

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. This includes regular audits and reviews to verify the accuracy of the data.

### 3. Key Responsibilities

3.1. The primary responsibility of the accounting department is to ensure that all financial transactions are recorded accurately and in a timely manner. This involves maintaining a clear and concise record of all income and expenses.

### 4. Reporting Requirements

4.1. The organization is required to submit a detailed financial report to the relevant authorities at the end of each fiscal year. This report must include a comprehensive overview of the organization's financial performance, including a balance sheet, income statement, and cash flow statement.

4.2. In addition to the annual report, the organization must also provide quarterly financial statements to the board of directors. These statements should provide a clear and concise summary of the organization's financial position at the end of each quarter.

4.3. The organization is also required to maintain a record of all financial transactions for a minimum of seven years. This record should be readily accessible and available for review by the relevant authorities at any time.

4.4. The organization must also ensure that all financial records are properly stored and protected from unauthorized access. This includes implementing robust security measures to prevent data breaches and ensure the integrity of the information.

4.5. Finally, the organization must ensure that all financial records are kept up-to-date and accurate. This requires a commitment to regular audits and reviews to identify and correct any errors or discrepancies.

5. The final part of the document provides a summary of the key points discussed above and emphasizes the importance of strict adherence to these requirements. It also provides contact information for the relevant authorities and offers assistance to any organizations that may have questions or need further guidance.

6. The document concludes with a statement of commitment to transparency and accountability, and a promise to continue to work towards improving the organization's financial reporting practices.