

White  
Cottage

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(Cordell Brown photo)

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In addition, the document outlines the procedures for handling discrepancies. If there is a difference between the recorded amount and the actual amount received or paid, it is crucial to investigate the cause immediately. This could be due to a clerical error, a missing receipt, or a fraudulent transaction.

The document also provides guidelines for the storage and security of financial records. All records should be stored in a secure, fireproof location. Regular backups should be taken to prevent data loss. Access to these records should be restricted to authorized personnel only.

Finally, the document stresses the importance of regular audits. Conducting periodic audits helps to identify any irregularities or errors in the accounting system. This proactive approach is essential for maintaining the integrity of the financial statements.