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1. 1990

2. 1991

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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 when conducting financial transactions. It details the roles and responsibilities of various departments and individuals involved in the process.

3. Financial Reporting and Analysis

4. This section provides a comprehensive overview of the financial reporting process, including the preparation of financial statements and the analysis of the resulting data. It highlights the key metrics and indicators used to assess the organization's financial performance and identify areas for improvement.

5. The final part of the document discusses the importance of regular communication and collaboration between all stakeholders involved in the financial process. It stresses the need for transparency and open dialogue to ensure that everyone is on the same page and working towards the same goals.

6. In conclusion, this document serves as a guide for all employees and management alike, providing clear instructions and expectations for how to handle financial matters. It is essential that everyone takes the time to read and understand these guidelines to ensure the smooth and efficient operation of the organization's financial affairs.

