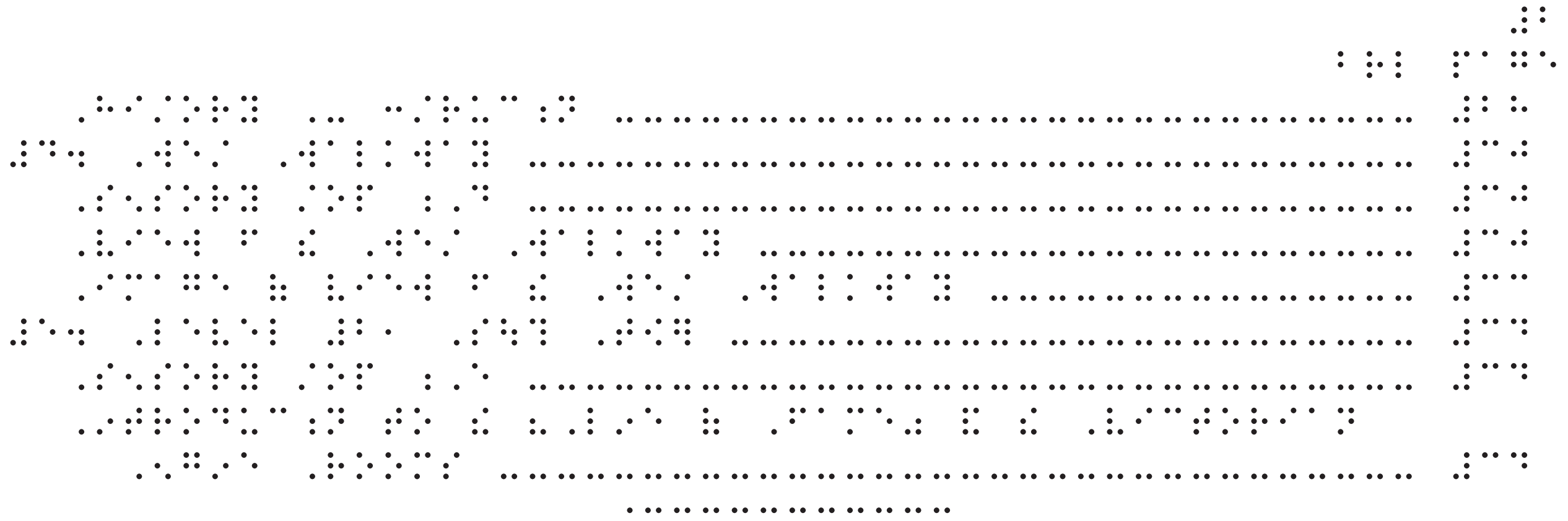


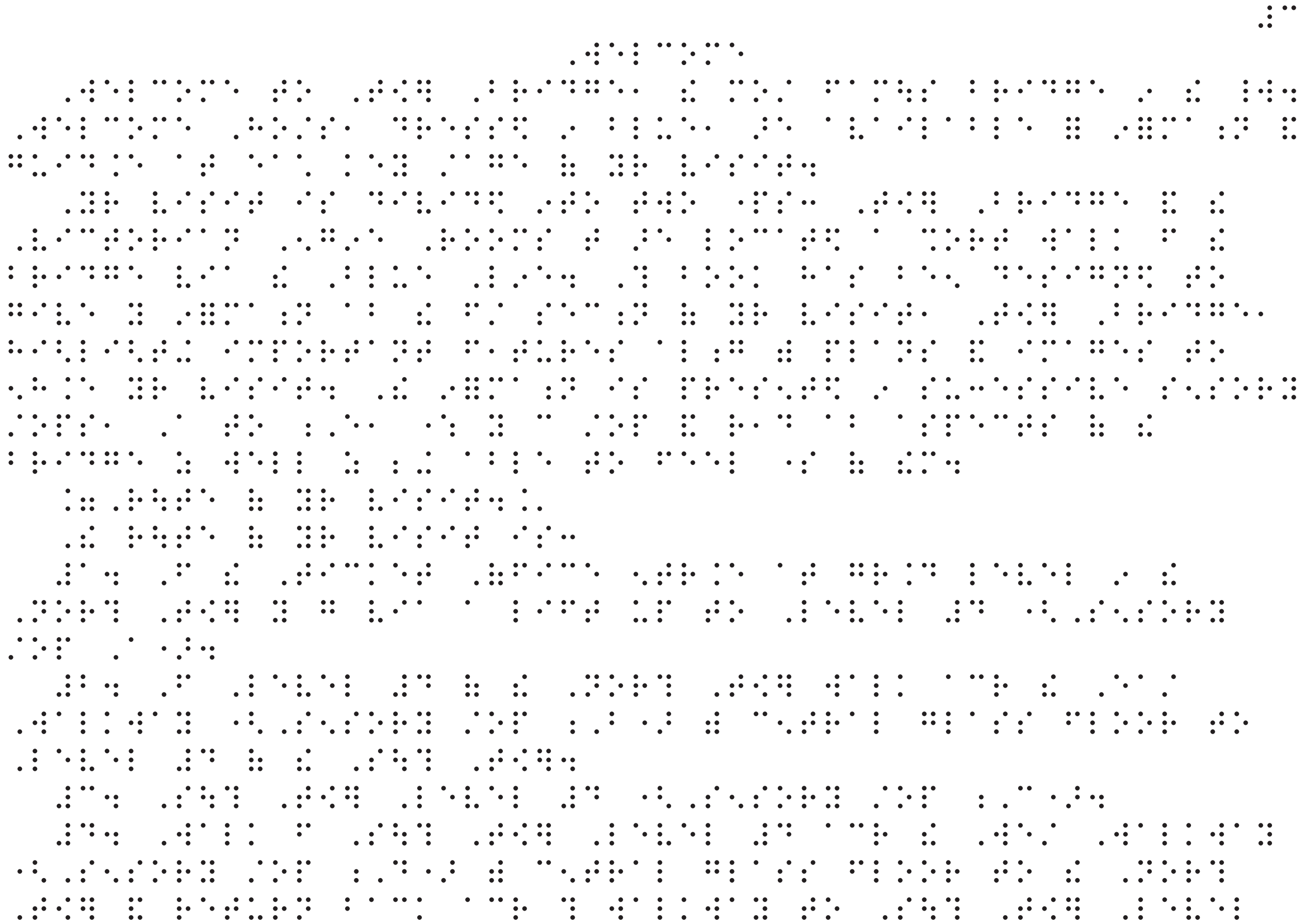
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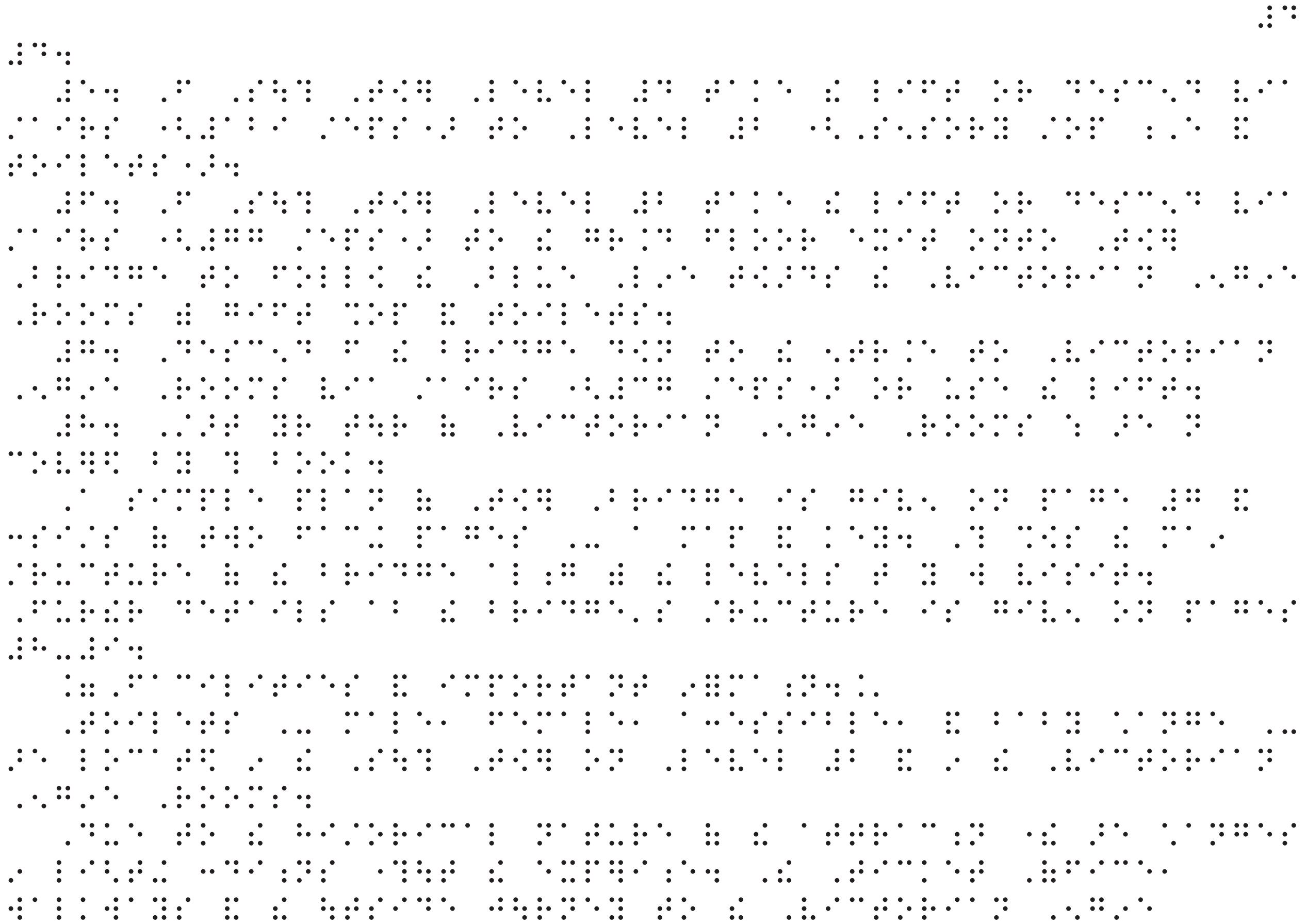
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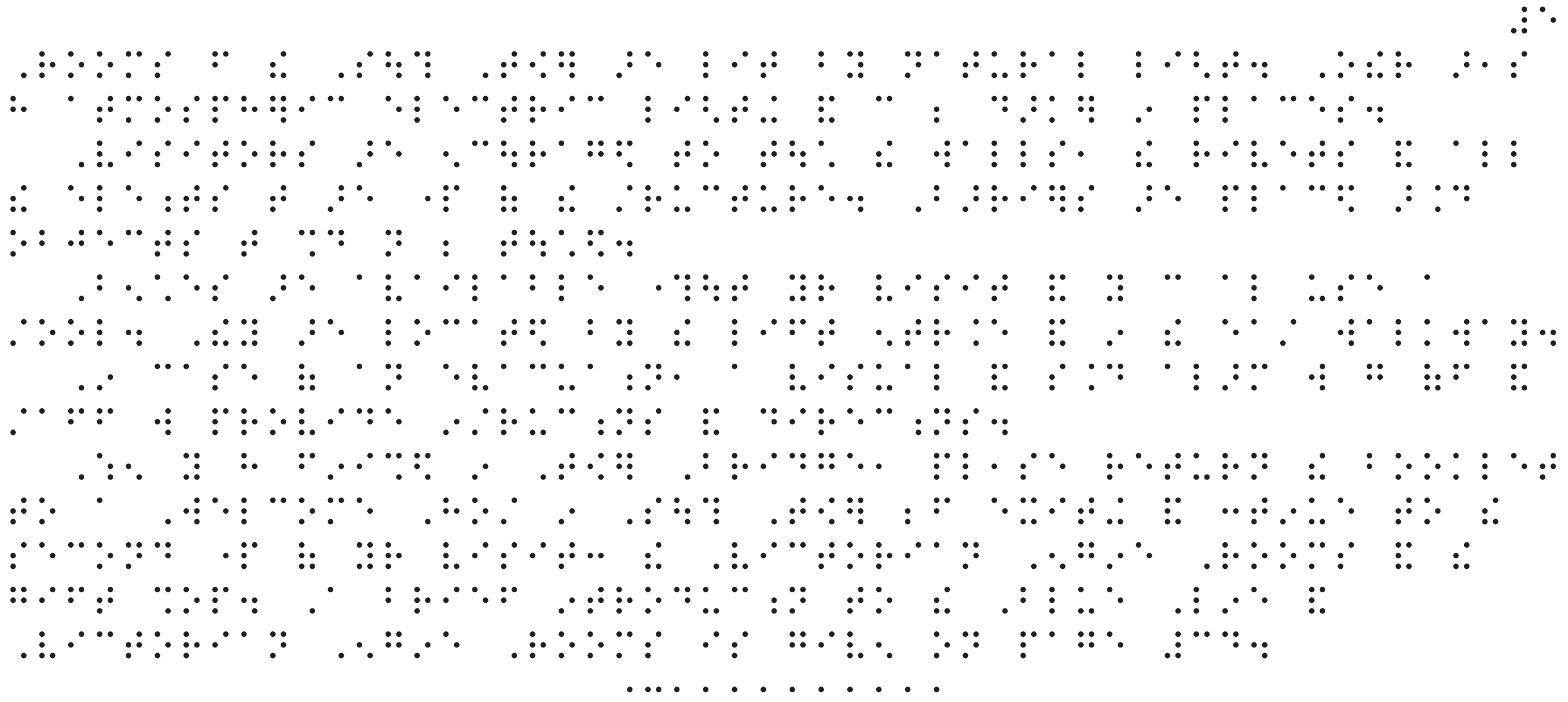
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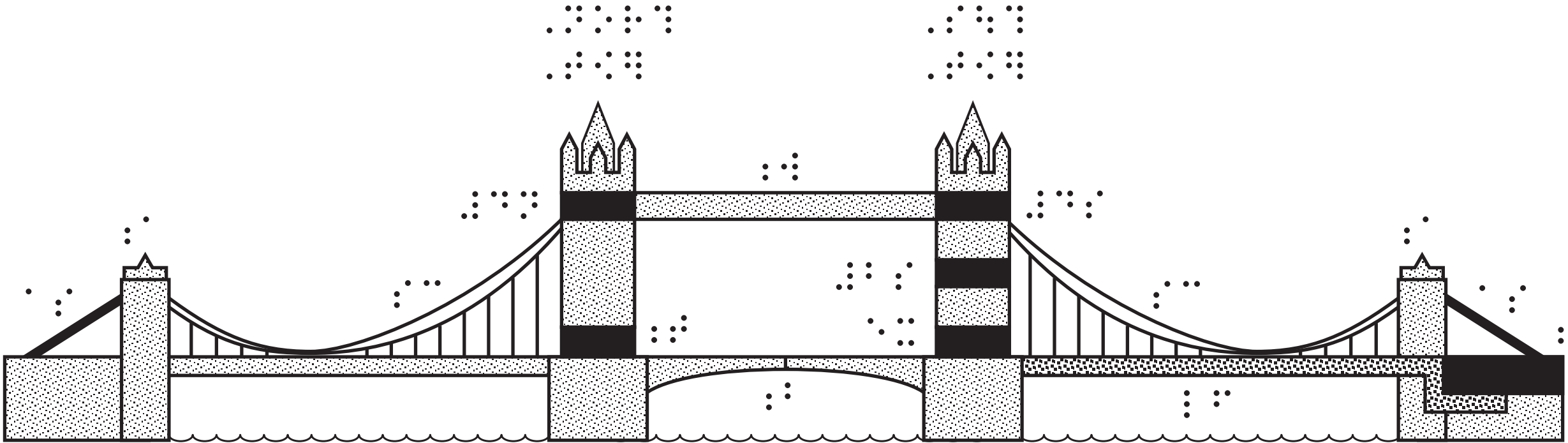
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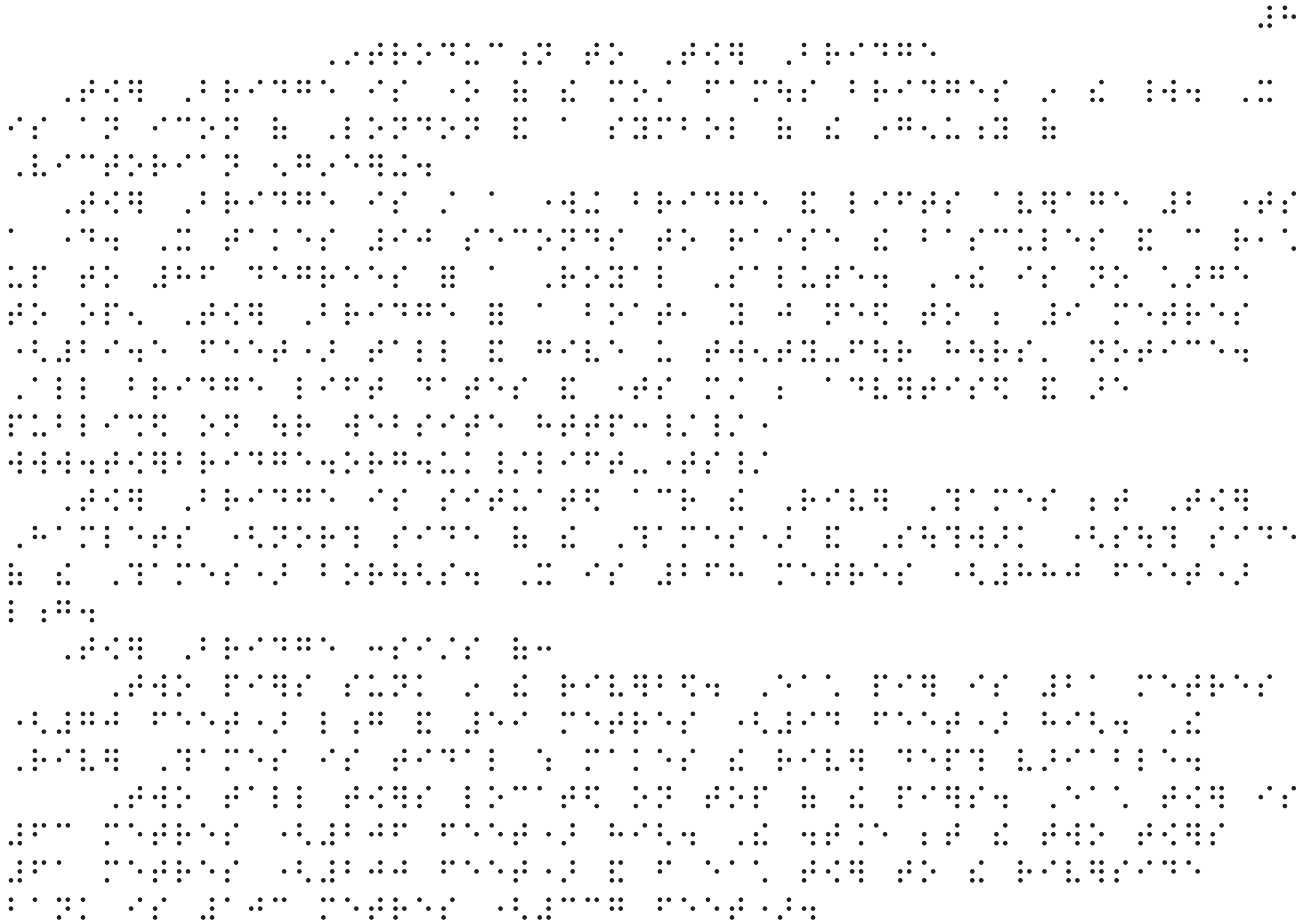
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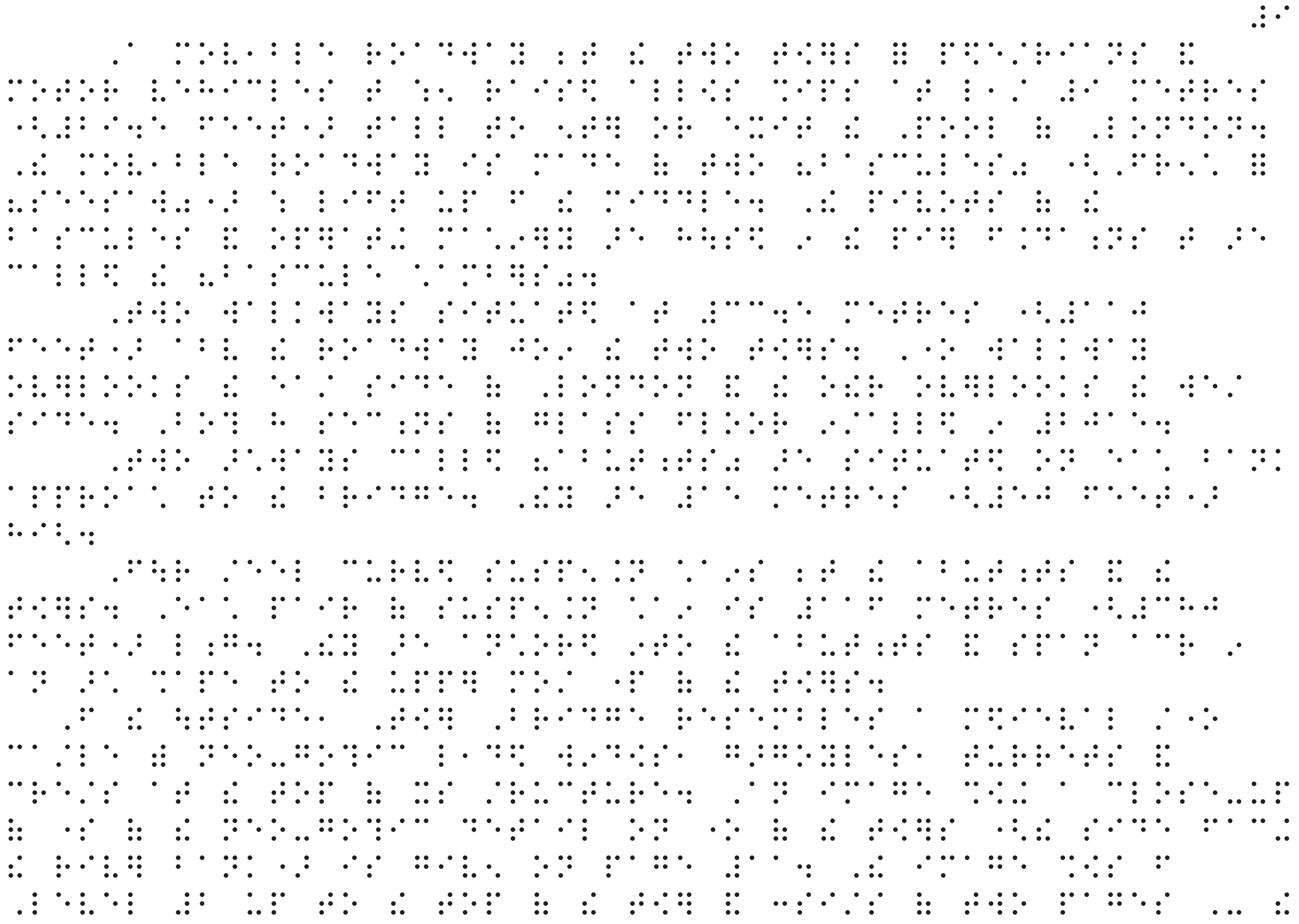
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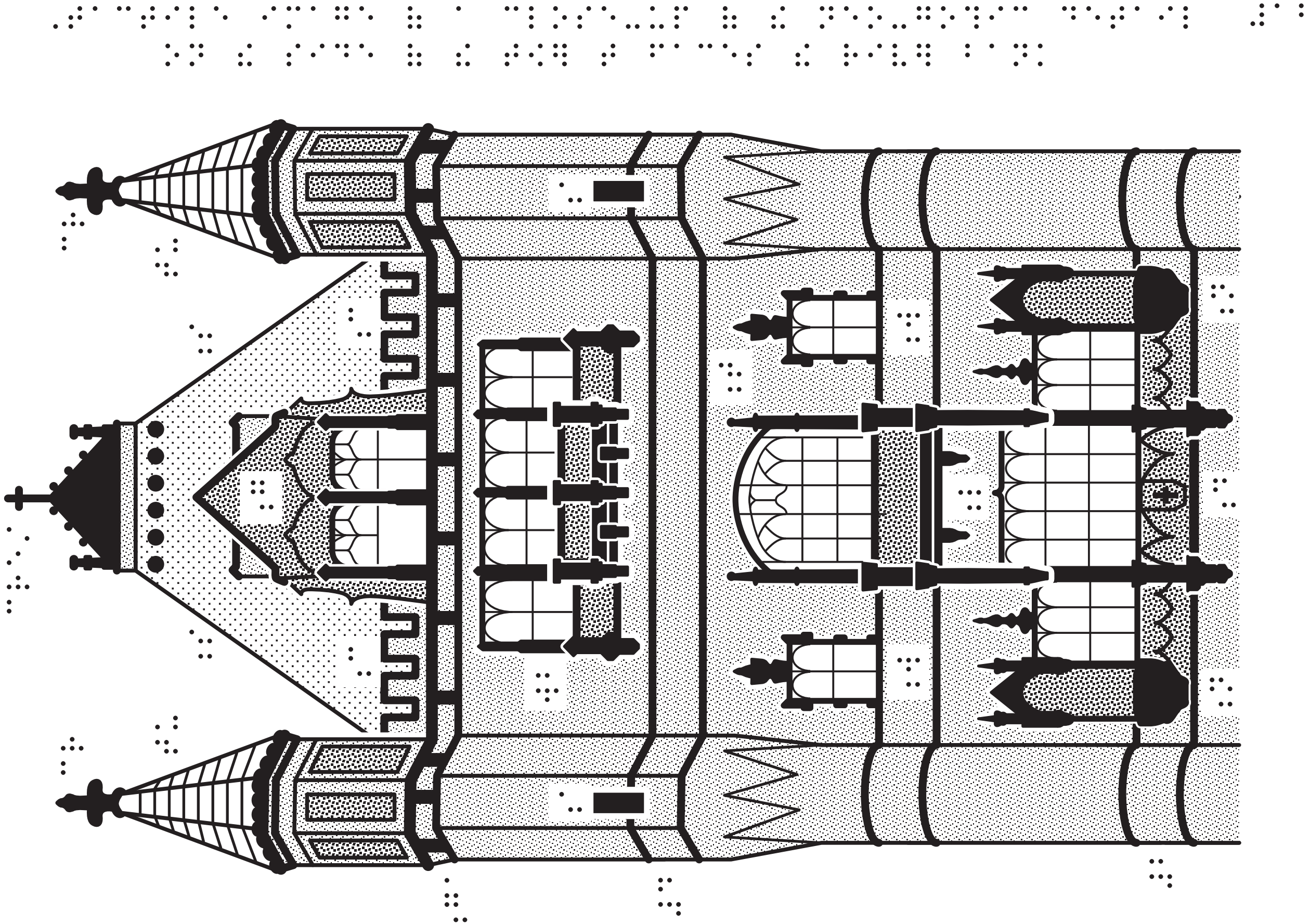
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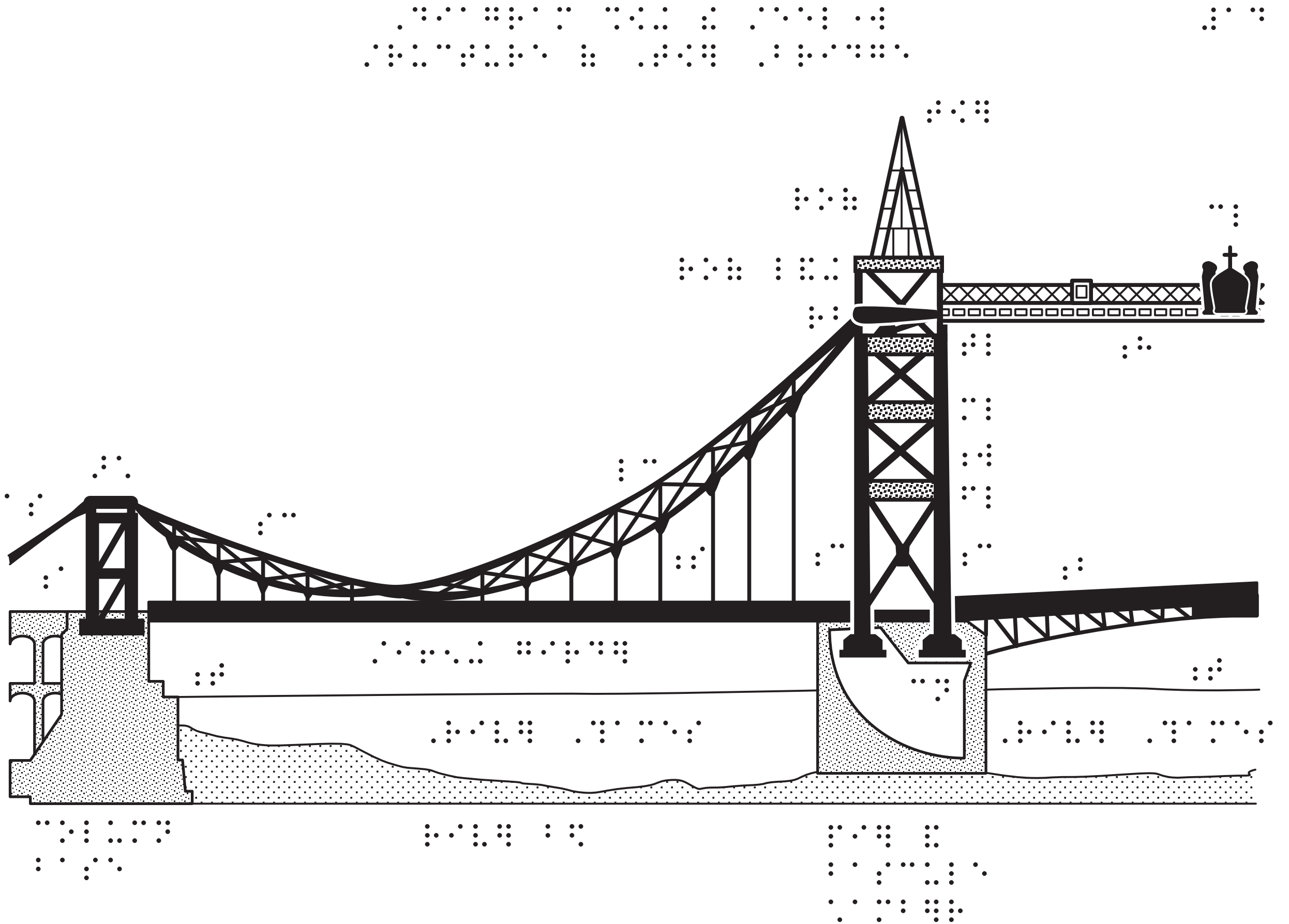
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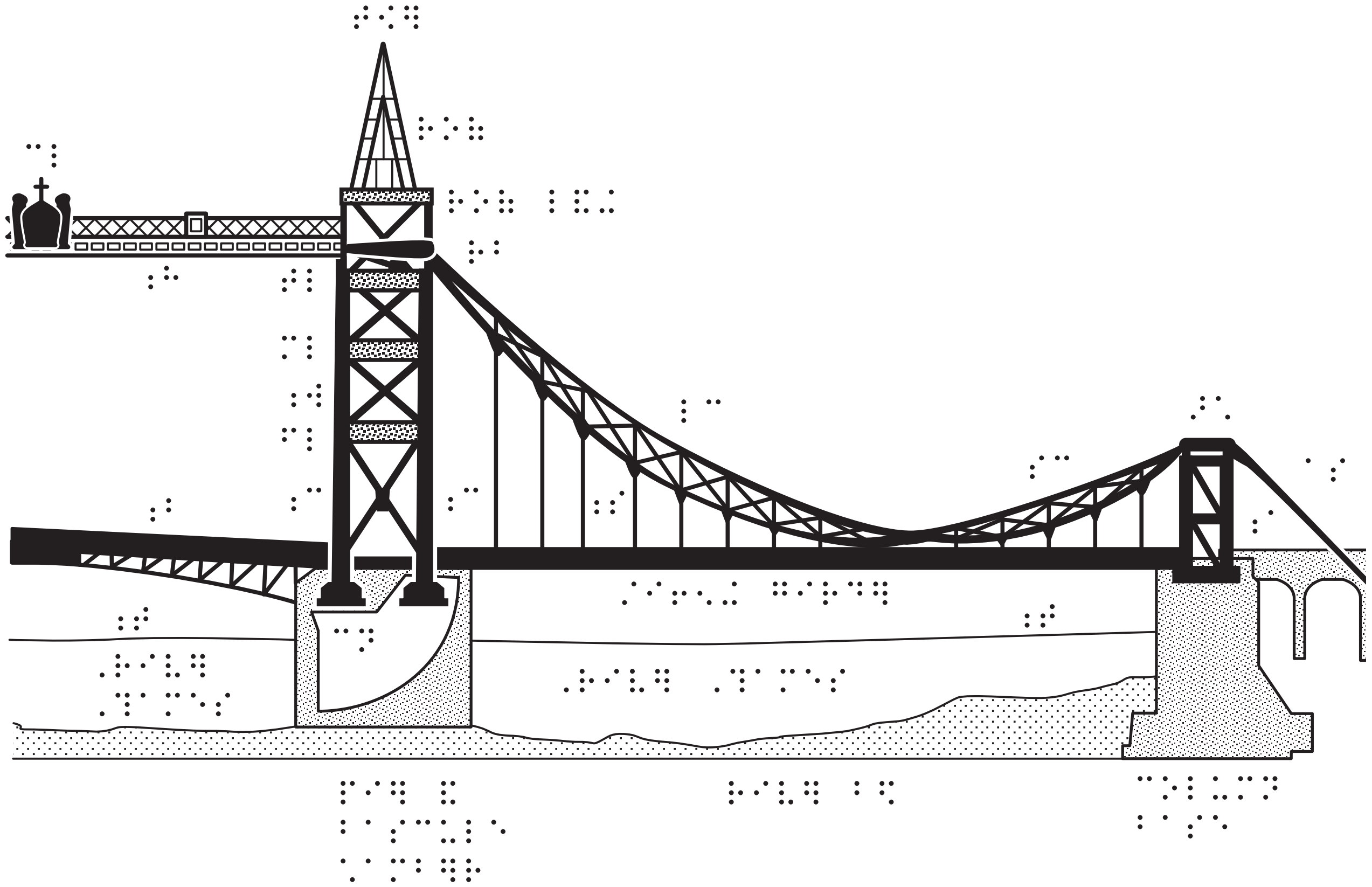
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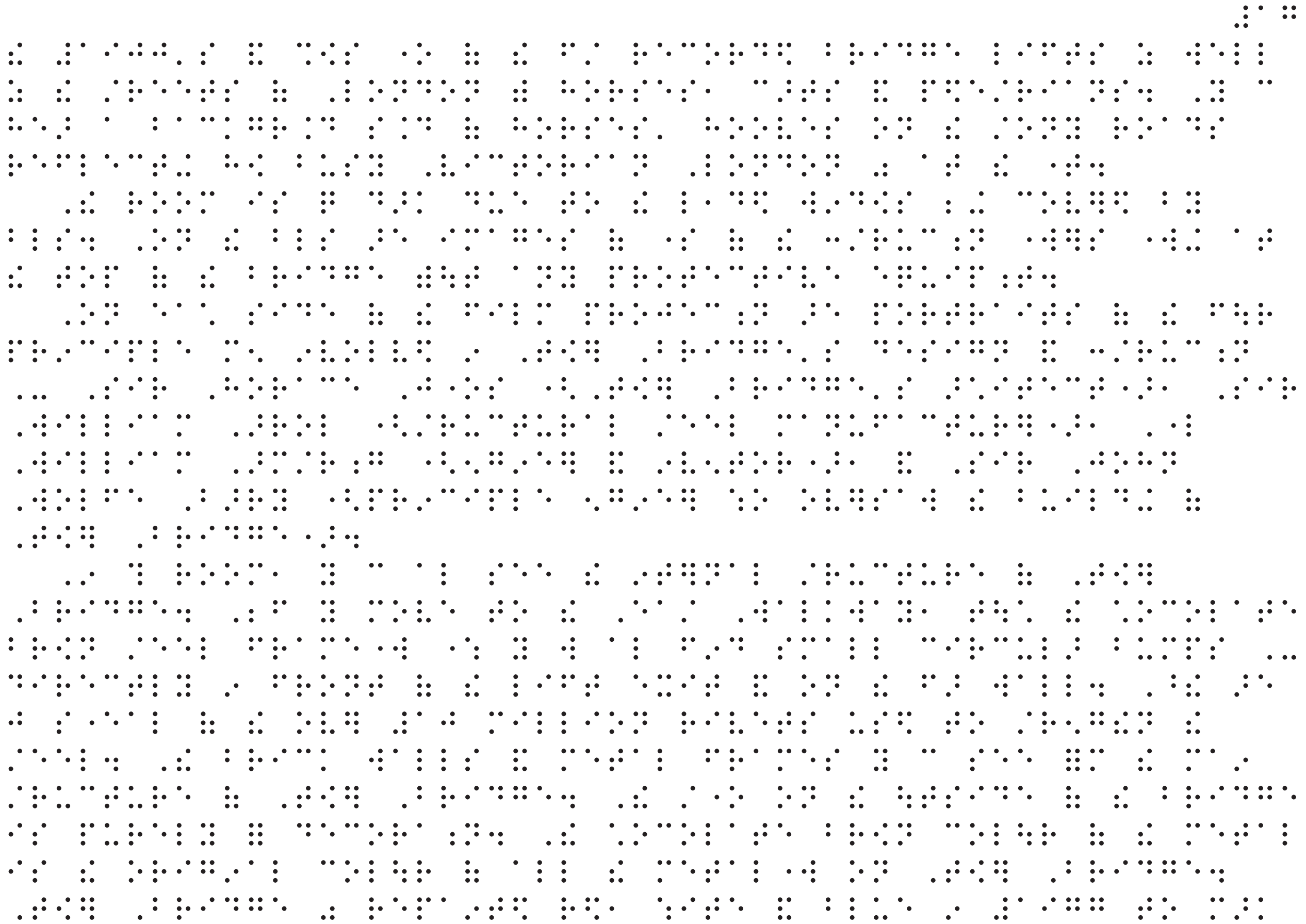




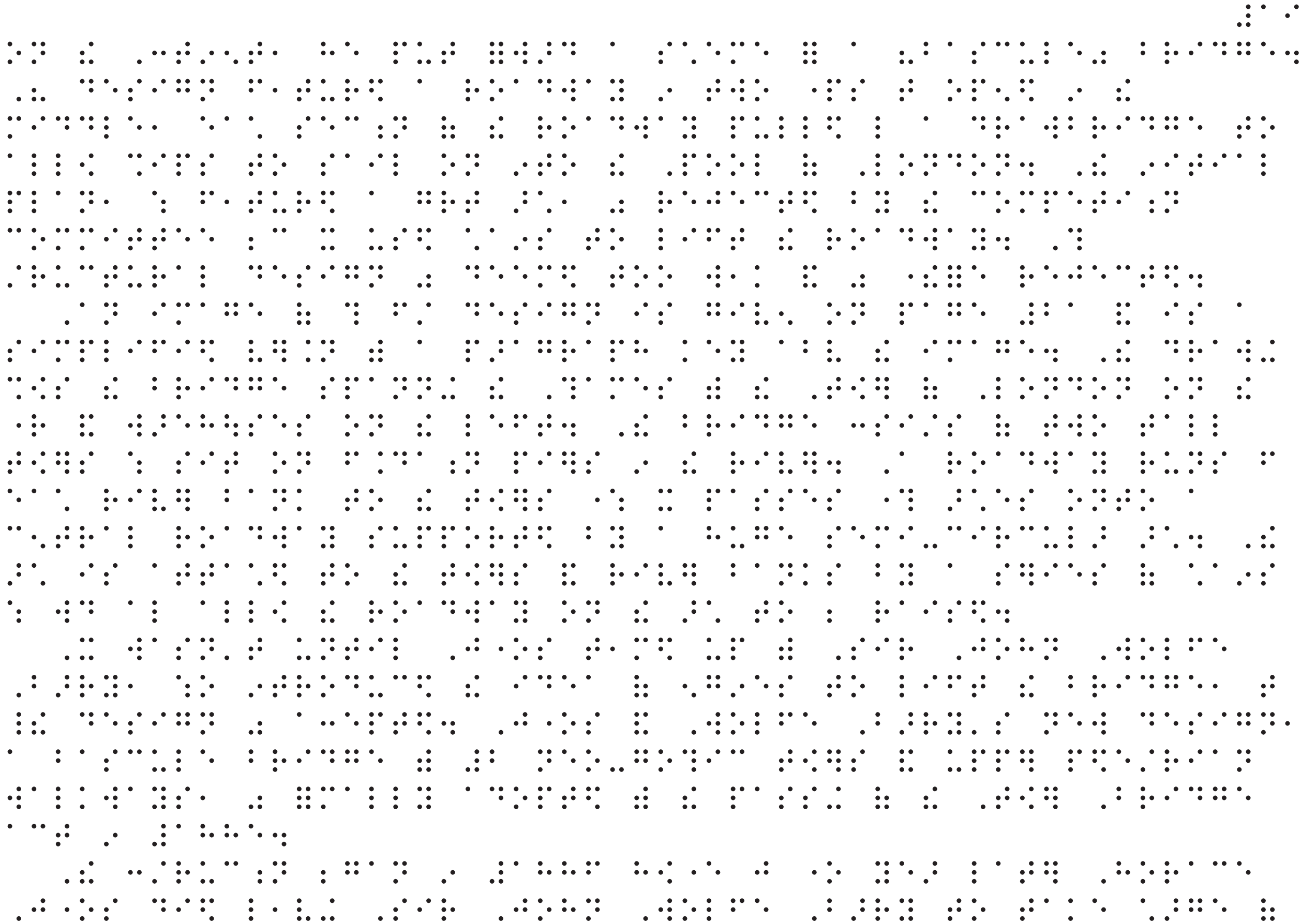
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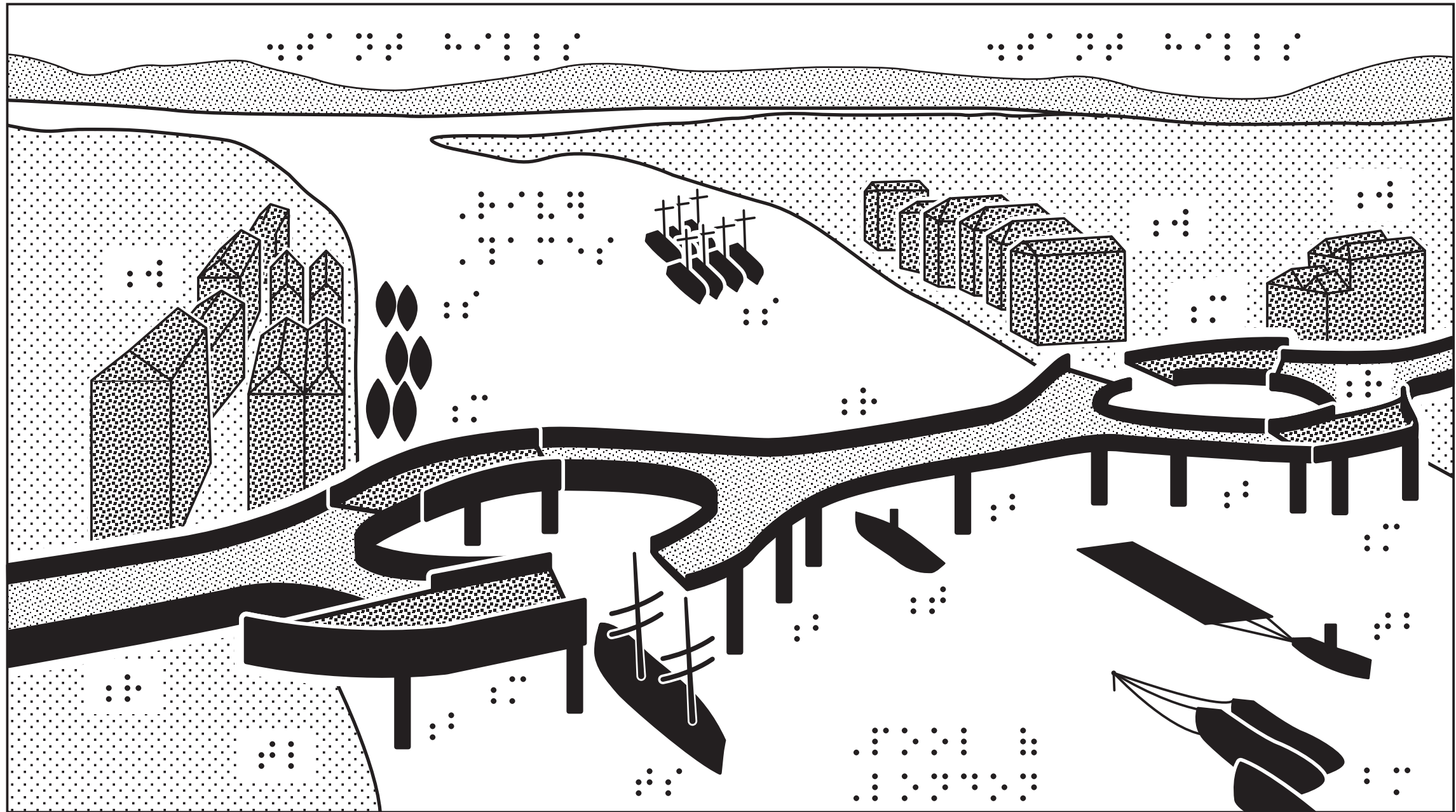
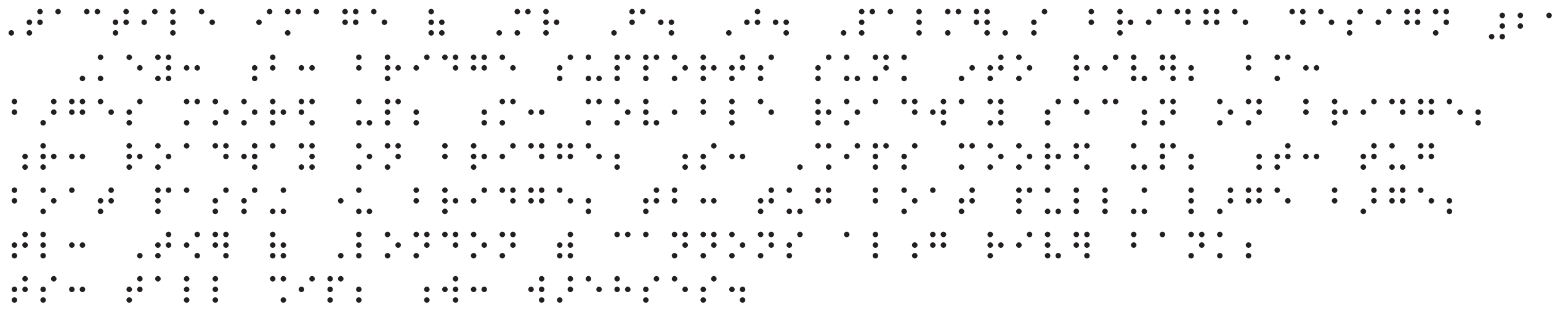


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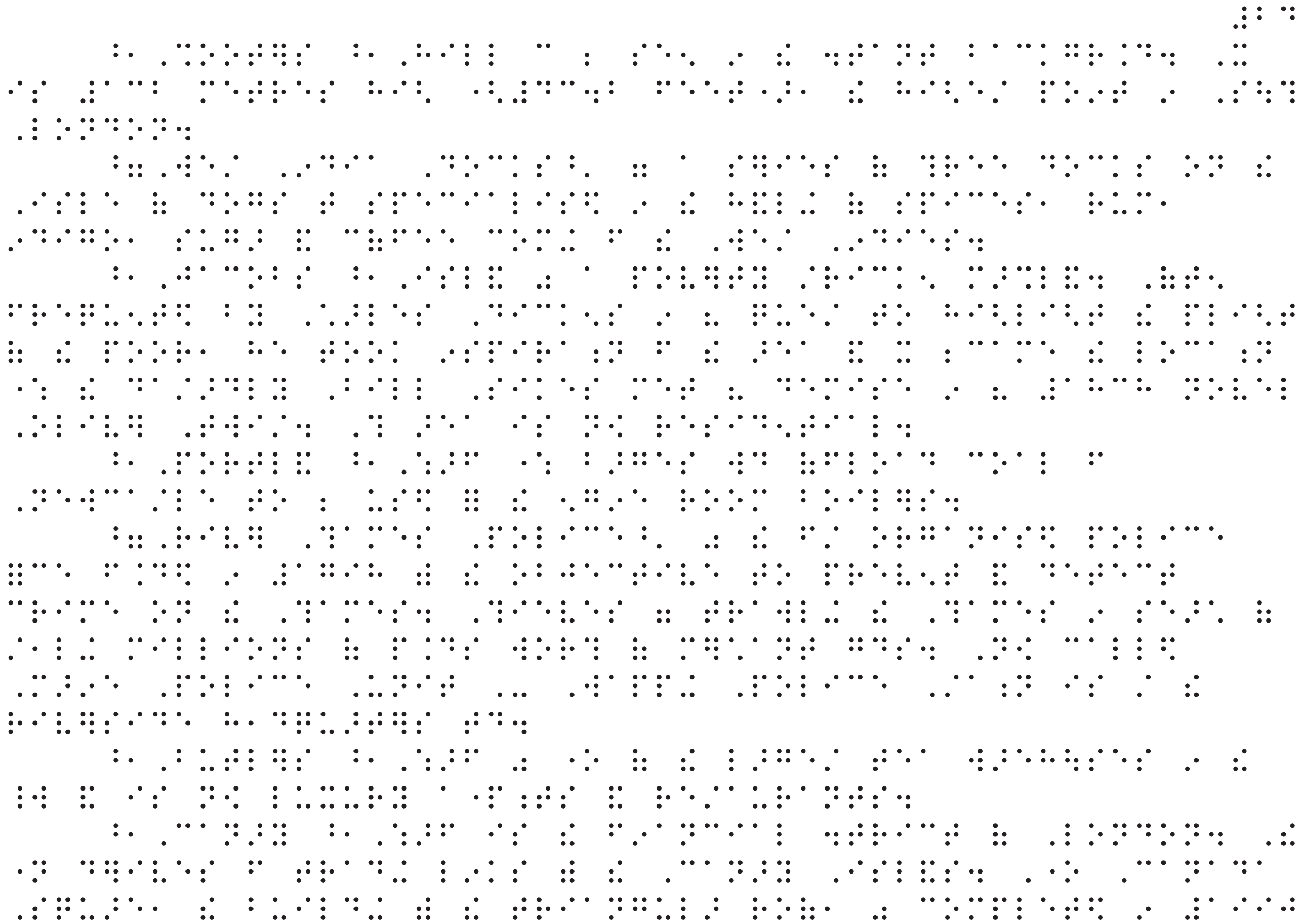


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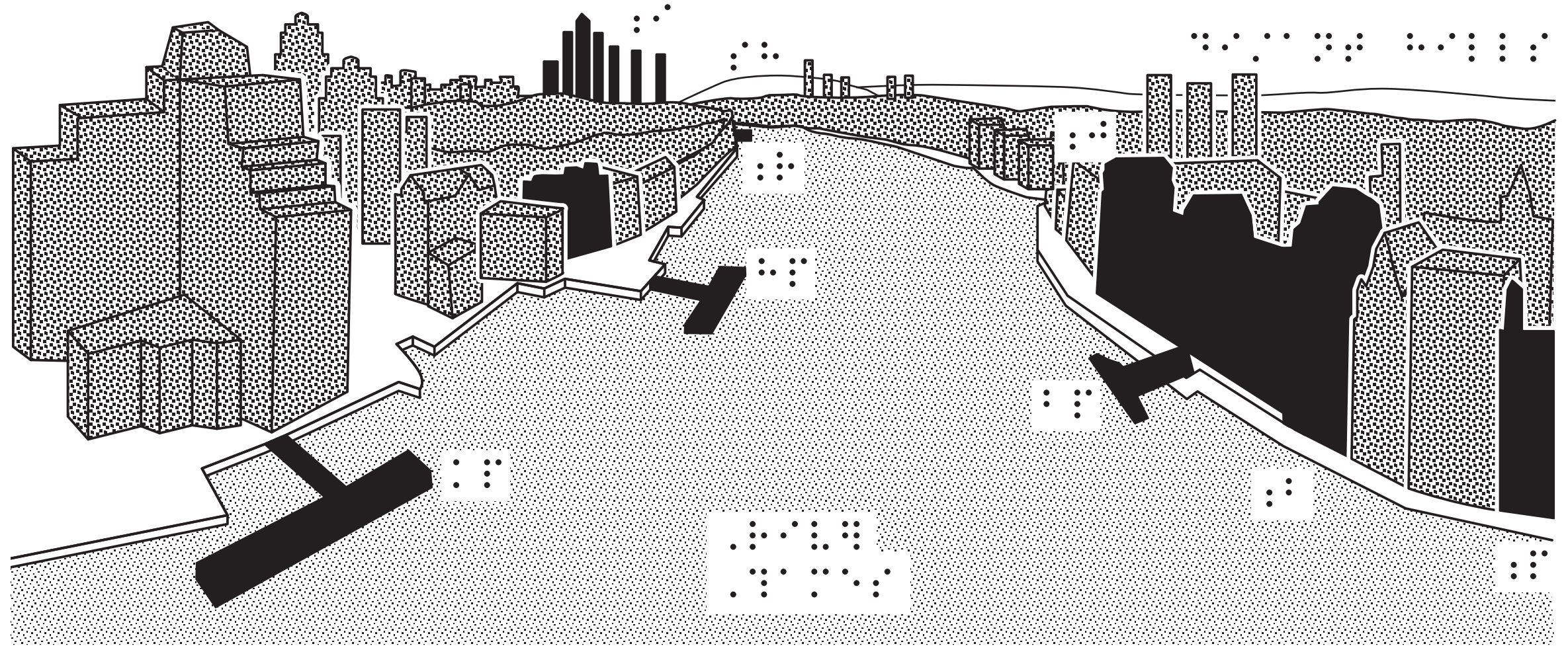
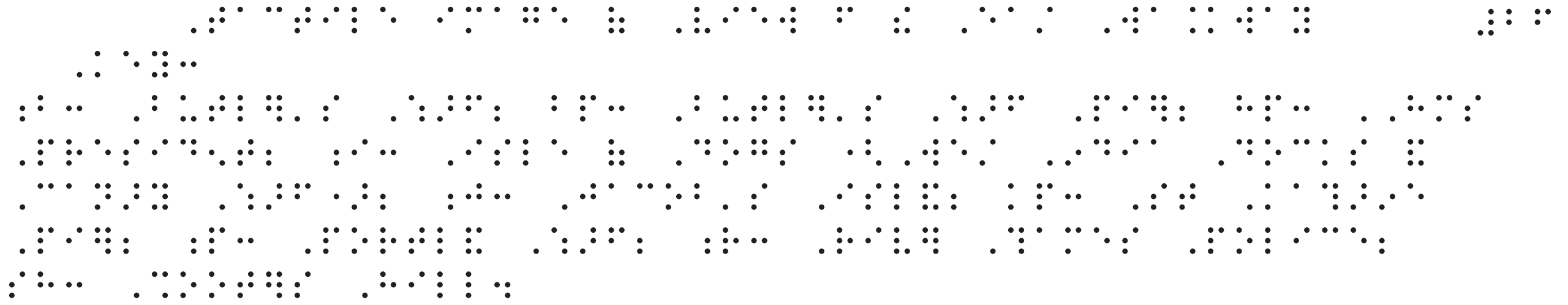


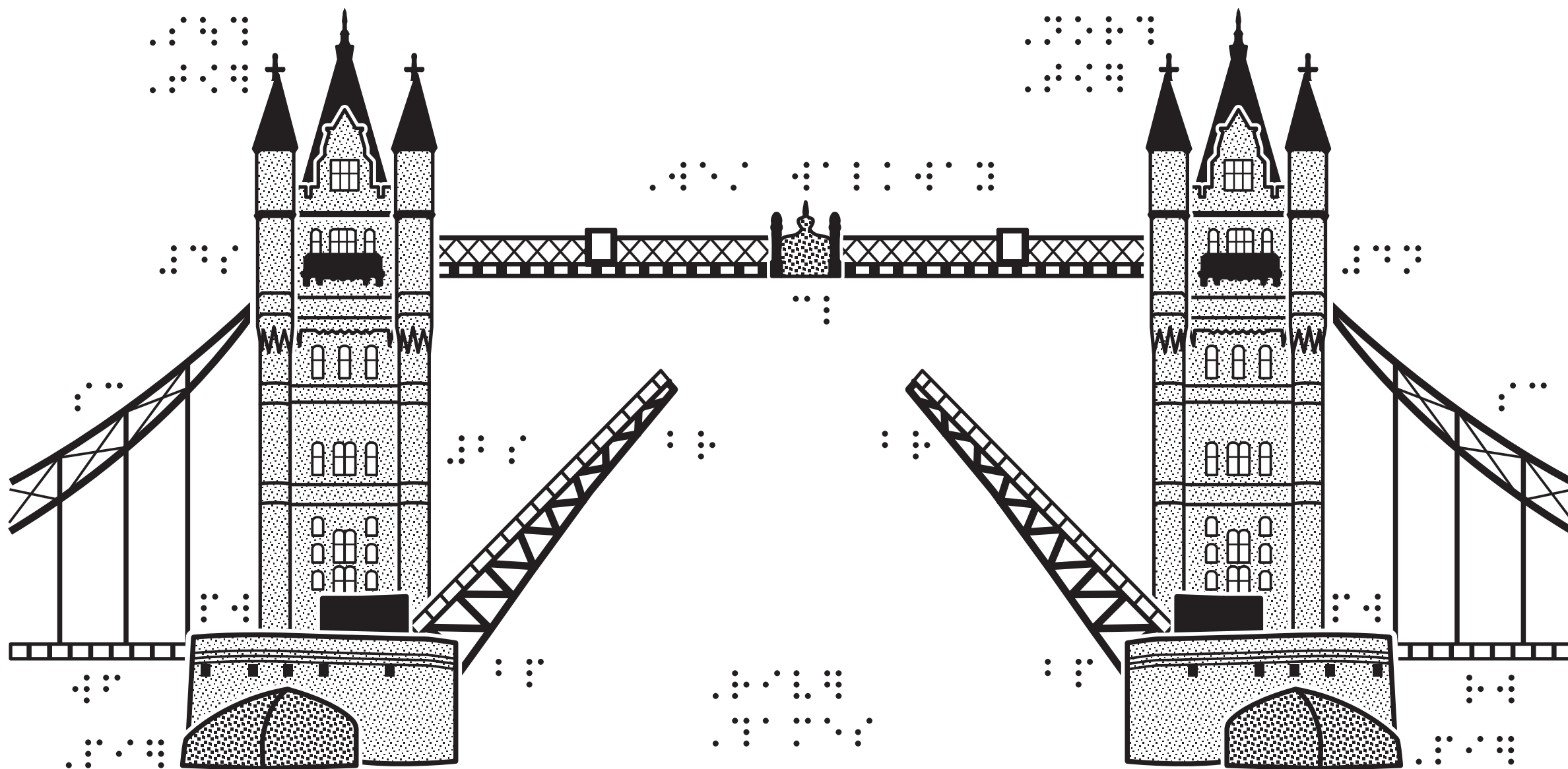
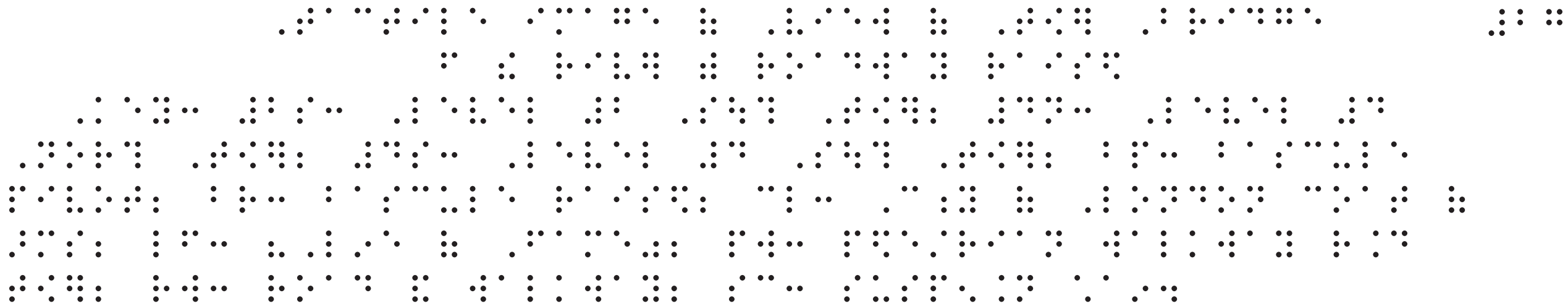
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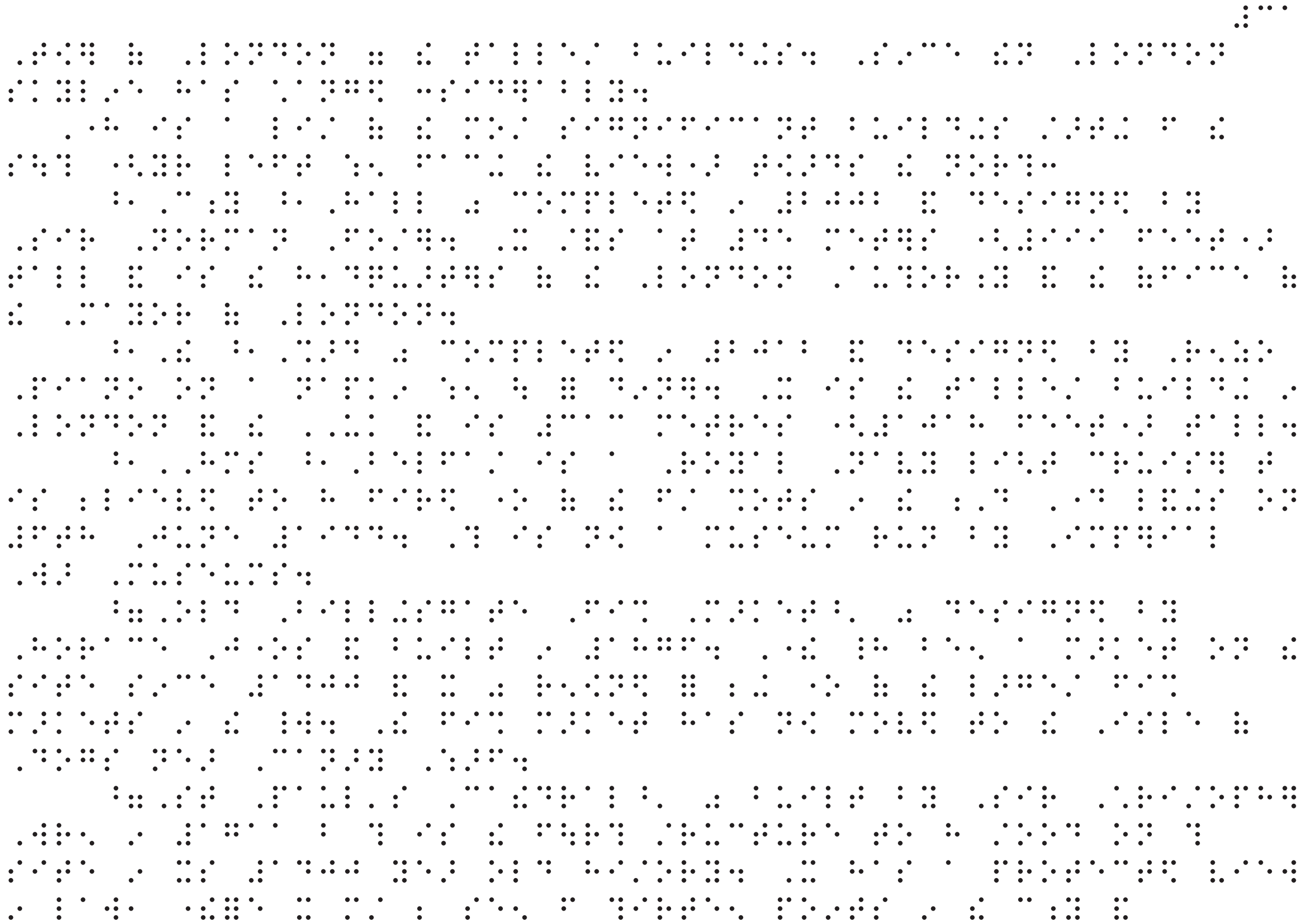
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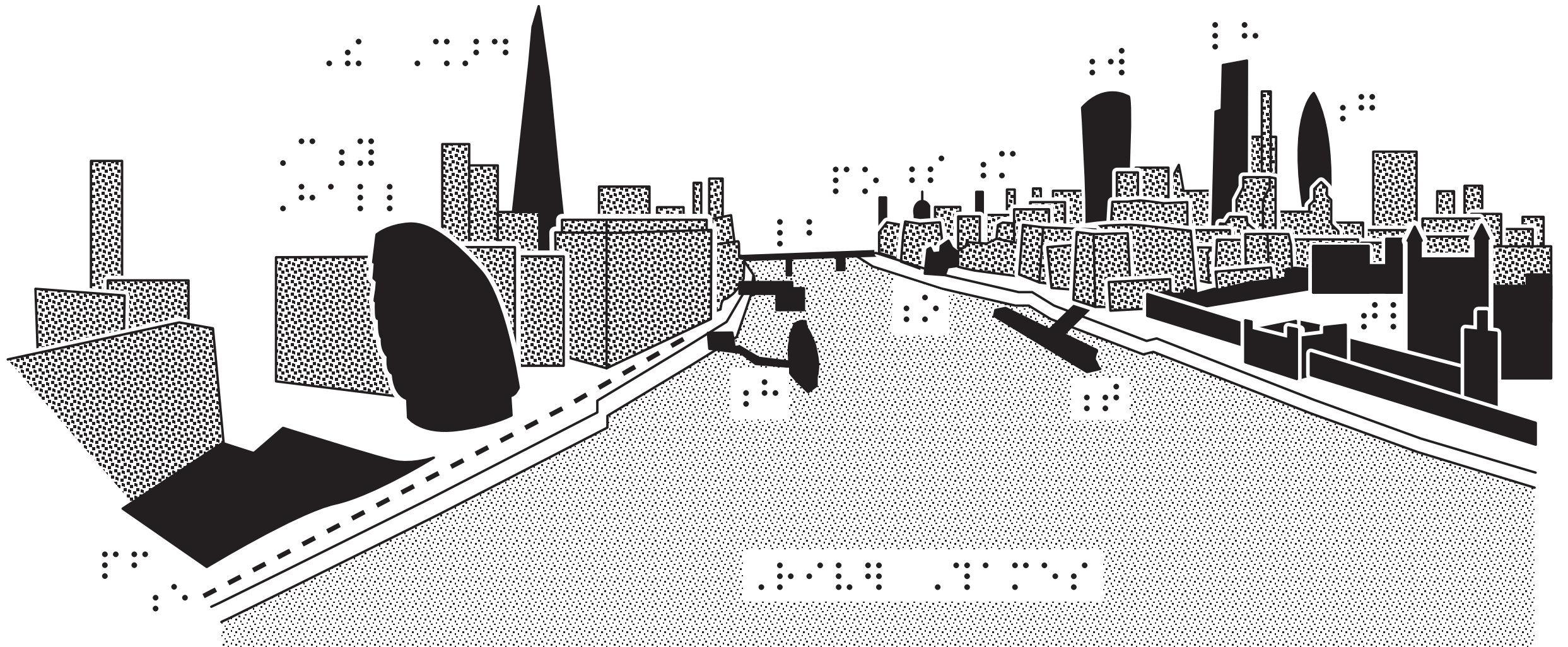
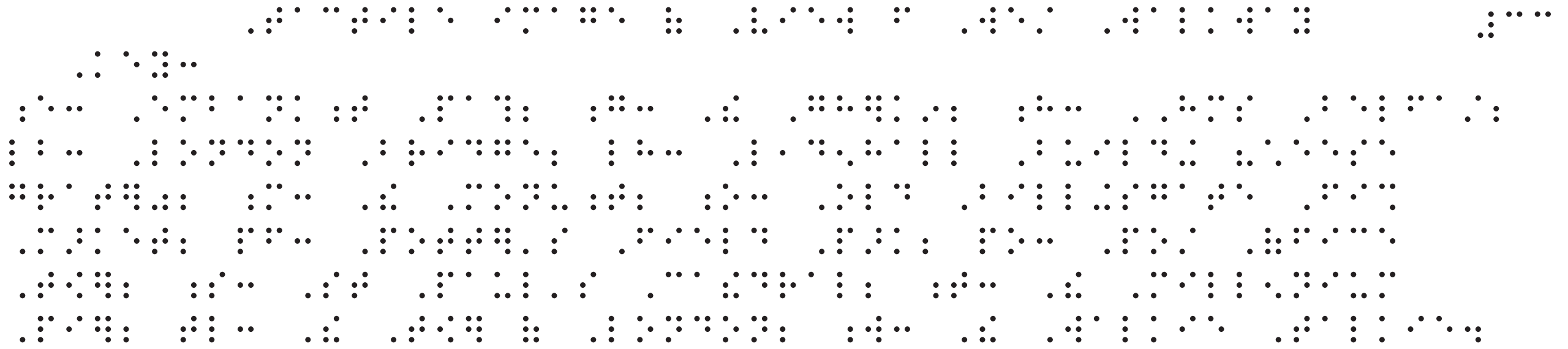
1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The document outlines the various types of records that should be maintained, including receipts, invoices, and bank statements, and provides detailed instructions on how to collect, store, and retrieve these records. It also discusses the importance of regular audits and the role of internal controls in ensuring the accuracy of the records.

2. The second part of the document focuses on the importance of transparency and accountability in financial reporting. It highlights the need for clear and concise reporting that provides a comprehensive overview of the organization's financial performance. The document provides guidelines for the structure and content of financial reports, including the importance of disclosing all relevant information and the need to provide a clear explanation of any significant changes or trends. It also discusses the role of external auditors in providing an independent assessment of the organization's financial statements and the importance of responding to their findings.

3. The third part of the document discusses the importance of risk management in financial reporting. It identifies the various risks that can arise in the financial reporting process, including errors, omissions, and fraud, and provides strategies for identifying, assessing, and mitigating these risks. The document emphasizes the need for a proactive approach to risk management and the importance of regular communication and collaboration between all stakeholders involved in the financial reporting process. It also discusses the role of internal controls in reducing the risk of errors and fraud and the importance of monitoring and reviewing these controls regularly.

4. The fourth part of the document discusses the importance of compliance with applicable laws and regulations in financial reporting. It provides an overview of the various laws and regulations that apply to financial reporting, including the Sarbanes-Oxley Act, the Securities Exchange Act, and the Dodd-Frank Act. The document provides detailed instructions on how to ensure compliance with these laws and regulations, including the importance of staying up-to-date on changes in the law and the need to implement appropriate internal controls and procedures. It also discusses the consequences of non-compliance and the importance of seeking legal advice when necessary.

5. The fifth part of the document discusses the importance of communication and collaboration in financial reporting. It emphasizes the need for clear and consistent communication between all stakeholders involved in the financial reporting process, including management, the board of directors, and external auditors. The document provides guidelines for the structure and content of financial reports and the importance of providing a clear and concise explanation of any significant changes or trends. It also discusses the role of internal controls in ensuring the accuracy of the records and the importance of monitoring and reviewing these controls regularly.



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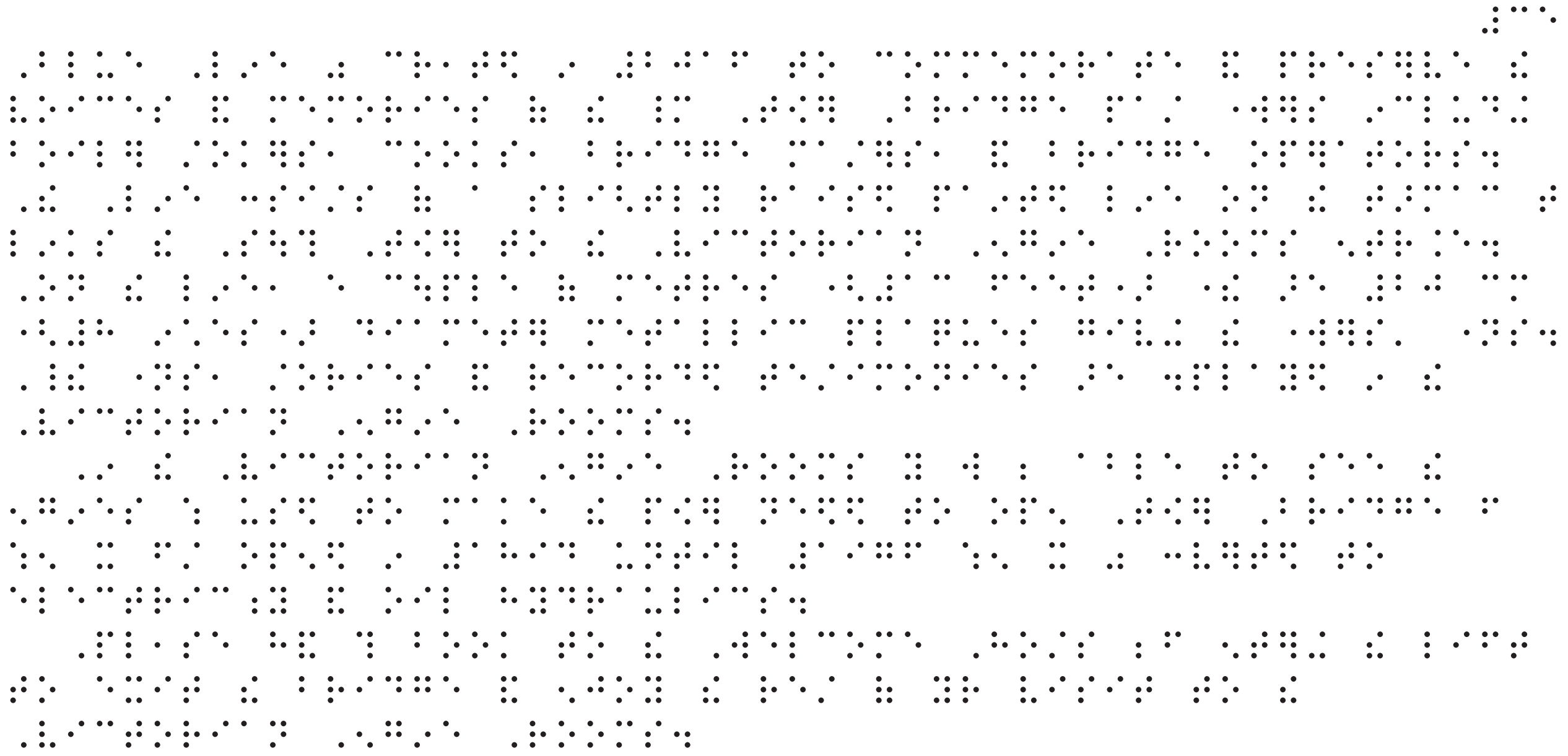
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