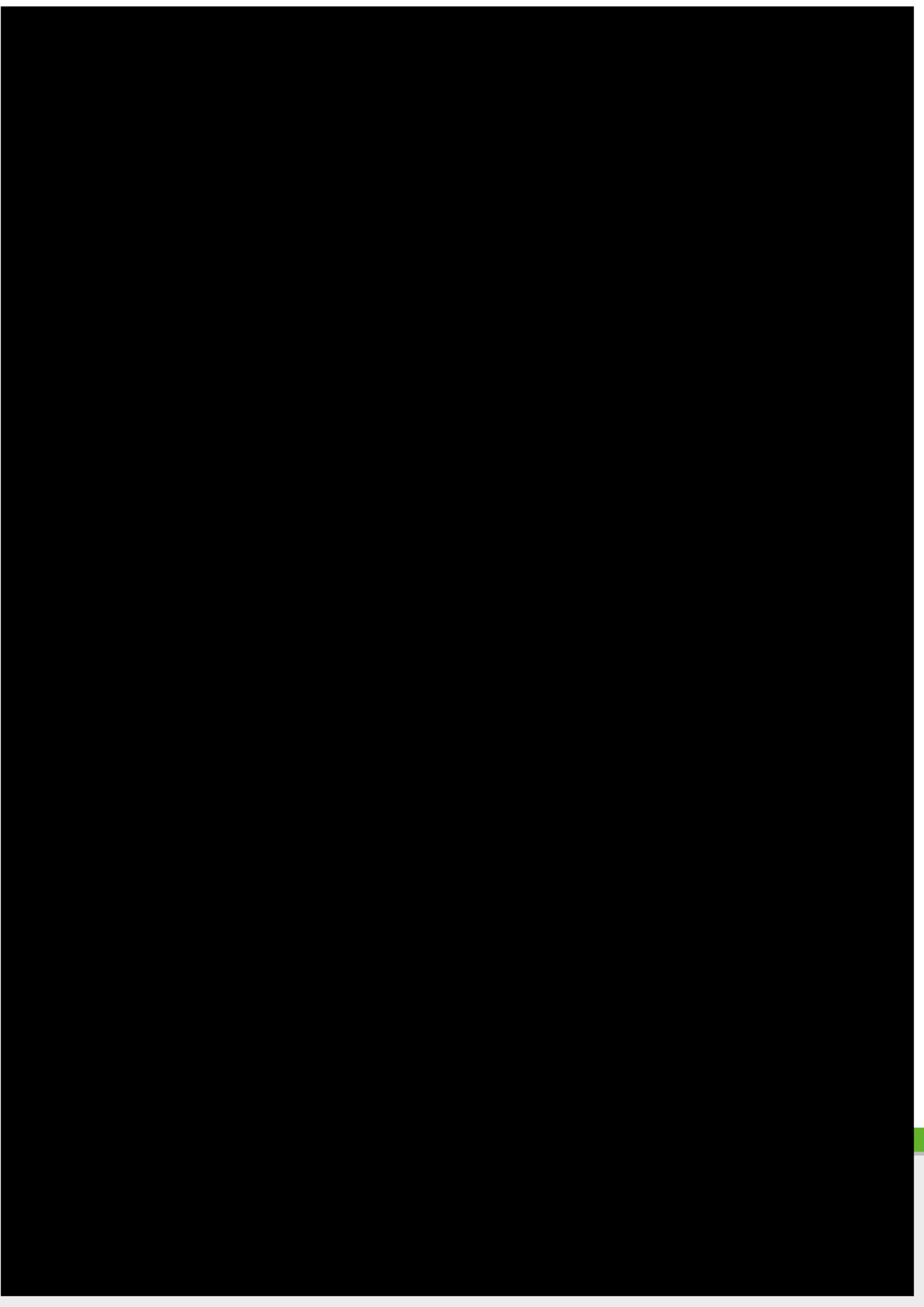
The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every sale, purchase, and payment must be properly documented to ensure the integrity of the financial statements. This includes keeping receipts, invoices, and bank statements in a secure and organized manner.

Next, the document outlines the process of reconciling the company's books with the bank statements. This involves comparing the company's records of deposits and withdrawals with the bank's records to identify any discrepancies. If there are differences, the company must investigate the cause and make the necessary adjustments to its accounts.

The document also covers the preparation of the income statement and balance sheet. It provides a step-by-step guide on how to calculate net income, determine the cost of goods sold, and update the equity section of the balance sheet. The goal is to ensure that the financial statements accurately reflect the company's financial performance and position.

Finally, the document discusses the importance of reviewing the financial statements and providing a clear explanation of the results to the management and stakeholders. It stresses that transparency and accountability are key to building trust and making informed business decisions.

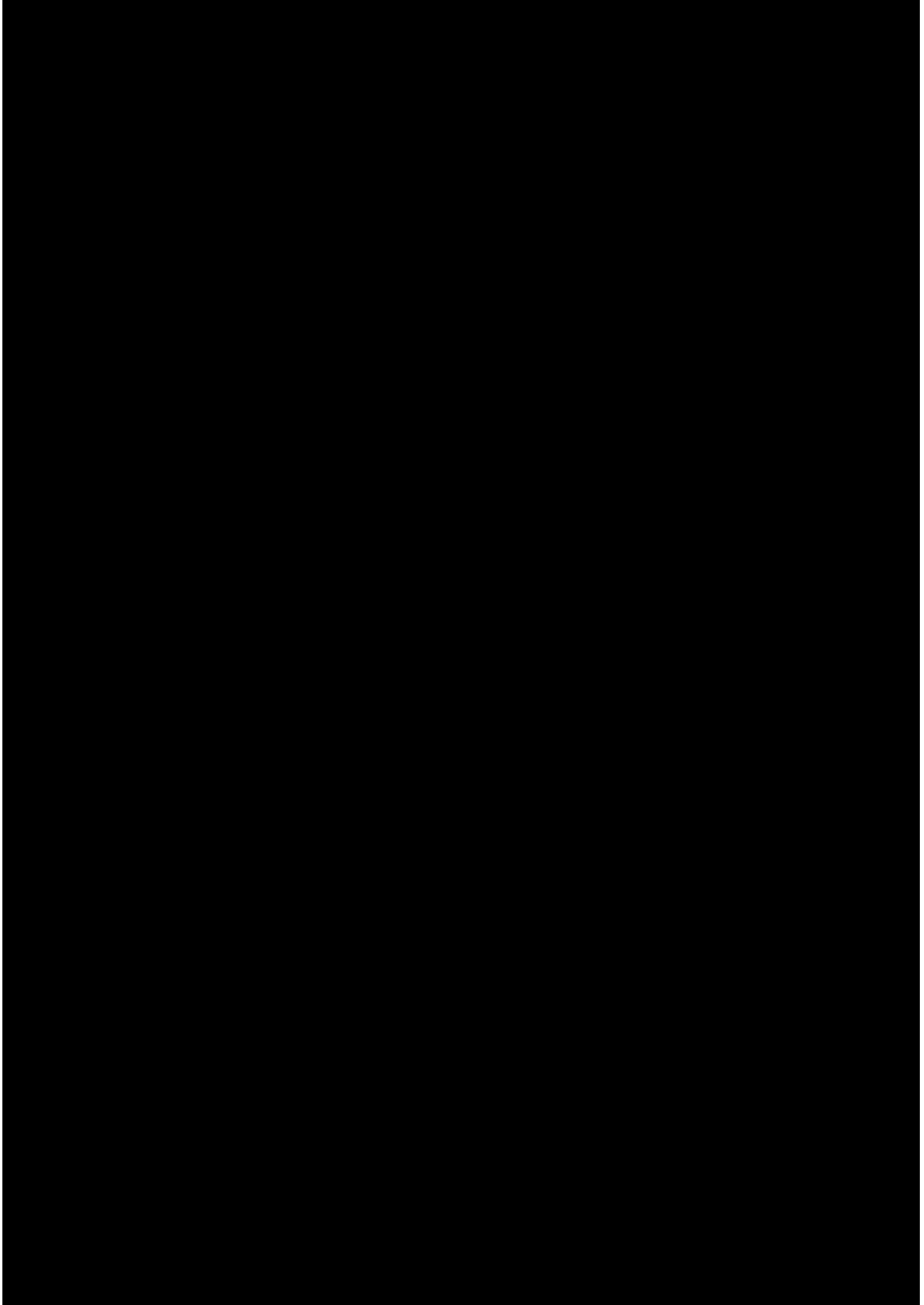




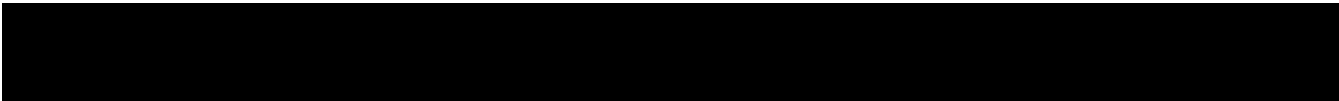












The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every receipt, invoice, and bill should be properly filed and indexed for easy retrieval. This is particularly crucial for businesses that deal with a large volume of transactions or those in highly regulated industries.

Next, the document addresses the issue of data security. In an era where cyber threats are on the rise, it is essential to implement robust security measures to protect sensitive financial information. This includes using secure storage solutions, encrypting data, and regularly updating software to patch vulnerabilities.

The document also covers the topic of data backup and recovery. It stresses the need for a consistent backup schedule to ensure that all data is preserved in case of a system failure or disaster. Having a clear recovery plan in place is also vital to minimize downtime and data loss.

Furthermore, the document discusses the importance of regular audits and reconciliations. By comparing internal records with bank statements and other external sources, businesses can identify discrepancies early on and correct them before they become major issues. This helps in maintaining the integrity of the financial data.

In addition, the document provides guidance on how to handle errors and corrections. It outlines the proper procedures for identifying mistakes, such as double-checking calculations and verifying data entry. It also explains how to make corrections in a way that maintains the accuracy and transparency of the records.

Finally, the document concludes by emphasizing the overall benefits of a well-maintained financial record-keeping system. It highlights how accurate records can provide valuable insights into a business's financial health, support decision-making, and ensure compliance with legal and regulatory requirements.

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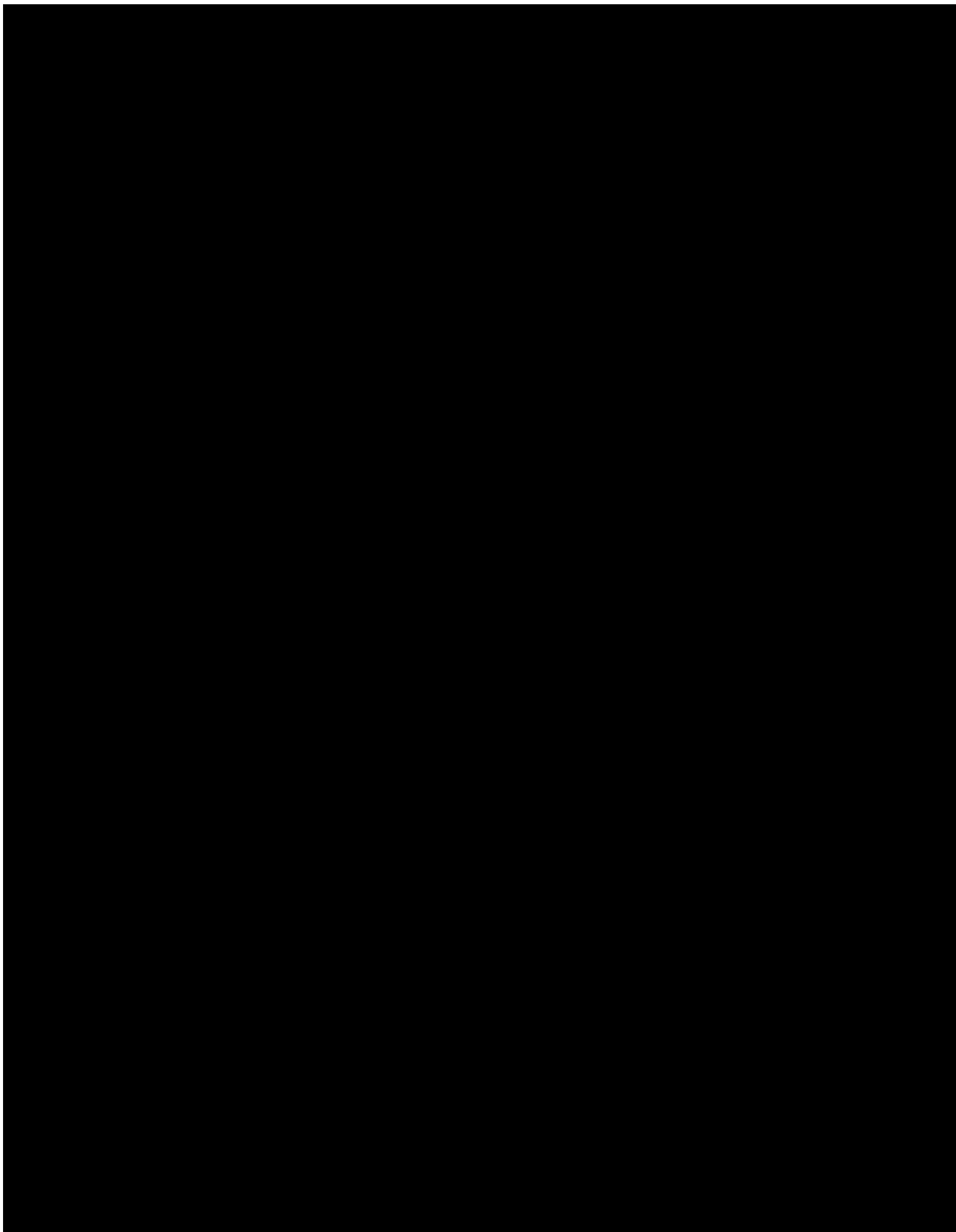
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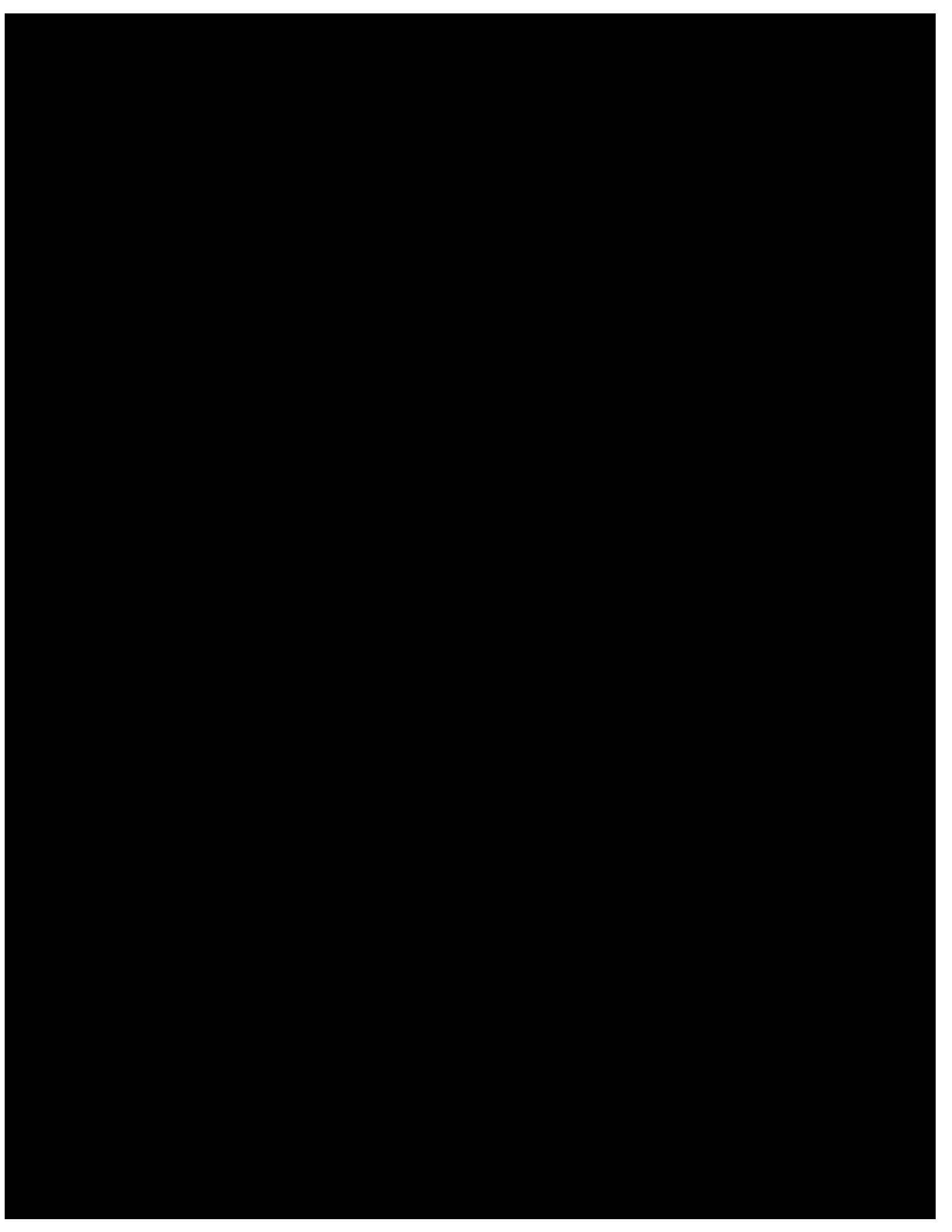
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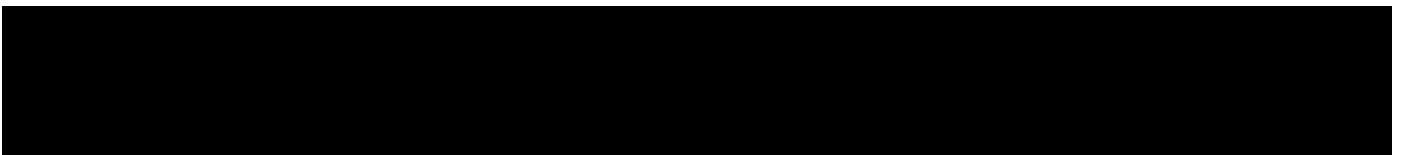
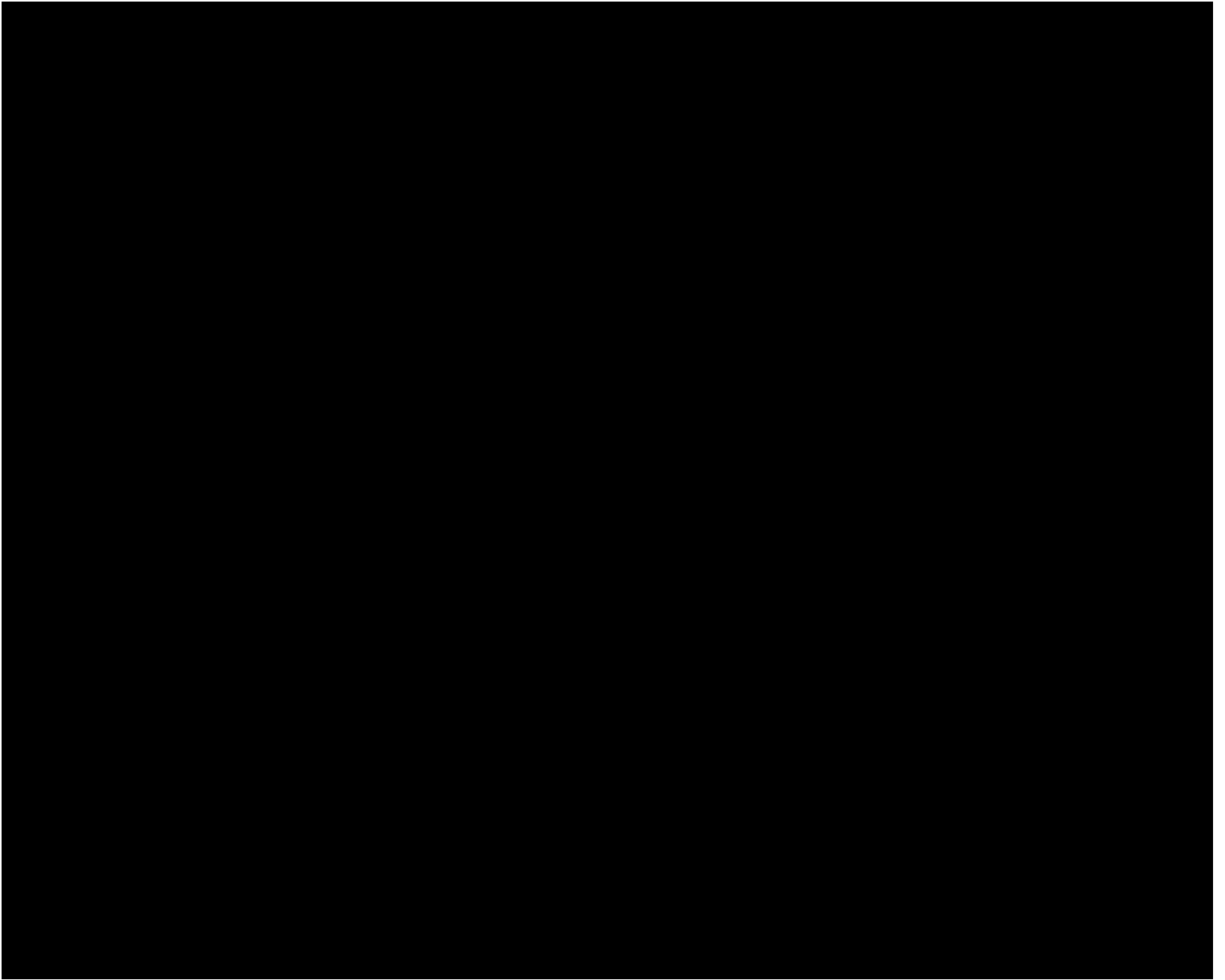
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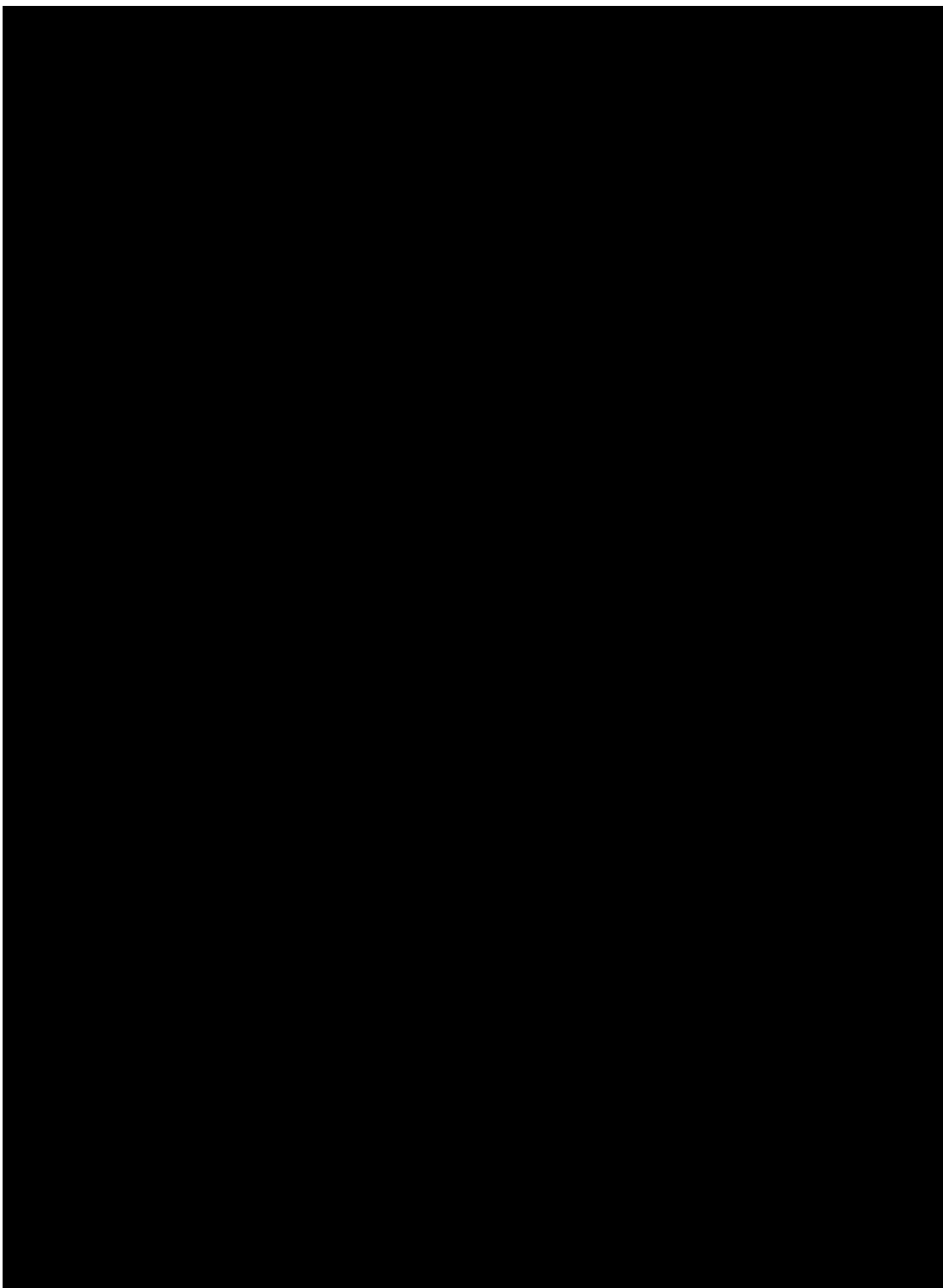
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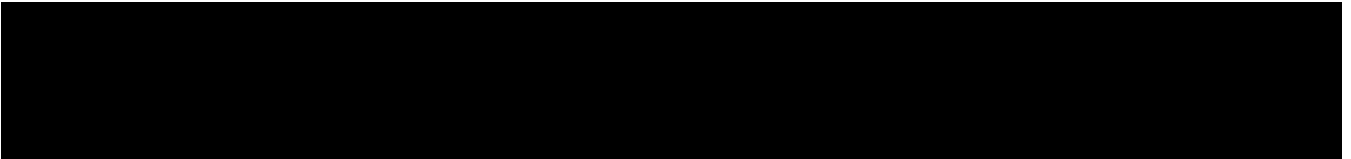
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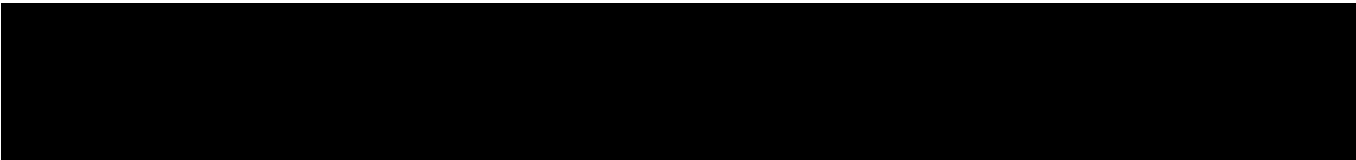
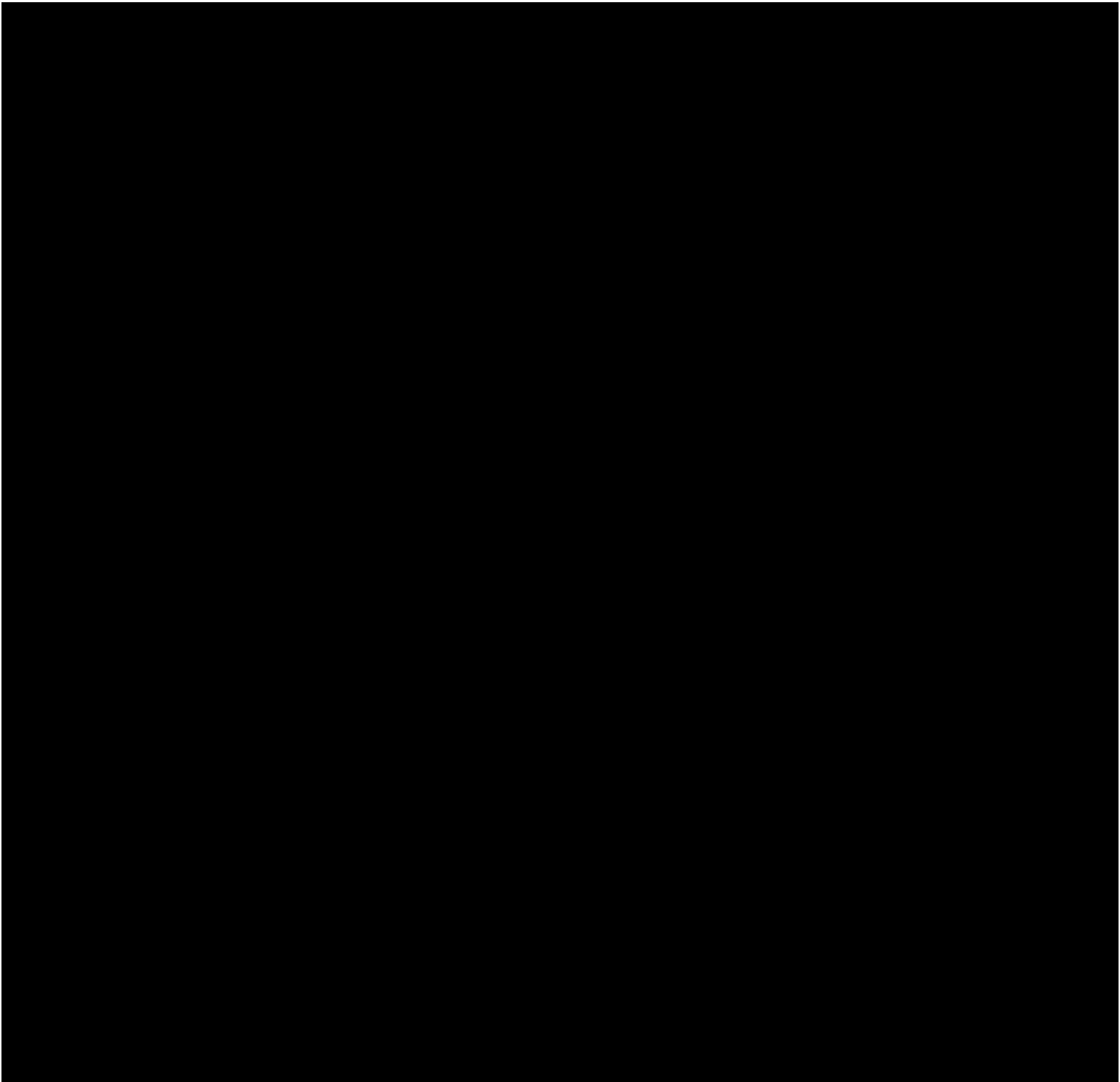


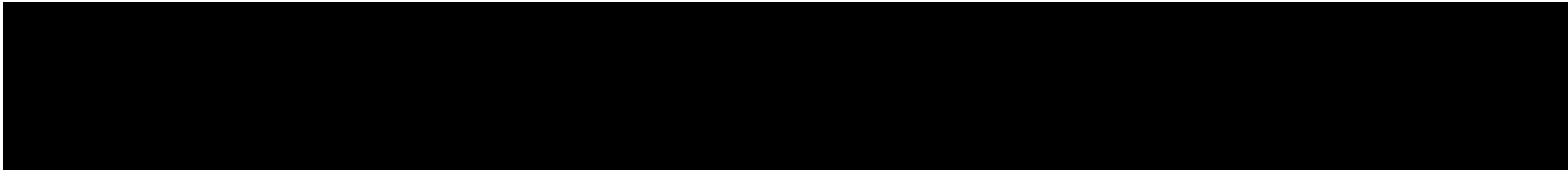
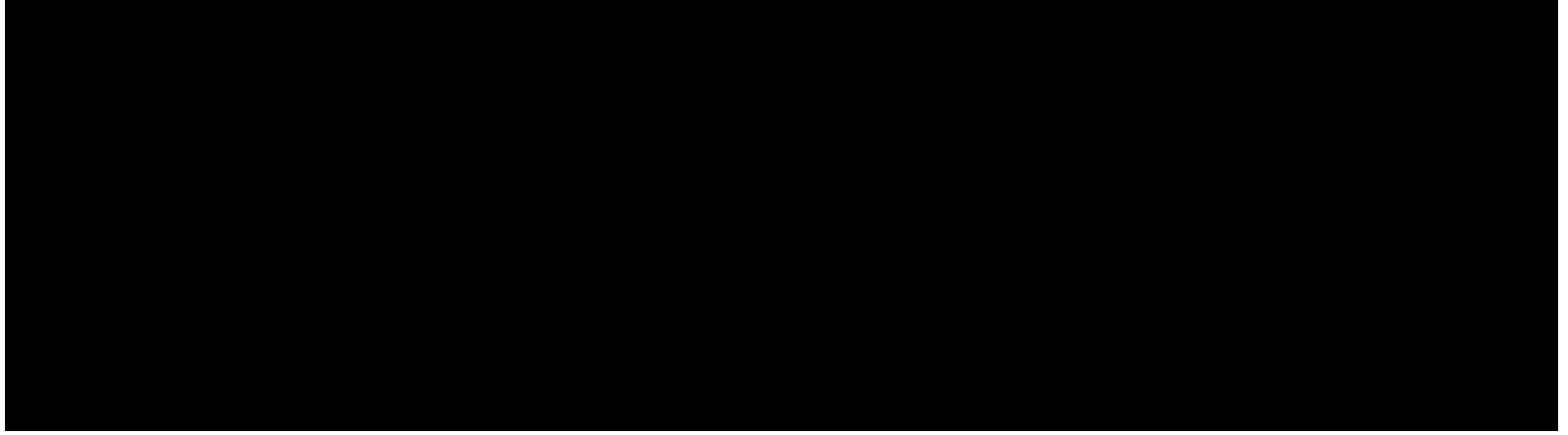










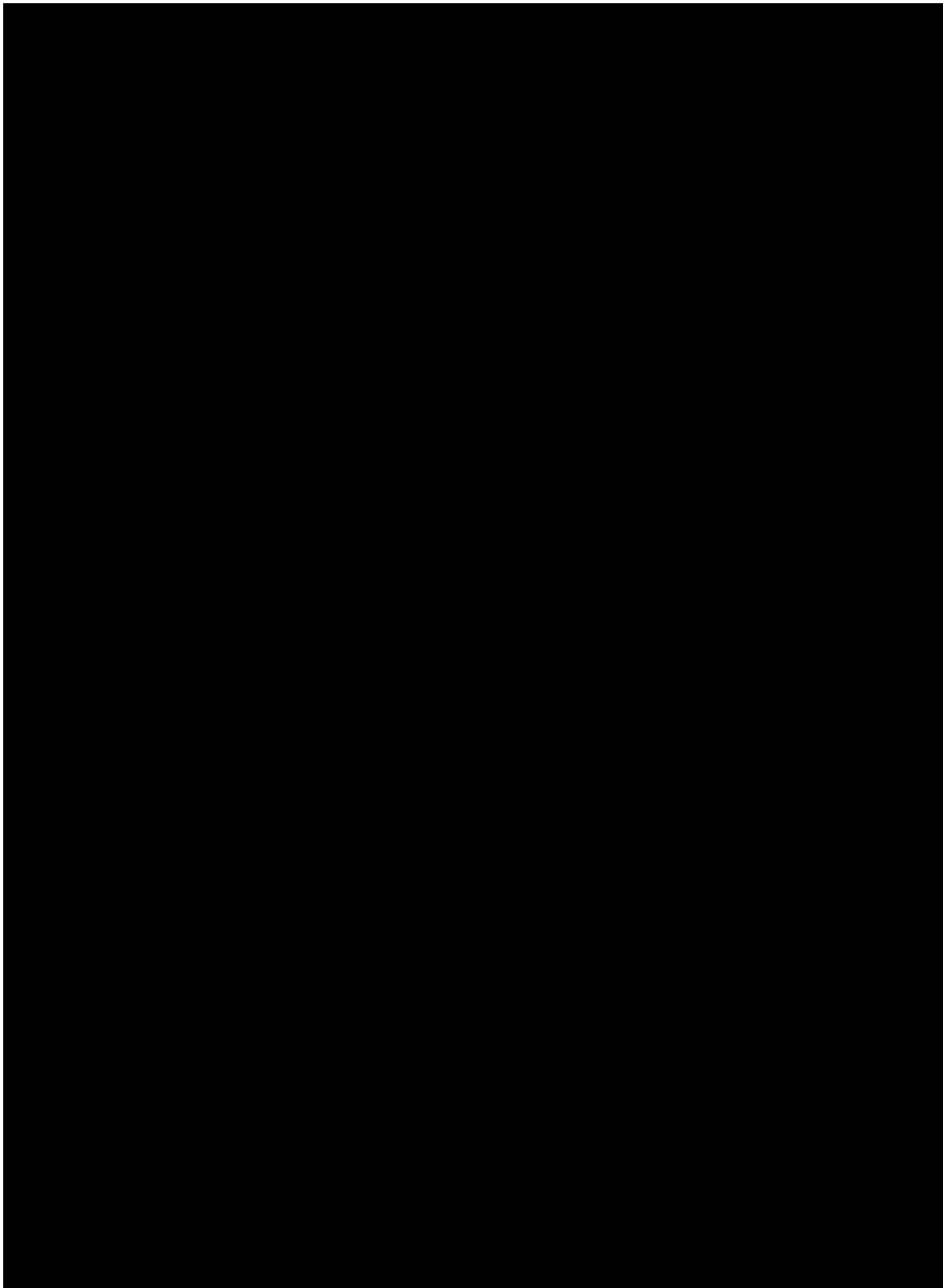


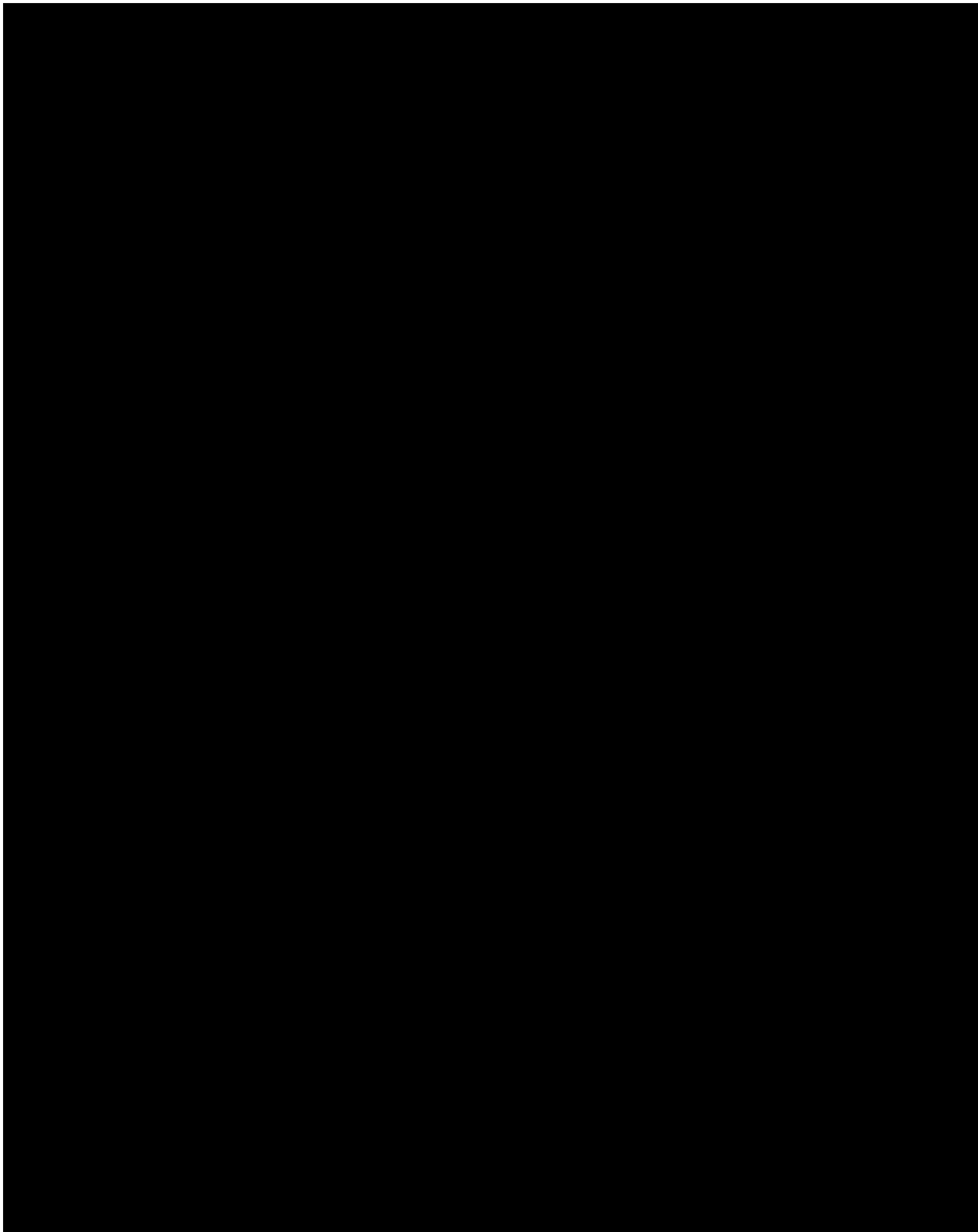
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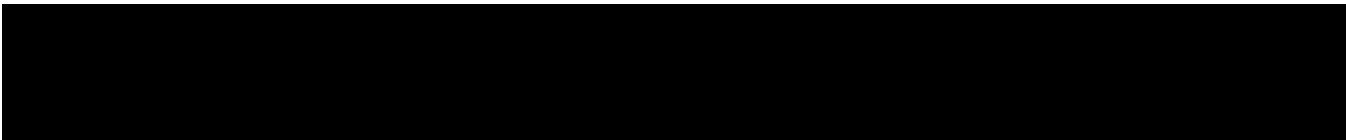
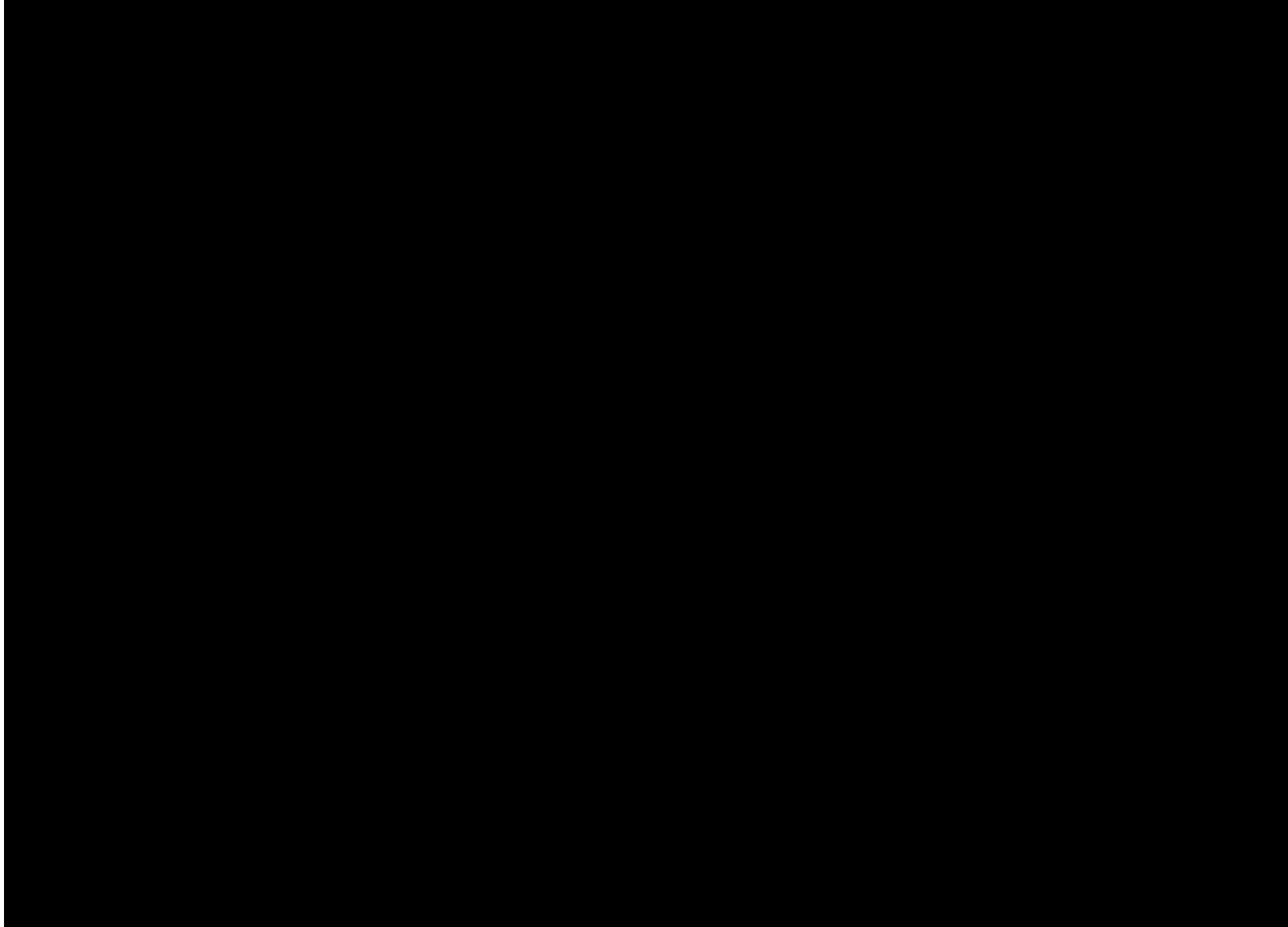
Next, the document outlines the process of reconciling bank statements with the company's records. It stresses the need to identify and explain any discrepancies, such as outstanding checks or bank errors, to ensure that the books are in balance. Regular reconciliation is presented as a key practice for preventing errors and detecting fraud.

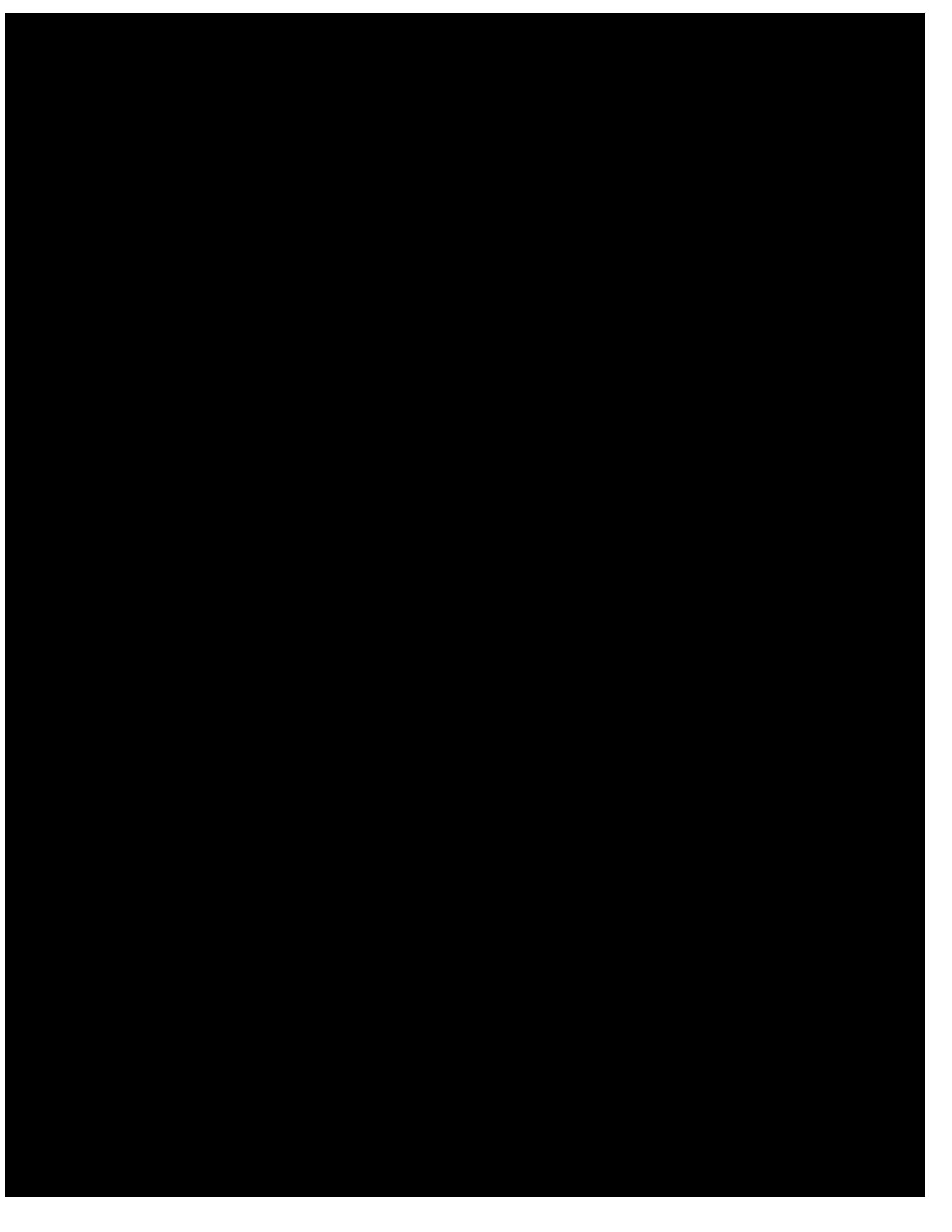
The following section covers the preparation of the income statement and balance sheet. It provides a step-by-step guide on how to calculate net income and determine the company's financial position at a specific point in time. The document also includes a checklist of items to verify before finalizing these statements.

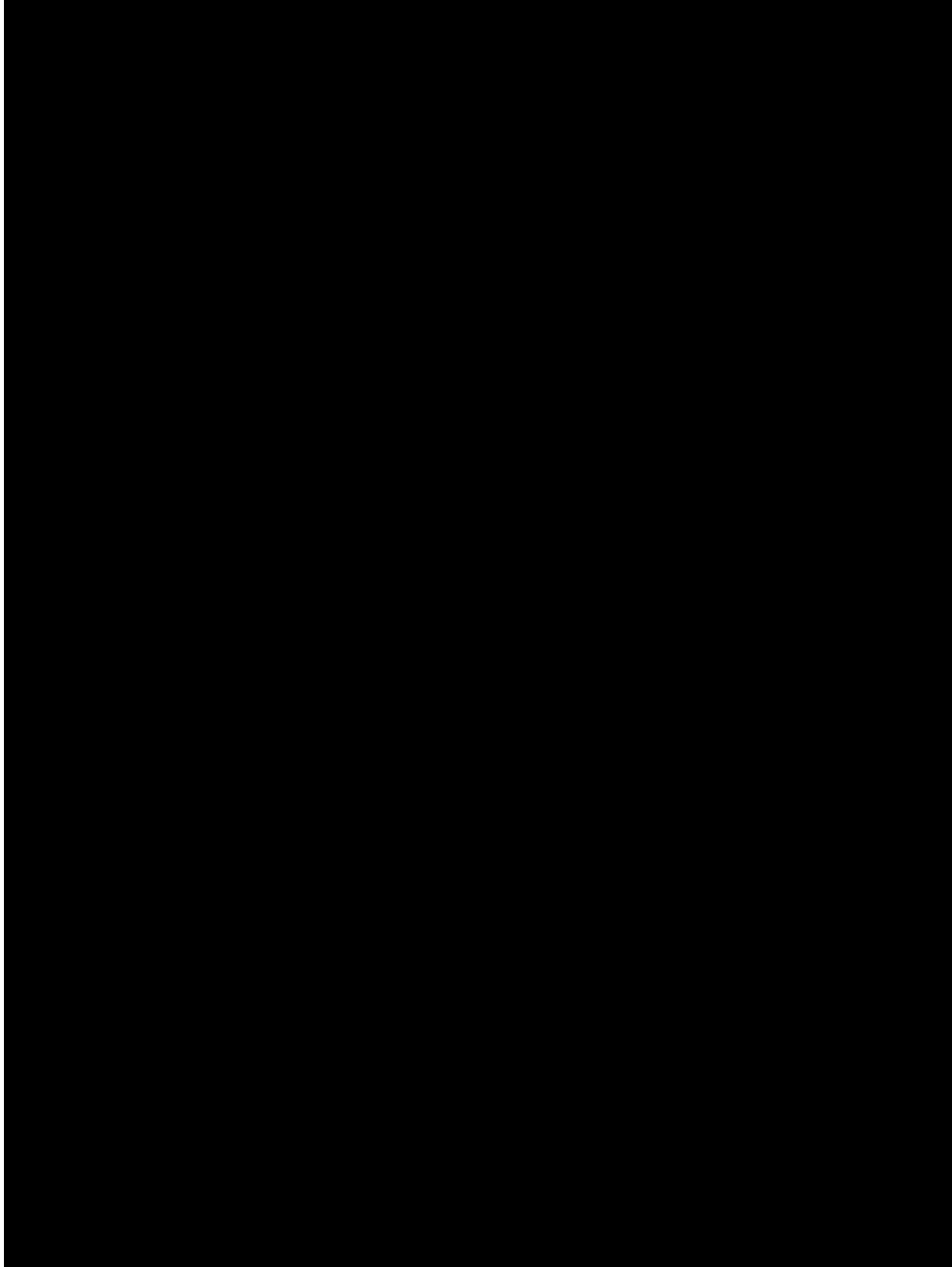
Finally, the document concludes with advice on how to present the financial statements to management and external stakeholders. It suggests using clear, concise language and highlighting key performance indicators to facilitate understanding and decision-making. The overall goal is to ensure that the financial information is reliable and useful for all parties involved.



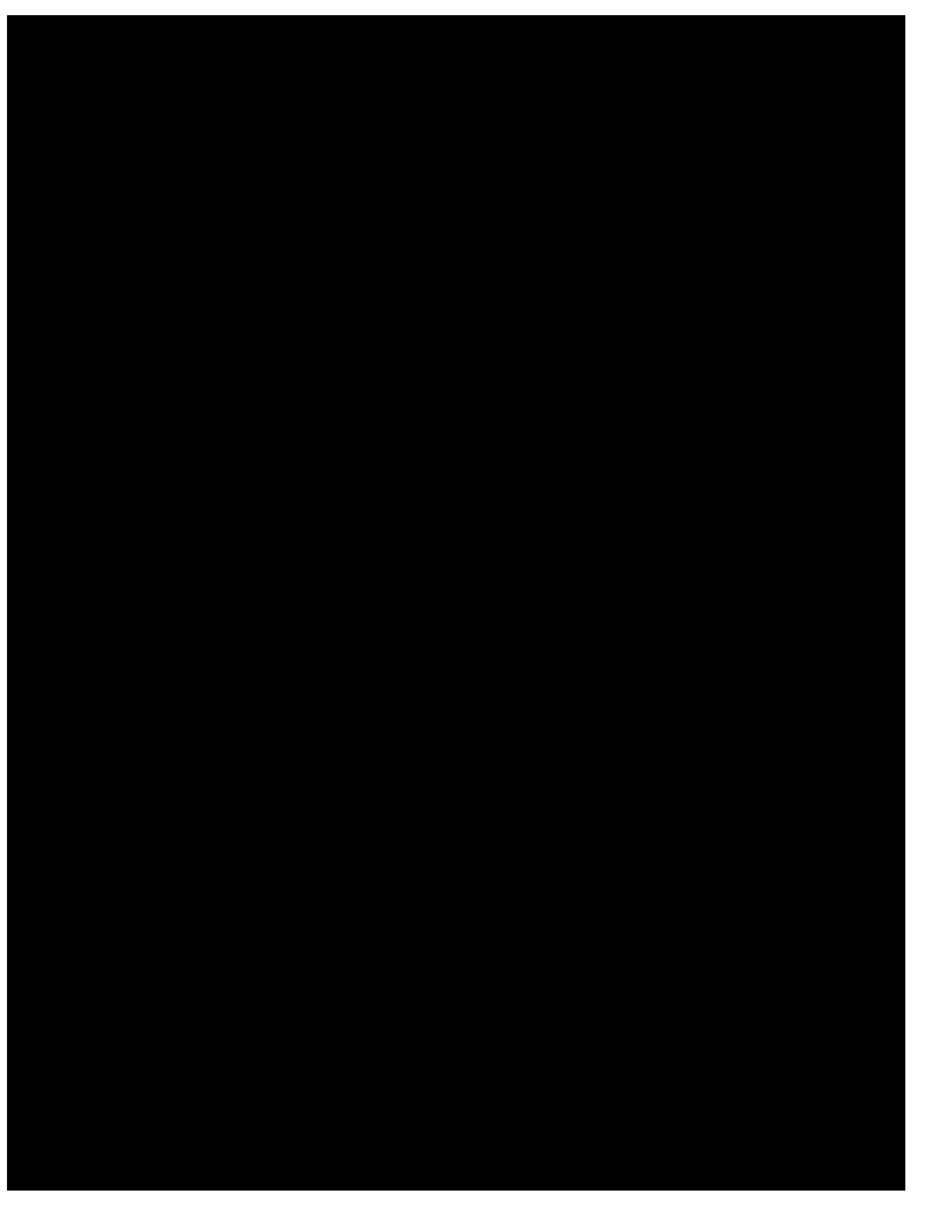


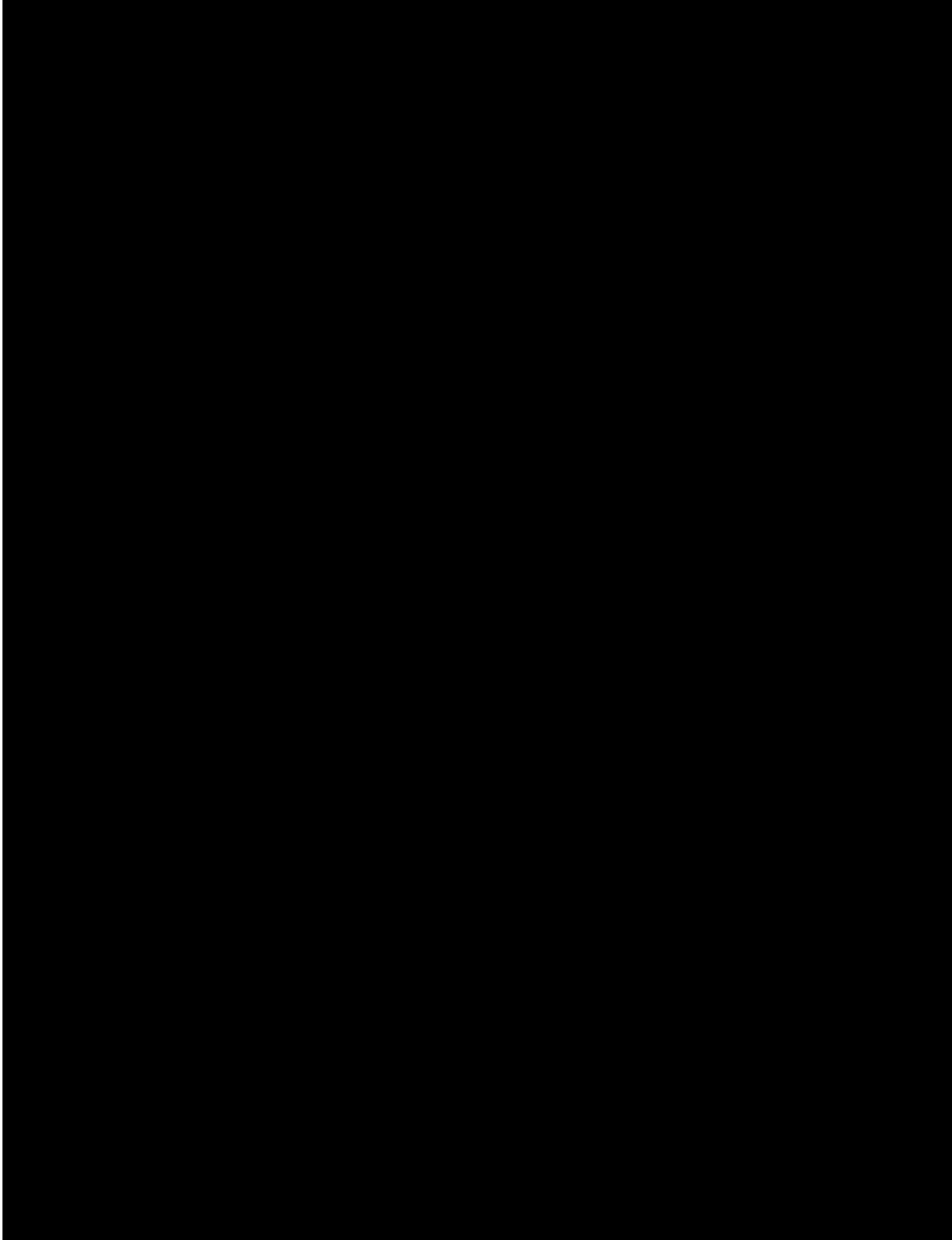


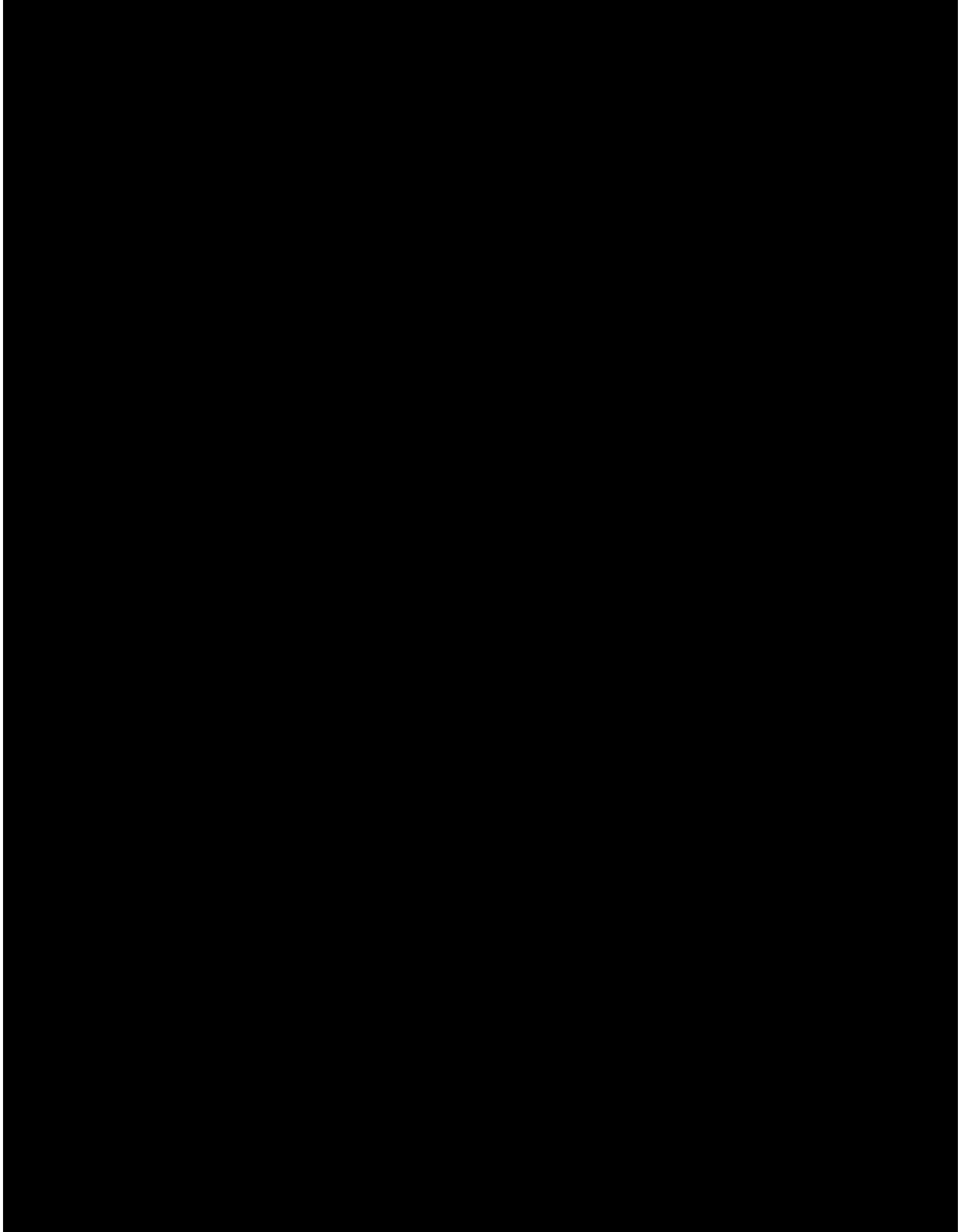


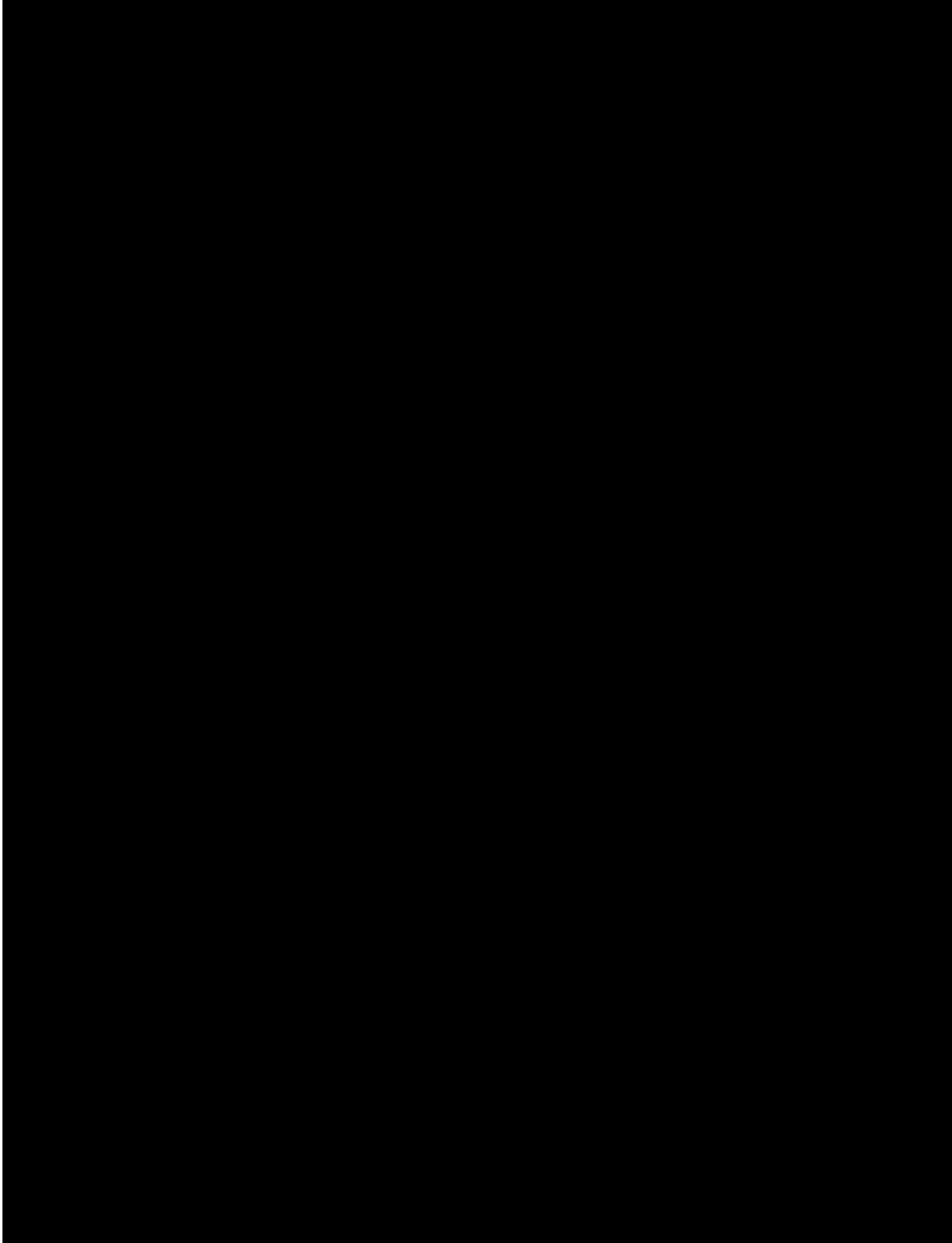


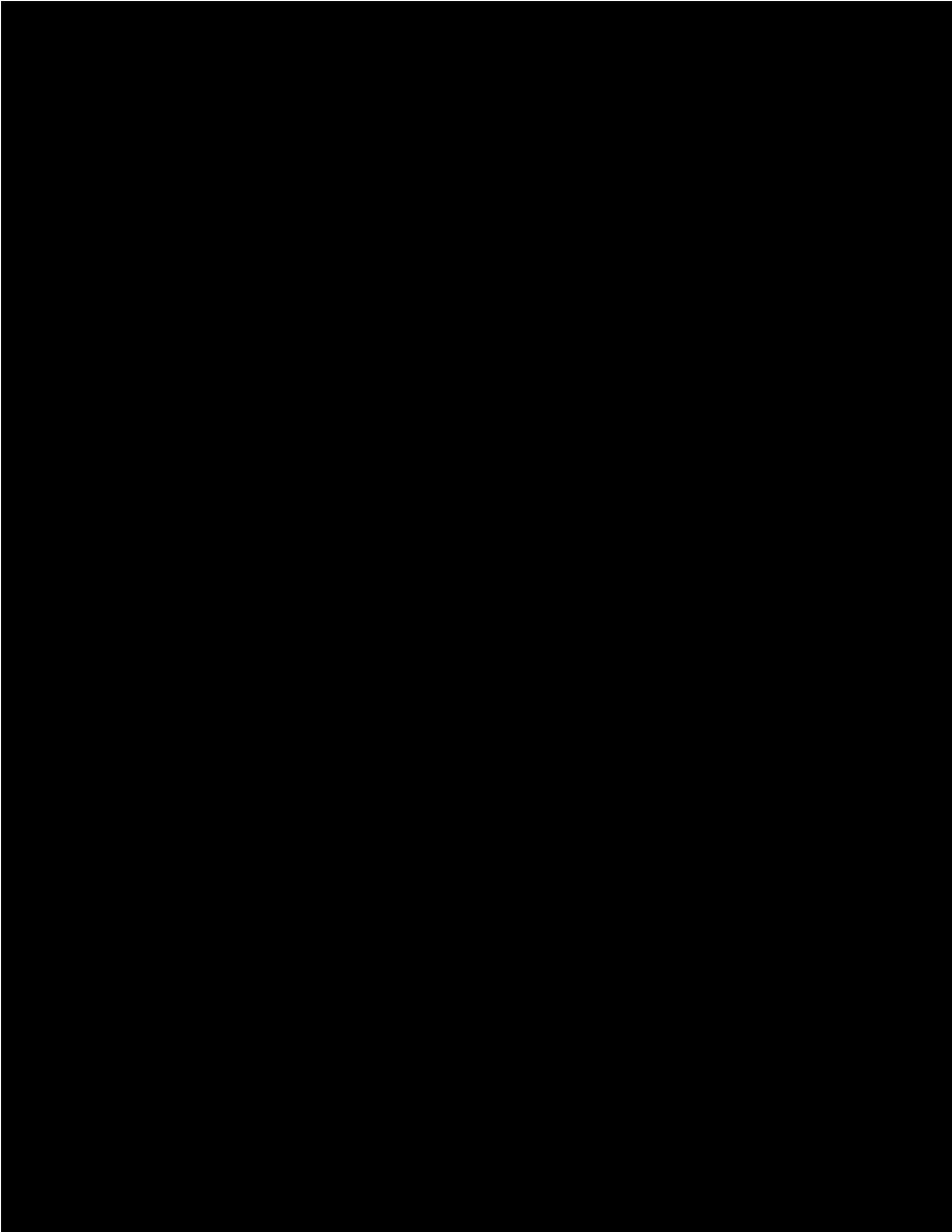


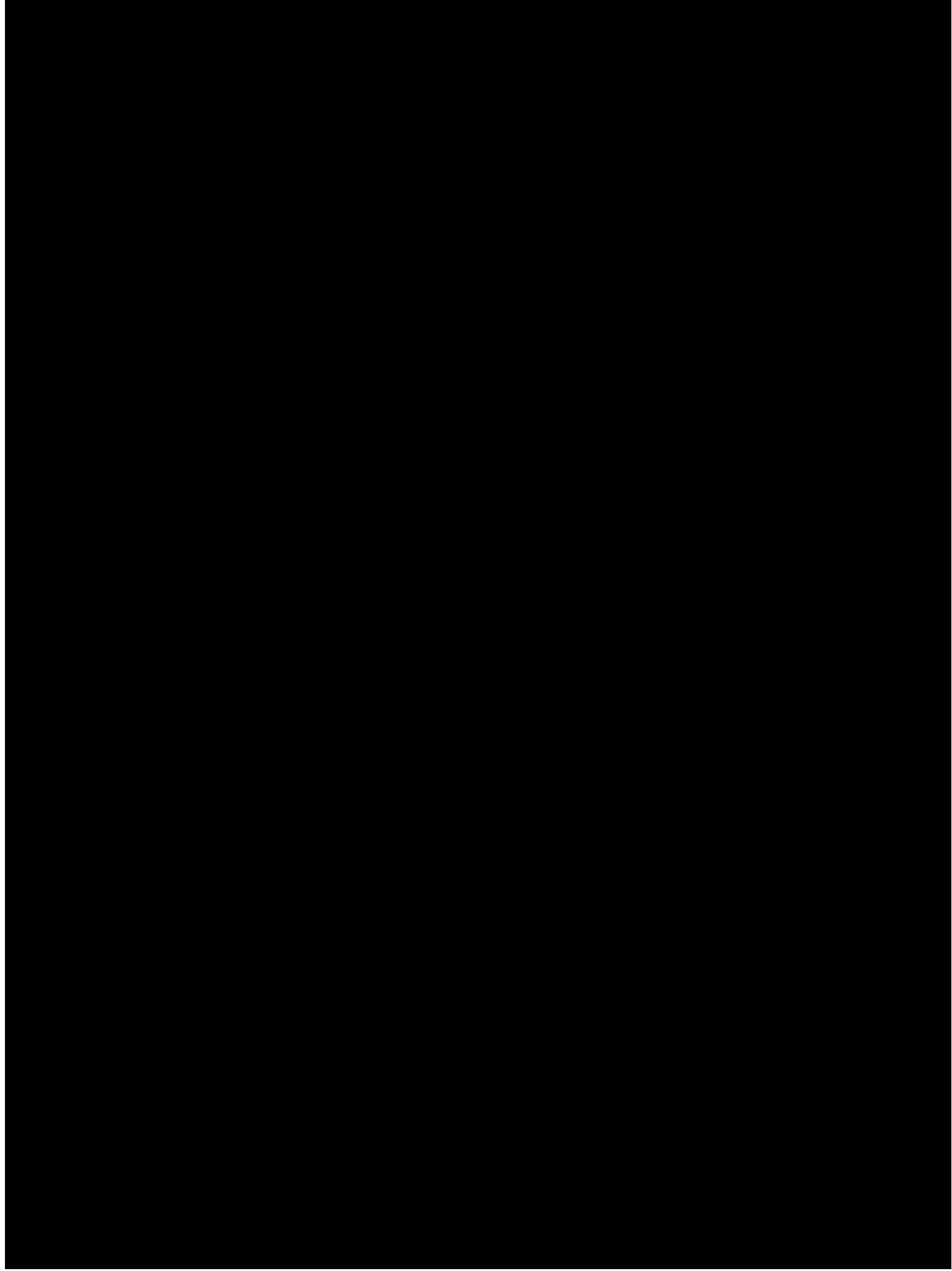


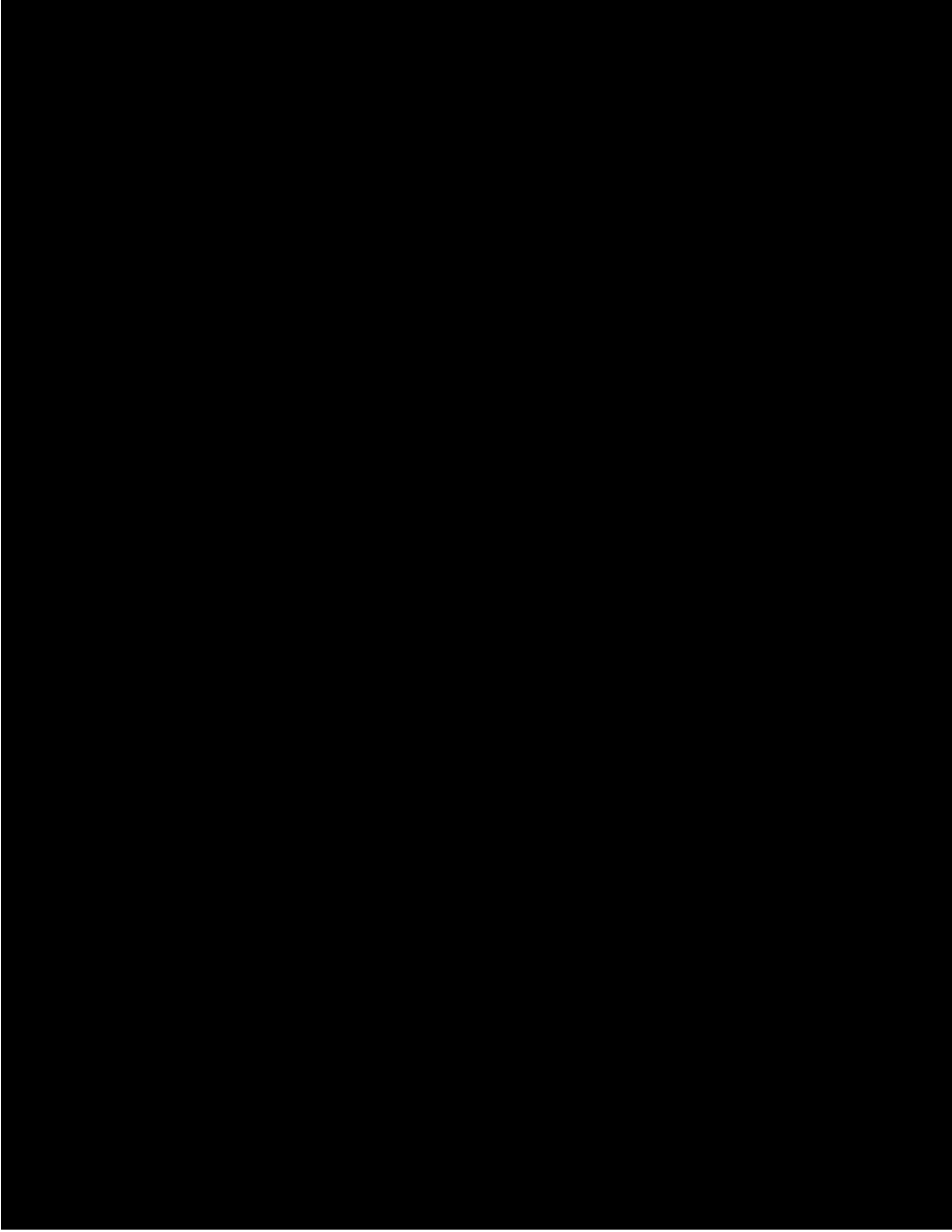


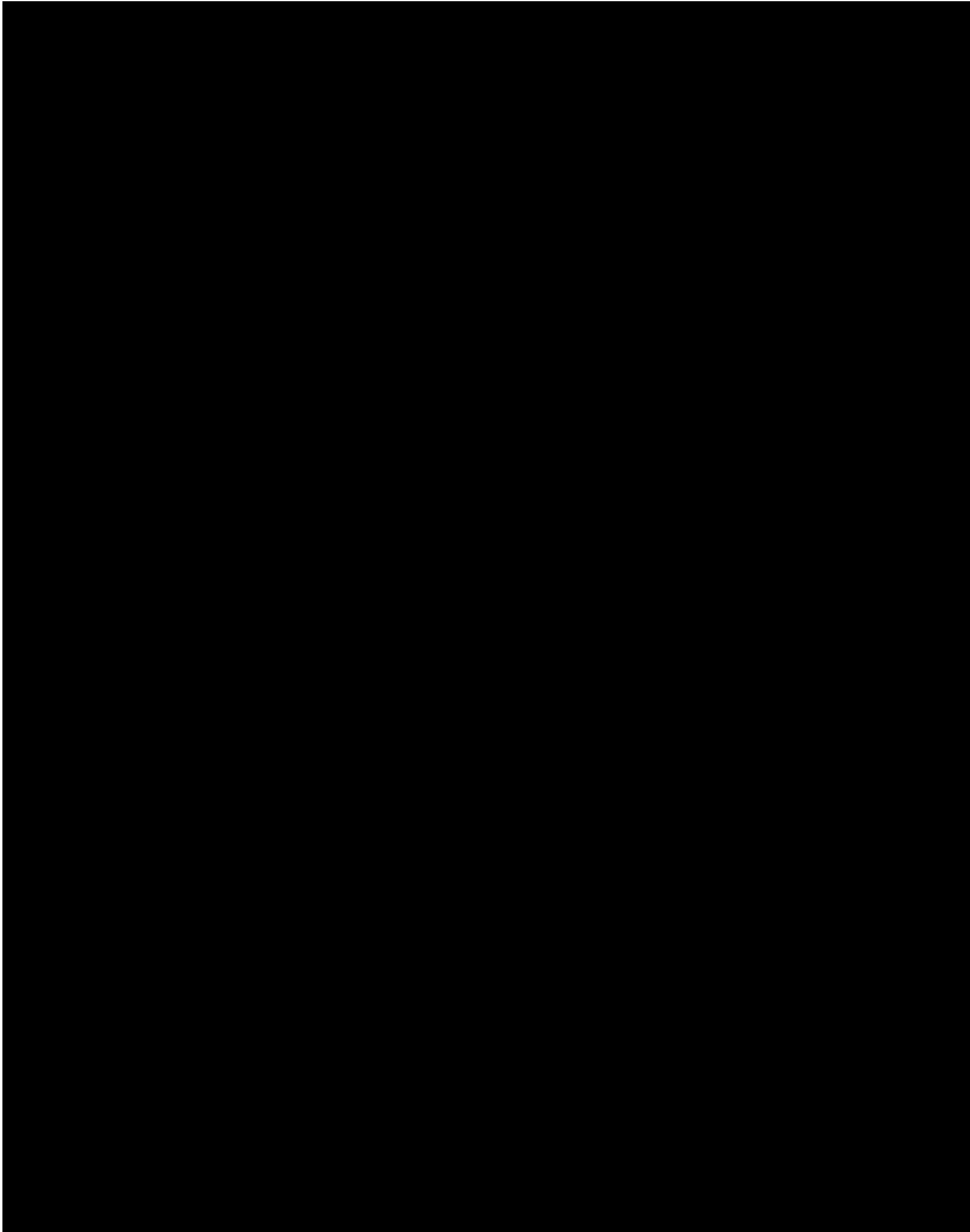




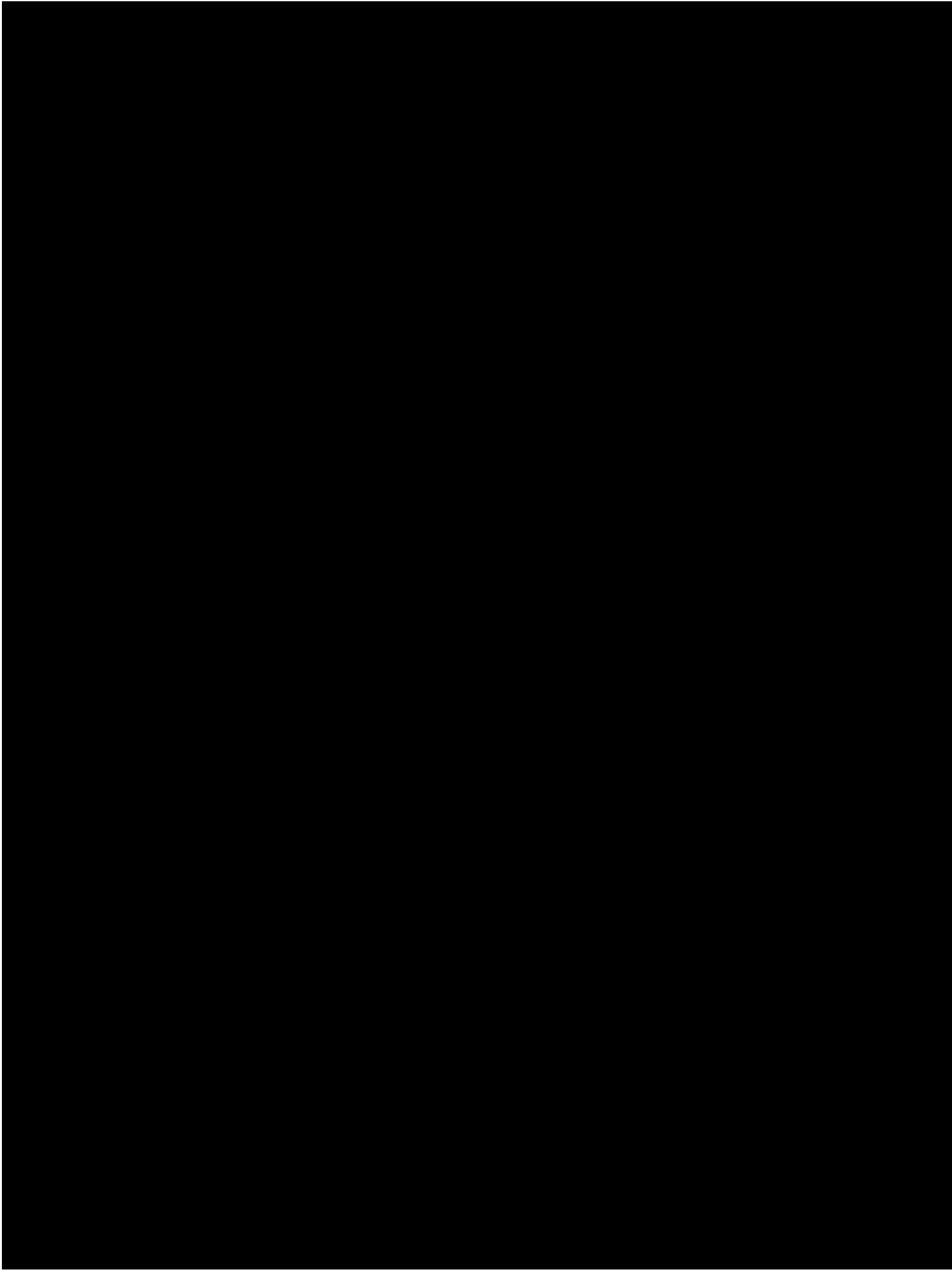


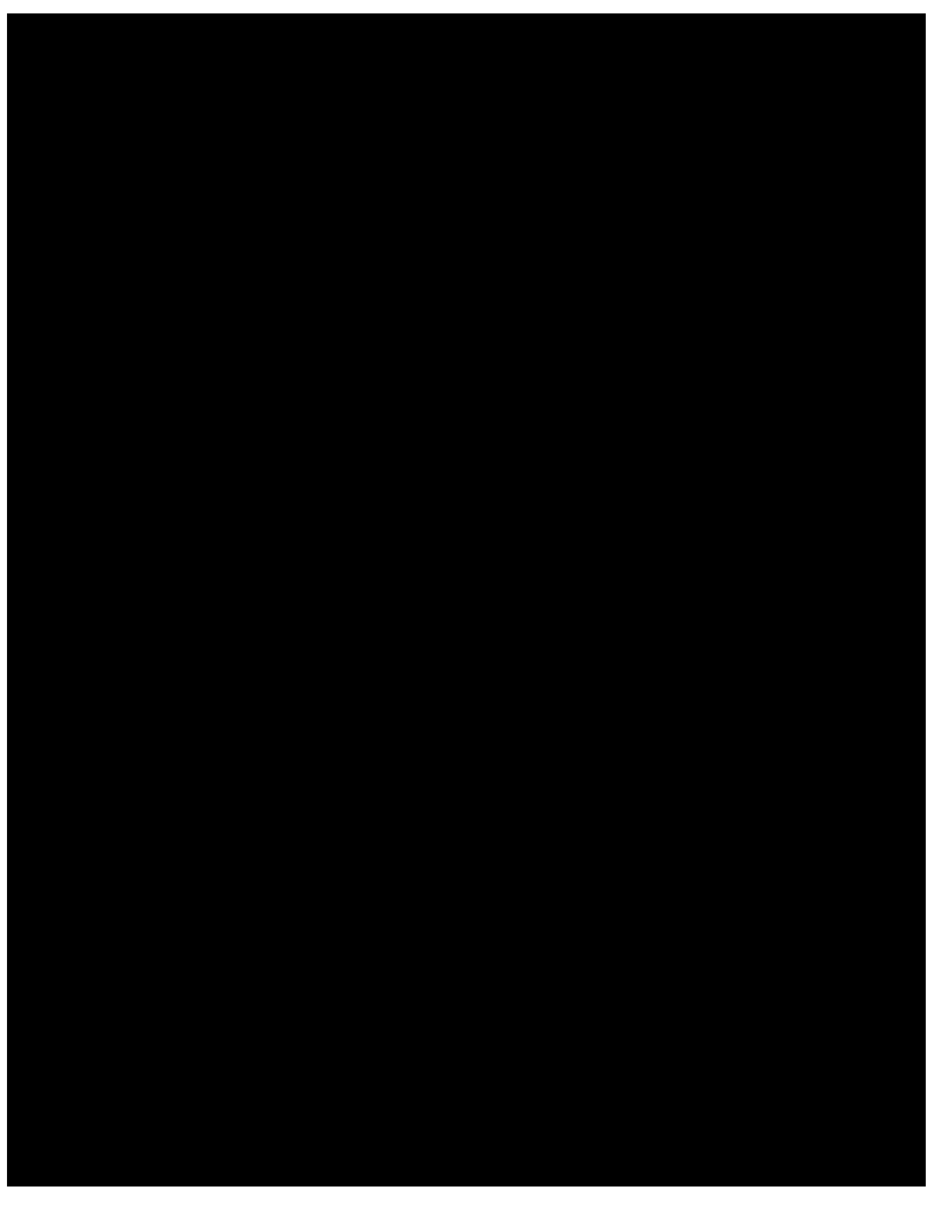


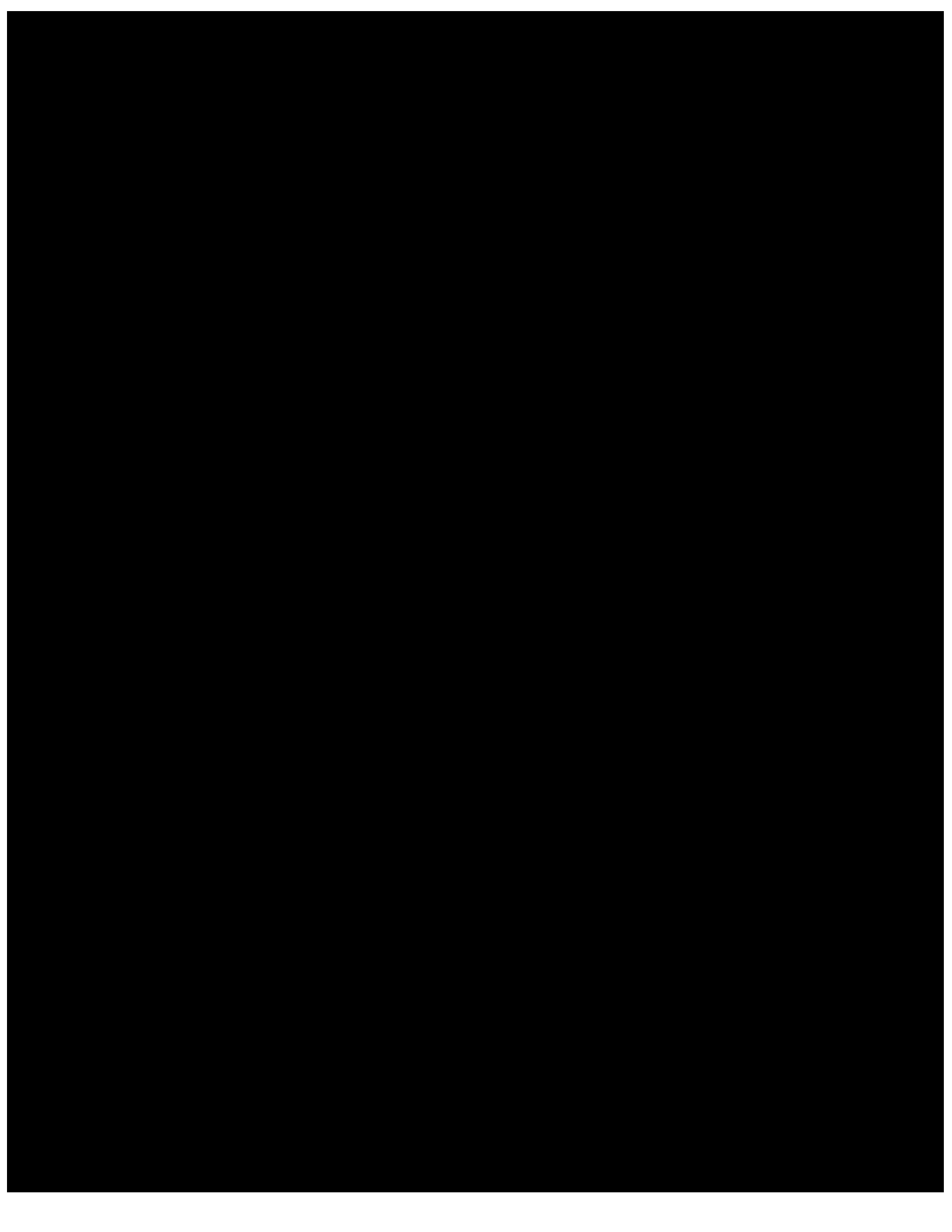












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Next, the document addresses the issue of data security. In an era where cyber threats are on the rise, it is essential to implement robust security measures to protect sensitive financial information. This includes using encrypted communication channels, strong passwords, and regular security audits to identify and address vulnerabilities.

The document also highlights the need for transparency and accountability in financial reporting. Stakeholders, including investors and regulators, expect clear and concise information about the company's financial health. Providing timely and accurate reports can help build trust and confidence in the organization.

Finally, the document discusses the importance of staying up-to-date with the latest financial regulations and tax laws. The financial landscape is constantly evolving, and businesses must adapt to these changes to remain compliant and avoid penalties. Regular training and consultation with legal and financial experts can ensure that the organization is always in the best position to meet its obligations.

