

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 steps from initial request to final approval and recording, ensuring that all actions are compliant with applicable laws and regulations.

3. The third part of the document provides a detailed overview of the organization's financial reporting requirements. It includes information on the frequency of reports, the data to be included, and the format in which the reports should be submitted.

### 4. Conclusion

5. In conclusion, the document serves as a comprehensive guide for all employees involved in financial matters. It provides clear instructions and expectations, ensuring that everyone is working towards the same goal of maintaining the highest standards of financial integrity and transparency.

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 steps from initial request to final approval and recording, ensuring that all actions are documented and traceable.

3. The third part of the document provides a detailed overview of the reporting requirements and deadlines. It specifies the frequency of reports and the information that must be included in each report to ensure compliance with regulatory standards.

### 4. Key Responsibilities

- All employees are responsible for ensuring that their work is accurately recorded and reported.
- The Finance Department is responsible for maintaining the overall financial records and ensuring compliance with all reporting requirements.
- The Audit Committee is responsible for reviewing the financial records and reports to ensure their accuracy and integrity.
- The Board of Directors is responsible for overseeing the organization's financial performance and ensuring that all reporting requirements are met.