

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.



2. The second part of the document outlines the specific procedures and protocols that must be followed to ensure the integrity and security of the data. These procedures are designed to prevent unauthorized access and data loss.

3. Key Findings and Recommendations

4. The findings of the audit indicate that there are several areas where the current data management practices are not fully compliant with industry standards. The most significant issues identified are related to data backup procedures and access controls.

Area	Issue	Recommendation
Data Backup	Inconsistent backup schedules	Implement a standardized backup schedule
Access Controls	Overly permissive user permissions	Review and restrict user permissions
Documentation	Lack of up-to-date documentation	Update and maintain comprehensive documentation

5. The final section of the document provides a summary of the findings and offers a clear path forward for addressing the identified issues. It is recommended that the organization prioritize the implementation of the suggested measures to ensure long-term data security and compliance.

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Date	Description	Amount	Balance	Interest	Total	Remarks
1/1/2020	Opening Balance		10000		10000	
1/15/2020	Deposit	5000	15000		15000	
2/1/2020	Withdrawal	3000	12000		12000	
2/15/2020	Deposit	2000	14000		14000	
3/1/2020	Withdrawal	1000	13000		13000	
3/15/2020	Deposit	4000	17000		17000	
4/1/2020	Withdrawal	2500	14500		14500	
4/15/2020	Deposit	3500	18000		18000	
5/1/2020	Withdrawal	1500	16500		16500	
5/15/2020	Deposit	2500	19000		19000	
6/1/2020	Withdrawal	3500	15500		15500	
6/15/2020	Deposit	4500	20000		20000	
7/1/2020	Withdrawal	2000	18000		18000	
7/15/2020	Deposit	3000	21000		21000	
8/1/2020	Withdrawal	1500	19500		19500	
8/15/2020	Deposit	2500	22000		22000	
9/1/2020	Withdrawal	3000	19000		19000	
9/15/2020	Deposit	4000	23000		23000	
10/1/2020	Withdrawal	2500	20500		20500	
10/15/2020	Deposit	3500	24000		24000	
11/1/2020	Withdrawal	1500	22500		22500	
11/15/2020	Deposit	2500	25000		25000	
12/1/2020	Withdrawal	3500	21500		21500	
12/15/2020	Deposit	4500	26000		26000	
1/1/2021	Opening Balance		26000		26000	
1/15/2021	Deposit	5000	31000		31000	
2/1/2021	Withdrawal	3000	28000		28000	
2/15/2021	Deposit	2000	30000		30000	
3/1/2021	Withdrawal	1000	29000		29000	
3/15/2021	Deposit	4000	33000		33000	
4/1/2021	Withdrawal	2500	30500		30500	
4/15/2021	Deposit	3500	34000		34000	
5/1/2021	Withdrawal	1500	32500		32500	
5/15/2021	Deposit	2500	35000		35000	
6/1/2021	Withdrawal	3500	31500		31500	
6/15/2021	Deposit	4500	36000		36000	
7/1/2021	Withdrawal	2000	34000		34000	
7/15/2021	Deposit	3000	37000		37000	
8/1/2021	Withdrawal	1500	35500		35500	
8/15/2021	Deposit	2500	38000		38000	
9/1/2021	Withdrawal	3000	35000		35000	
9/15/2021	Deposit	4000	39000		39000	
10/1/2021	Withdrawal	2500	36500		36500	
10/15/2021	Deposit	3500	40000		40000	
11/1/2021	Withdrawal	1500	38500		38500	
11/15/2021	Deposit	2500	41000		41000	
12/1/2021	Withdrawal	3500	37500		37500	
12/15/2021	Deposit	4500	42000		42000	
1/1/2022	Opening Balance		42000		42000	

