

THE
MIDDLE
CLASS

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 that all records are properly maintained and updated.

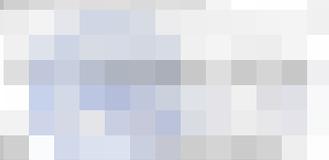
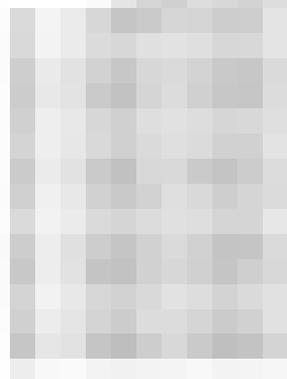
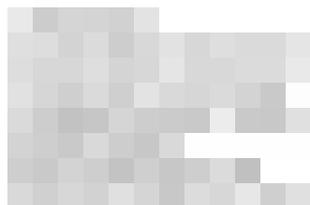
3. Key Responsibilities and Roles

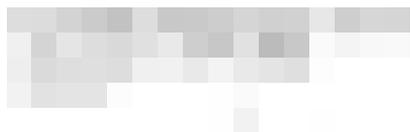
3.1. The primary responsibility for maintaining accurate records lies with the designated record keepers. These individuals must ensure that all data is entered accurately and promptly into the system.

3.2. Additionally, it is the responsibility of all staff members to report any discrepancies or errors immediately to the record keepers. This ensures that any inaccuracies are identified and corrected as soon as possible.

3.3. Regular audits and reviews should be conducted to verify the accuracy and completeness of the records. This helps to identify any potential issues and ensures that the data remains reliable and up-to-date.

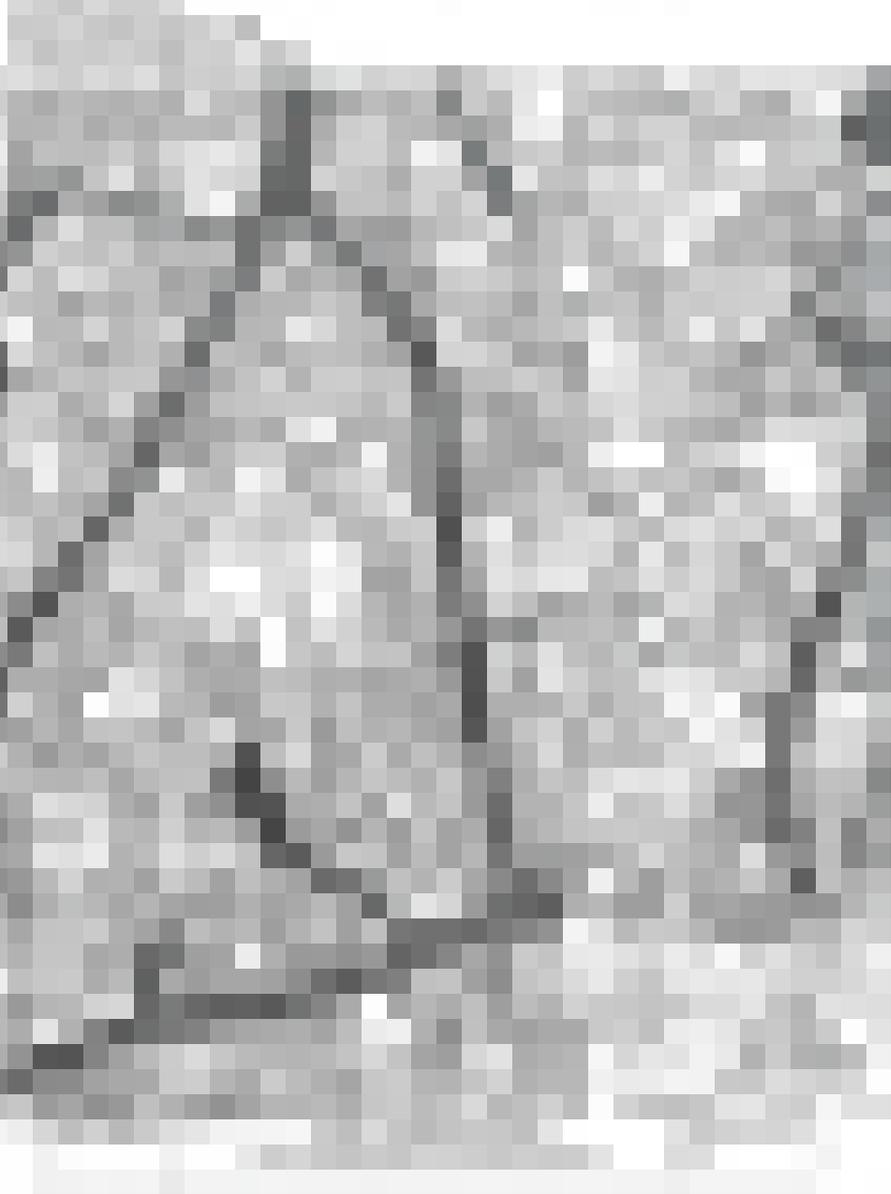


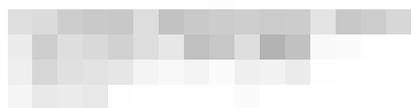


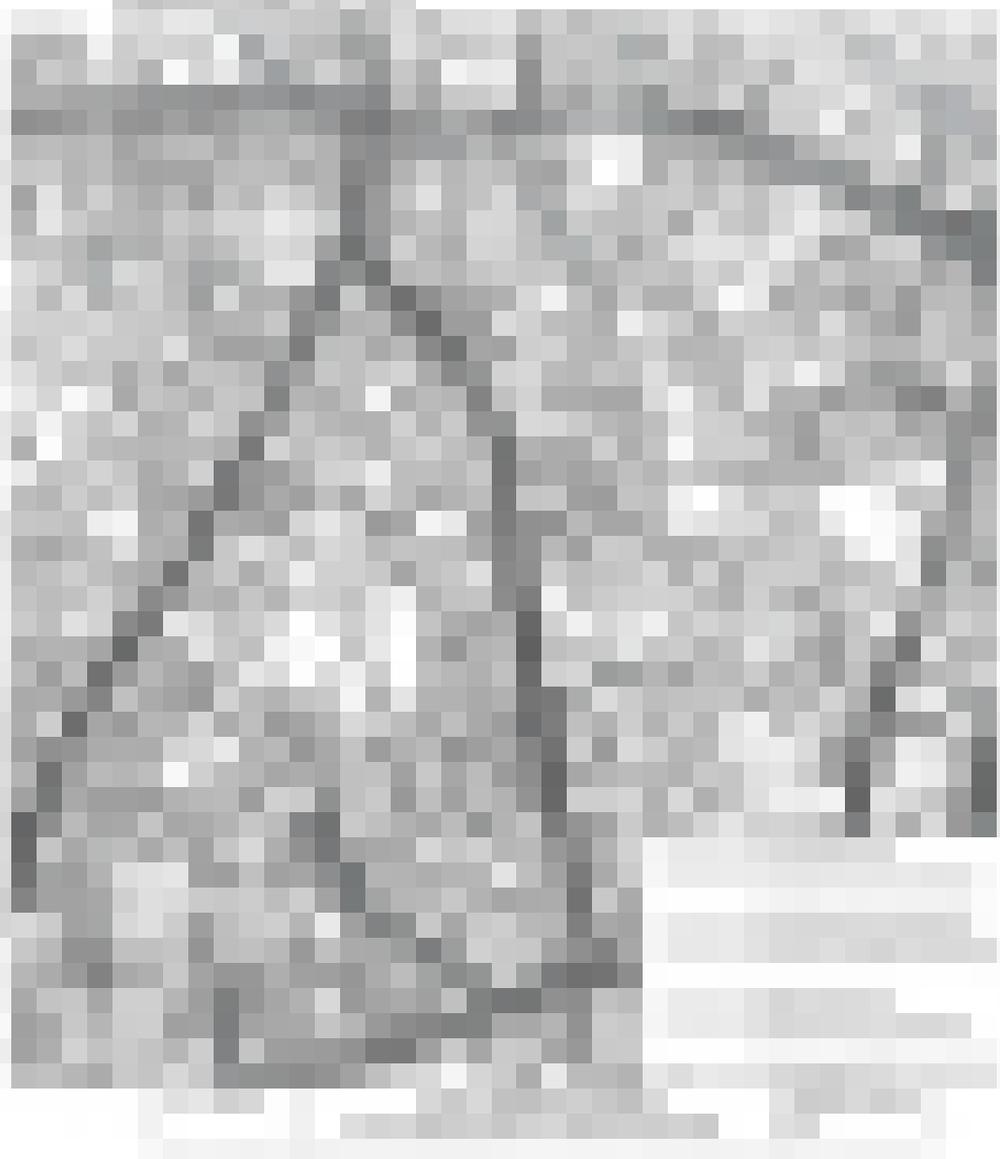


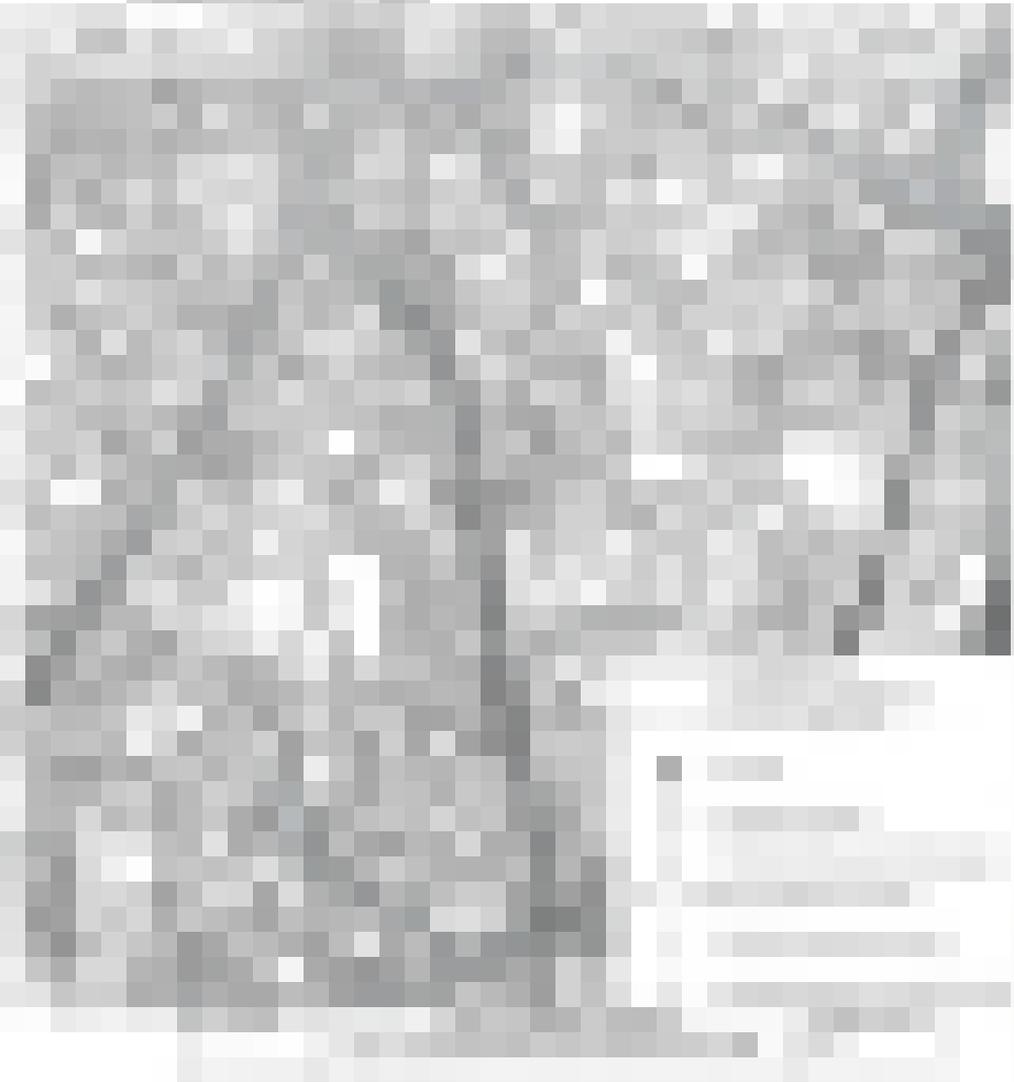
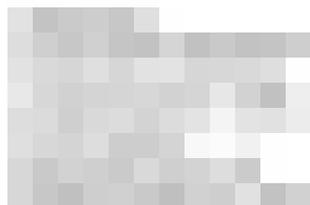
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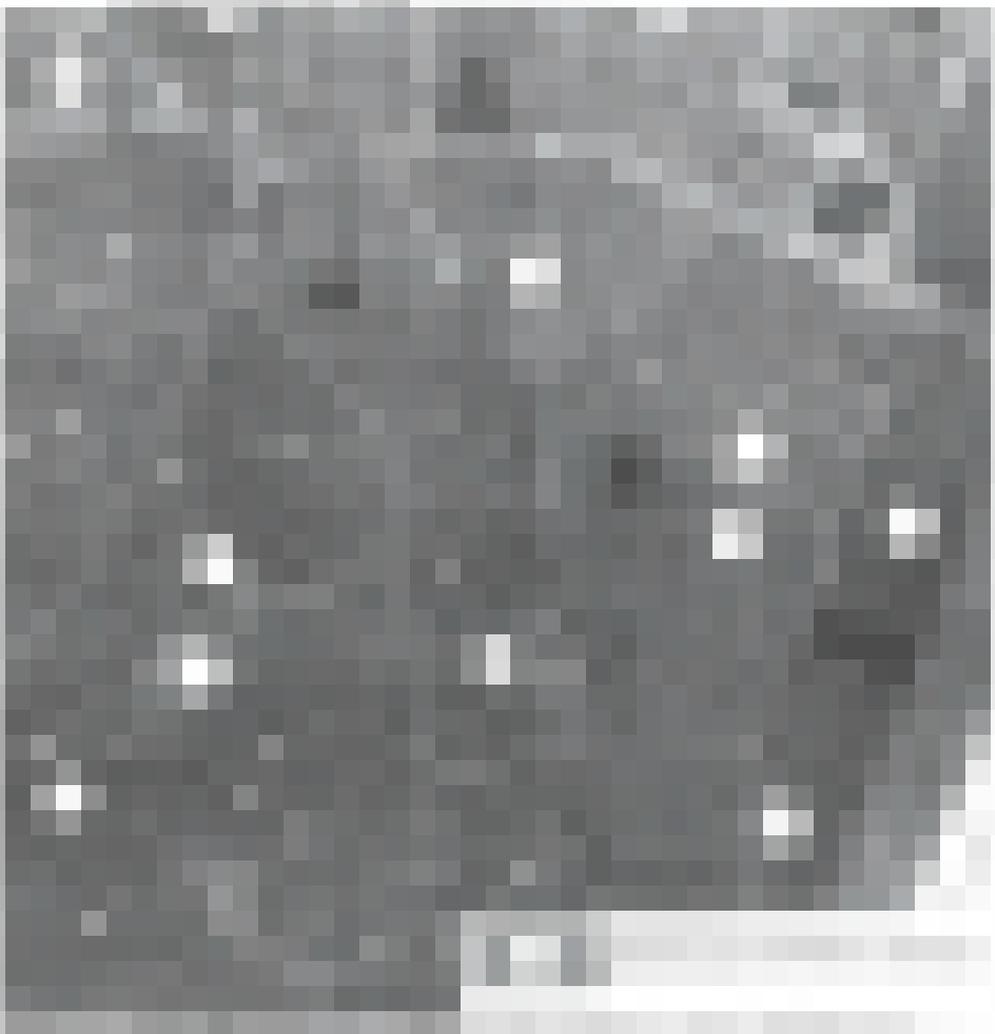
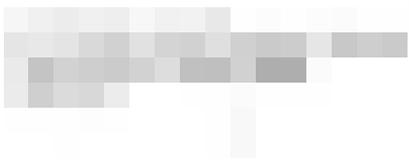
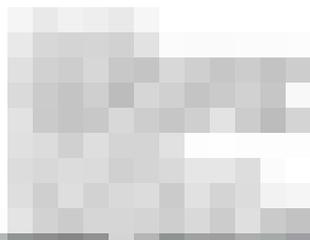
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