

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 recording transactions. This includes details on how to categorize expenses, how to handle receipts, and how to ensure that all entries are properly documented and reviewed.

3. Key Points

3.1. All transactions must be recorded in a timely and accurate manner. This includes both income and expenses, and should be done on a regular basis to avoid any discrepancies or errors.

3.2. Receipts and supporting documents must be kept for a minimum of three years. These documents are essential for verifying the accuracy of the recorded transactions and for providing evidence in the event of an audit.

3.3. The organization's financial records should be reviewed and audited annually to ensure compliance with all applicable laws and regulations.

3.4. It is the responsibility of all employees to ensure that their own transactions are properly recorded and documented. This includes providing accurate information and supporting documents to the accounting department.

3.5. The organization's financial records should be maintained in a secure and accessible manner. This includes implementing appropriate controls to prevent unauthorized access and ensuring that all records are properly backed up and stored.

3.6. The organization's financial records should be used to provide accurate and timely information to management and other stakeholders. This information is essential for making informed decisions and for ensuring the organization's long-term success.

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