



The first part of the document discusses the importance of maintaining accurate records of all transactions. This includes not only sales and purchases but also any other financial activities that may occur. It is essential to ensure that all entries are properly documented and supported by appropriate evidence.

In addition, the document emphasizes the need for regular reconciliation of accounts. This process involves comparing the company's internal records with the bank statements to identify any discrepancies. By doing so, the company can ensure that its financial statements are accurate and reliable.

Furthermore, the document highlights the significance of maintaining a clear and organized system for storing financial records. This can be achieved by using a consistent naming convention for files and folders, as well as by backing up data regularly to prevent loss.

Finally, the document stresses the importance of staying up-to-date on changes in tax laws and regulations. This can be done by consulting with a qualified tax professional or by regularly reviewing relevant publications.

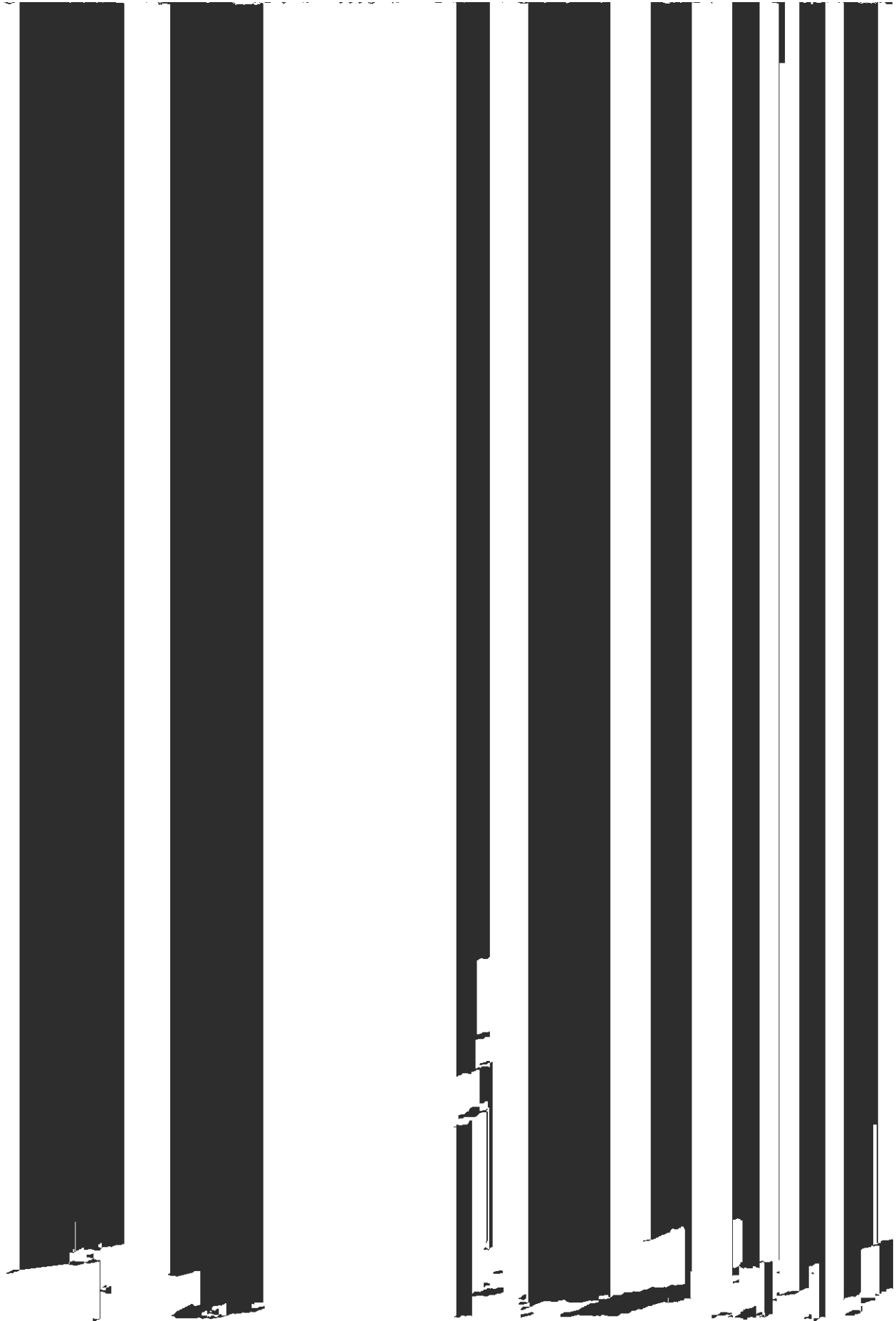
The second part of the document provides a detailed overview of the company's financial performance over the past year. This includes a breakdown of revenue, expenses, and net income, as well as a comparison to the previous year.

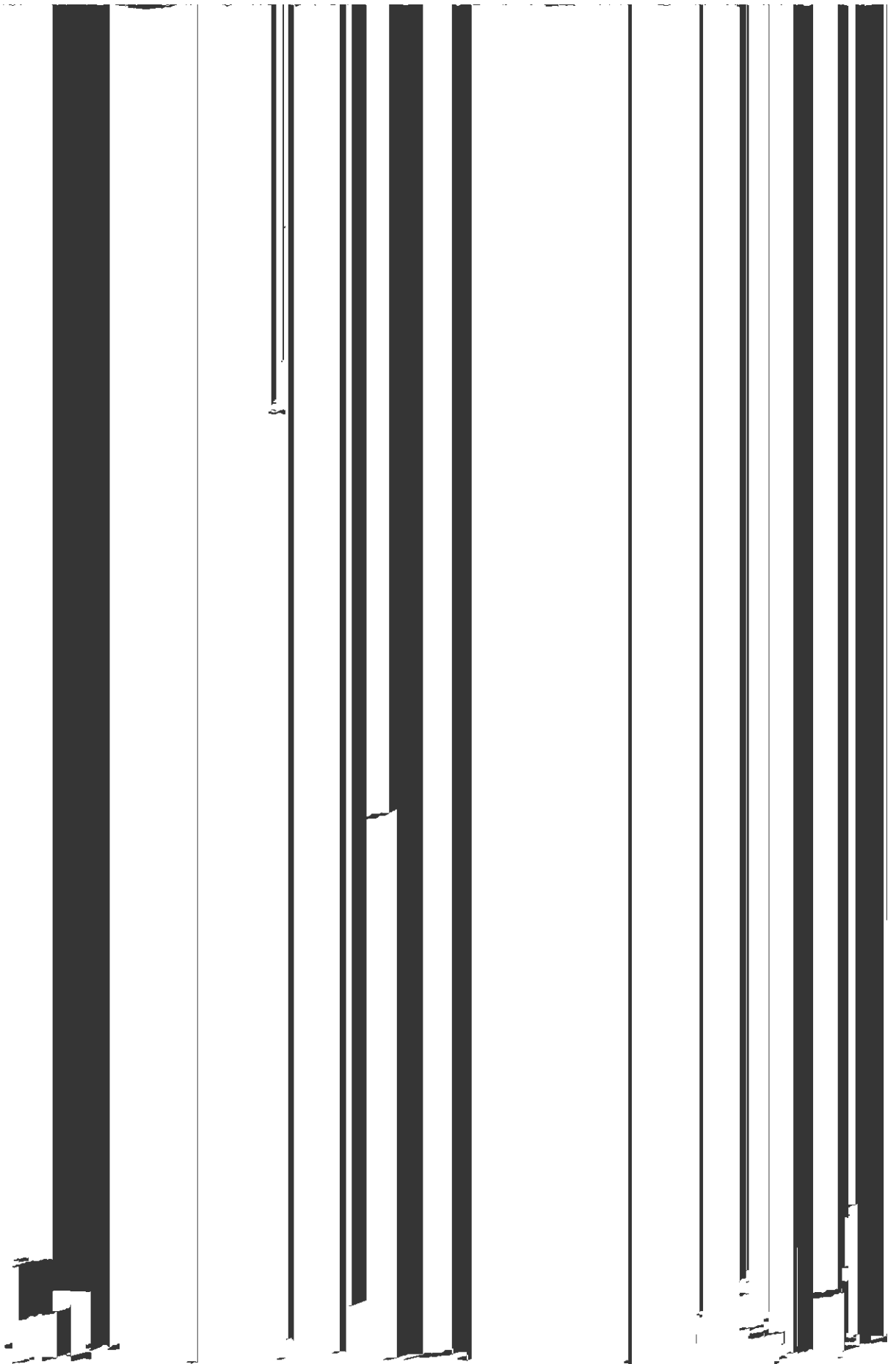
The revenue section shows a steady increase in sales throughout the year, with a particular focus on the new product line. This growth is attributed to effective marketing strategies and strong customer demand.

The expense section highlights the company's commitment to maintaining high-quality standards, which has resulted in increased costs for raw materials and labor. However, the company has managed to optimize its operations and reduce waste, leading to a more efficient production process.

The net income section shows a significant improvement in profitability compared to the previous year, primarily due to the successful launch of the new product line and the implementation of cost-saving measures.

In conclusion, the document provides a comprehensive overview of the company's financial health and performance. It demonstrates a strong commitment to accuracy, transparency, and continuous improvement, which are essential for long-term success.



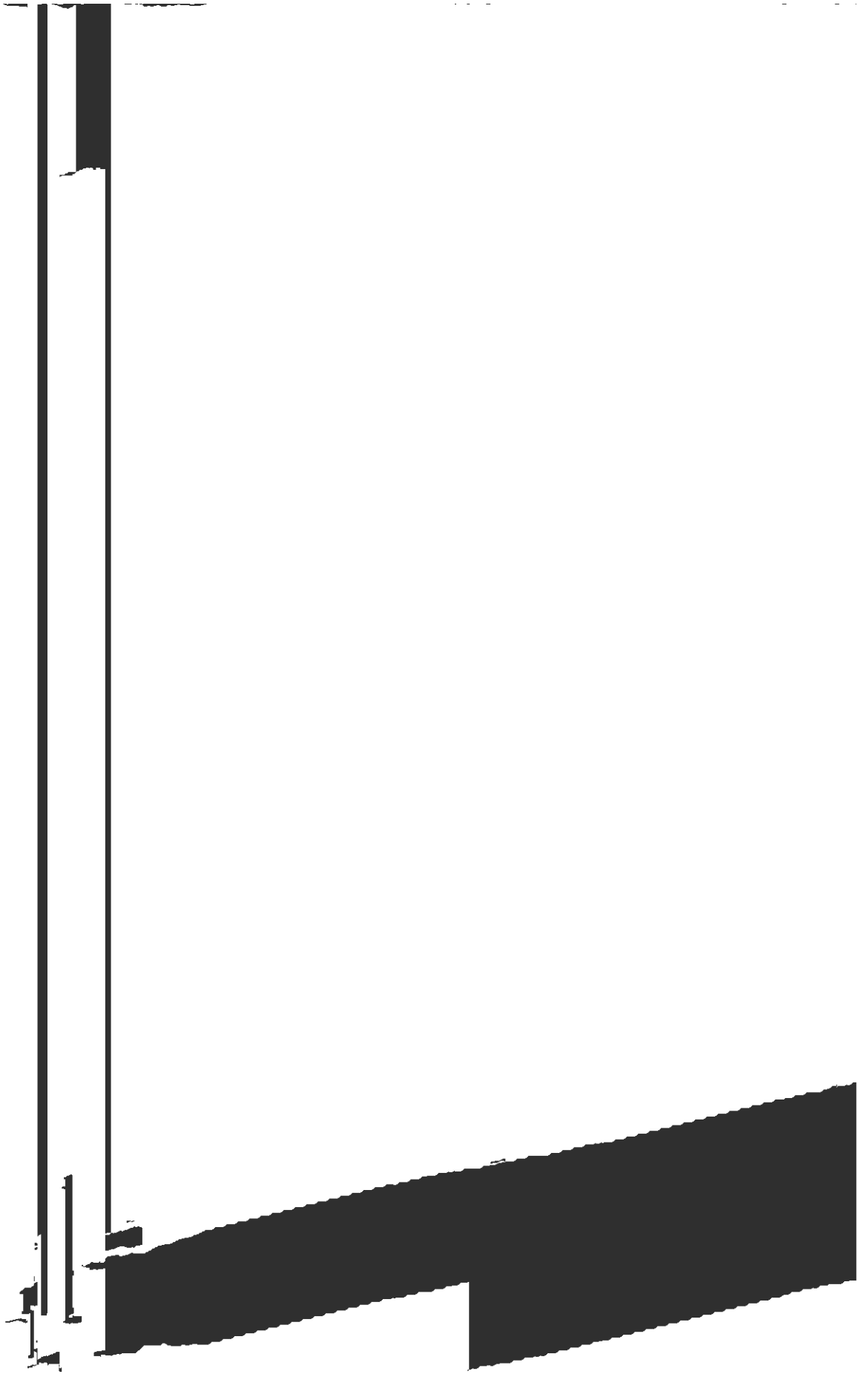


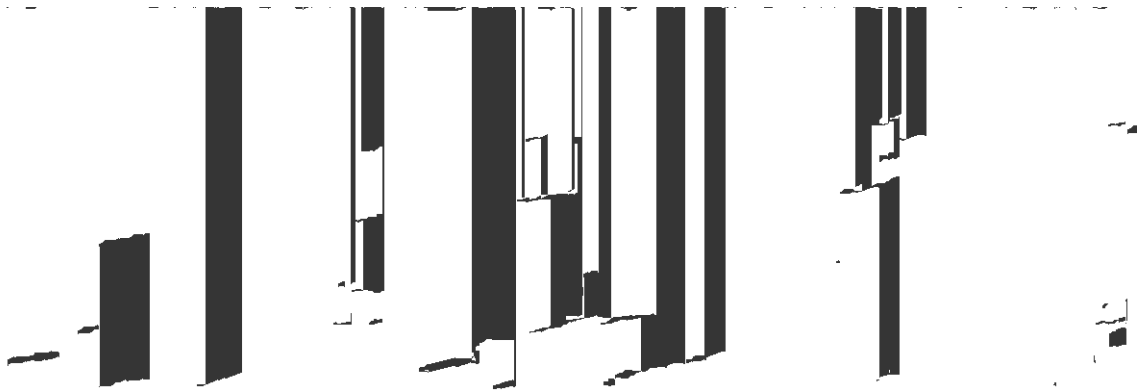
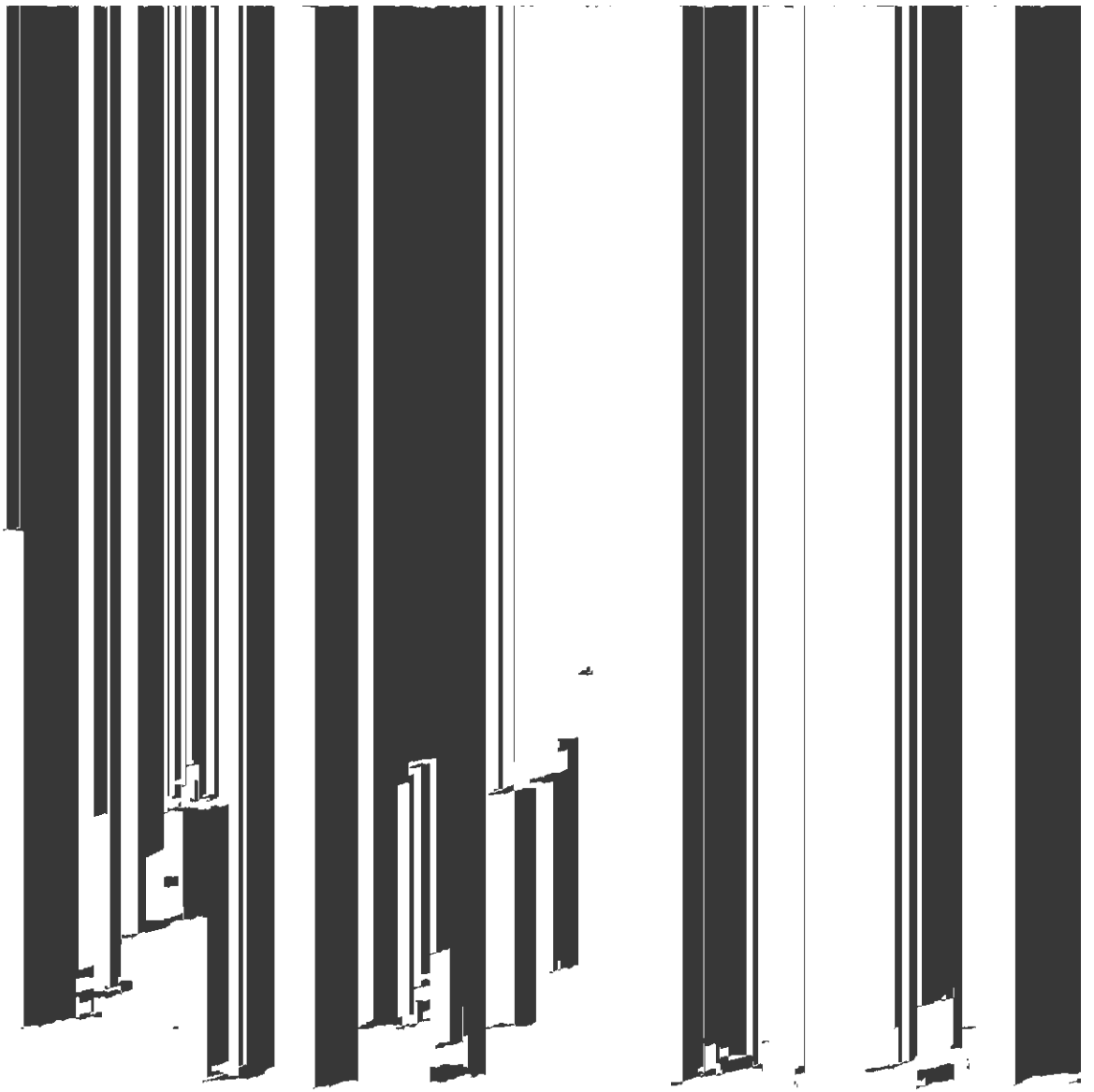
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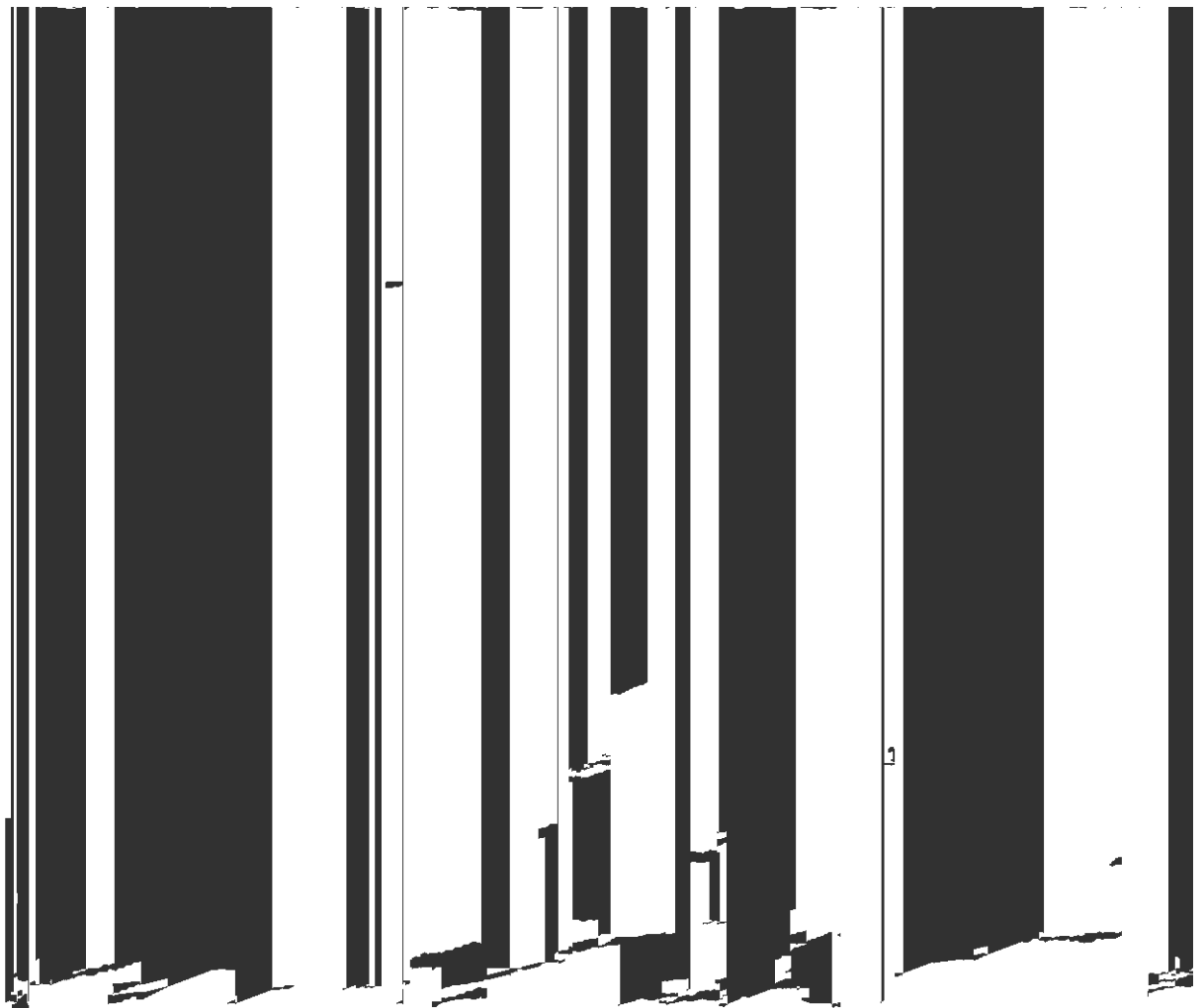
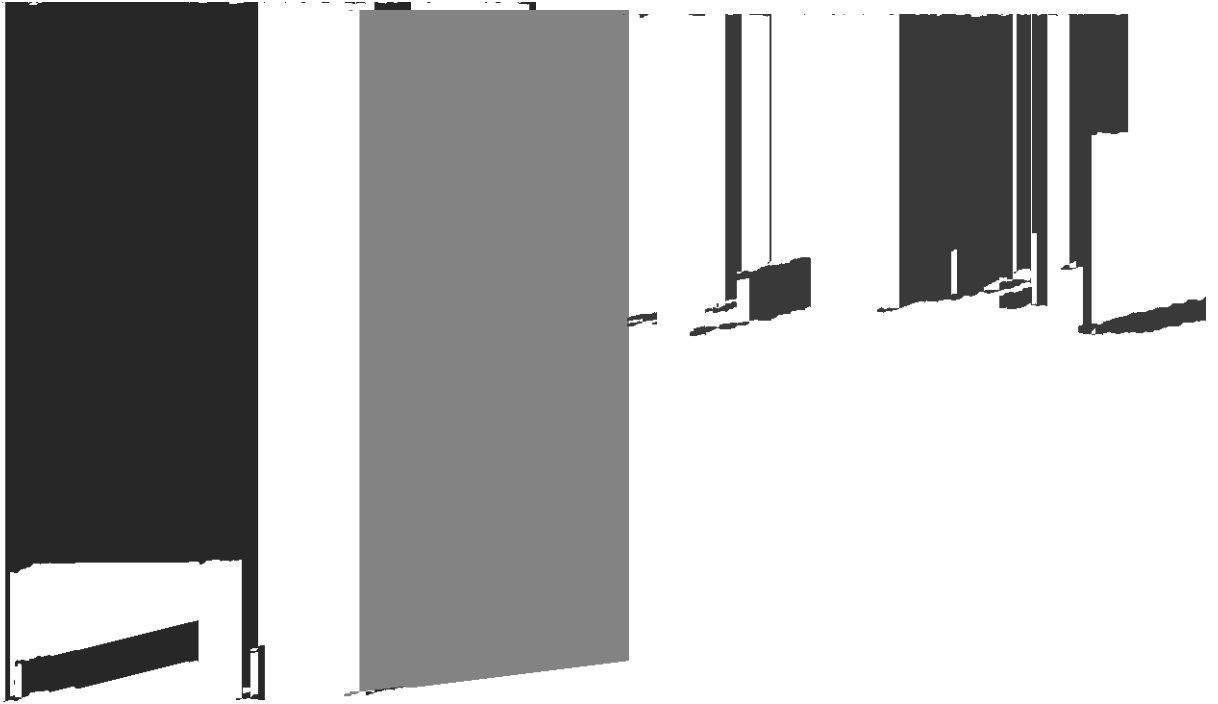
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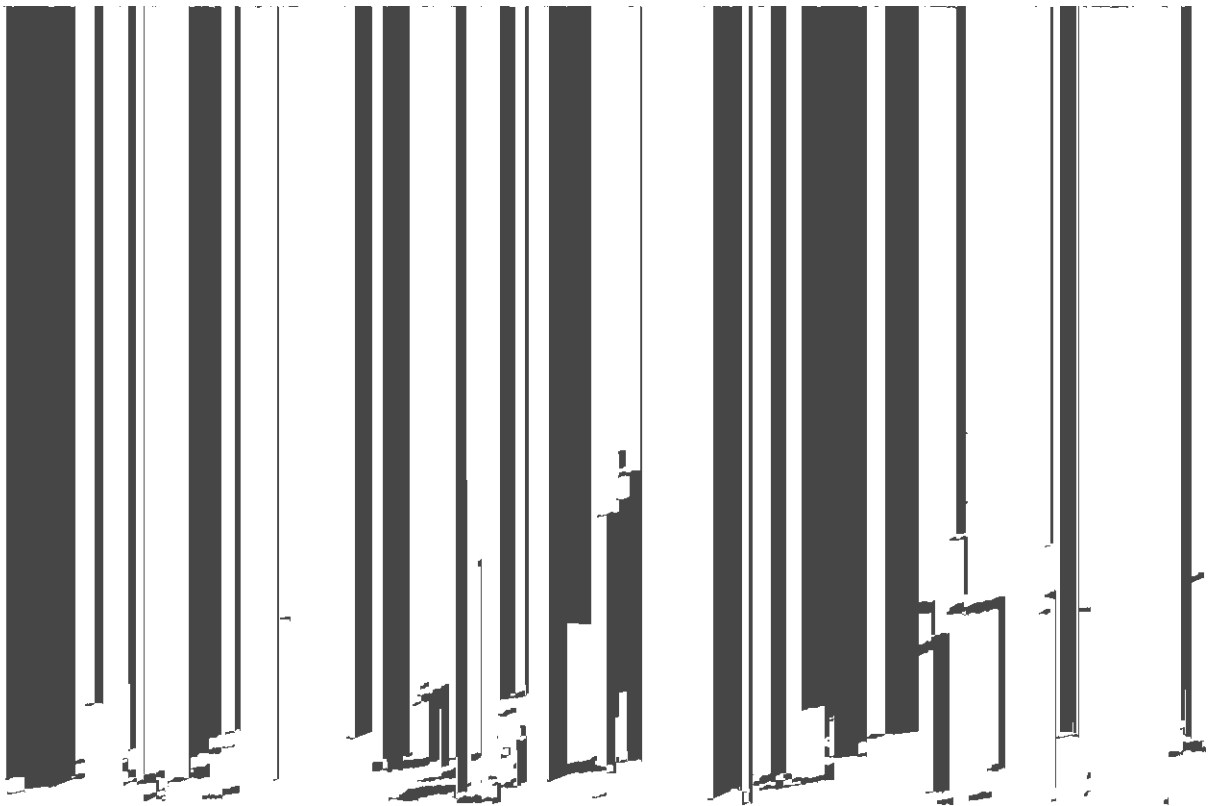
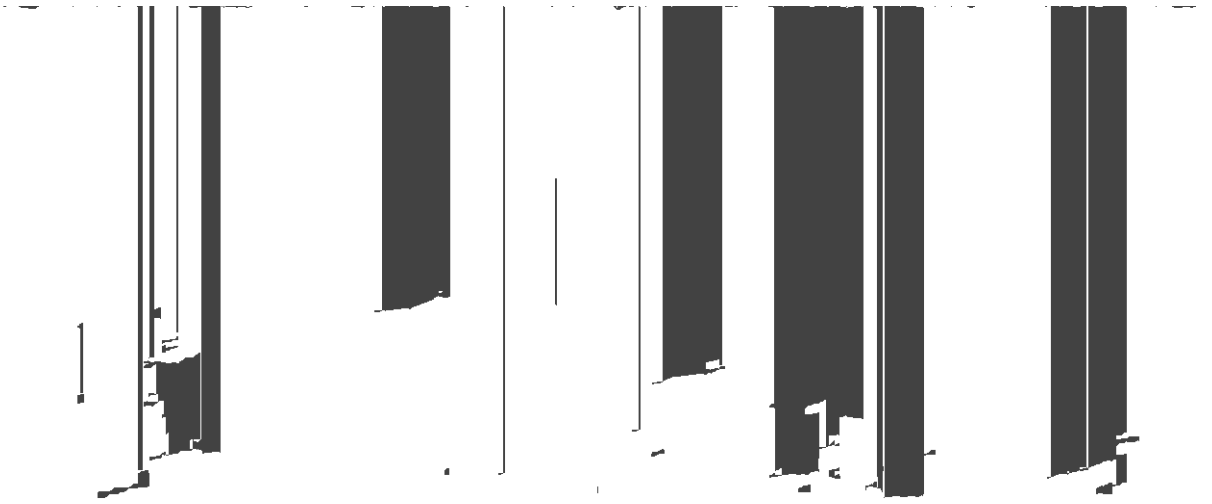
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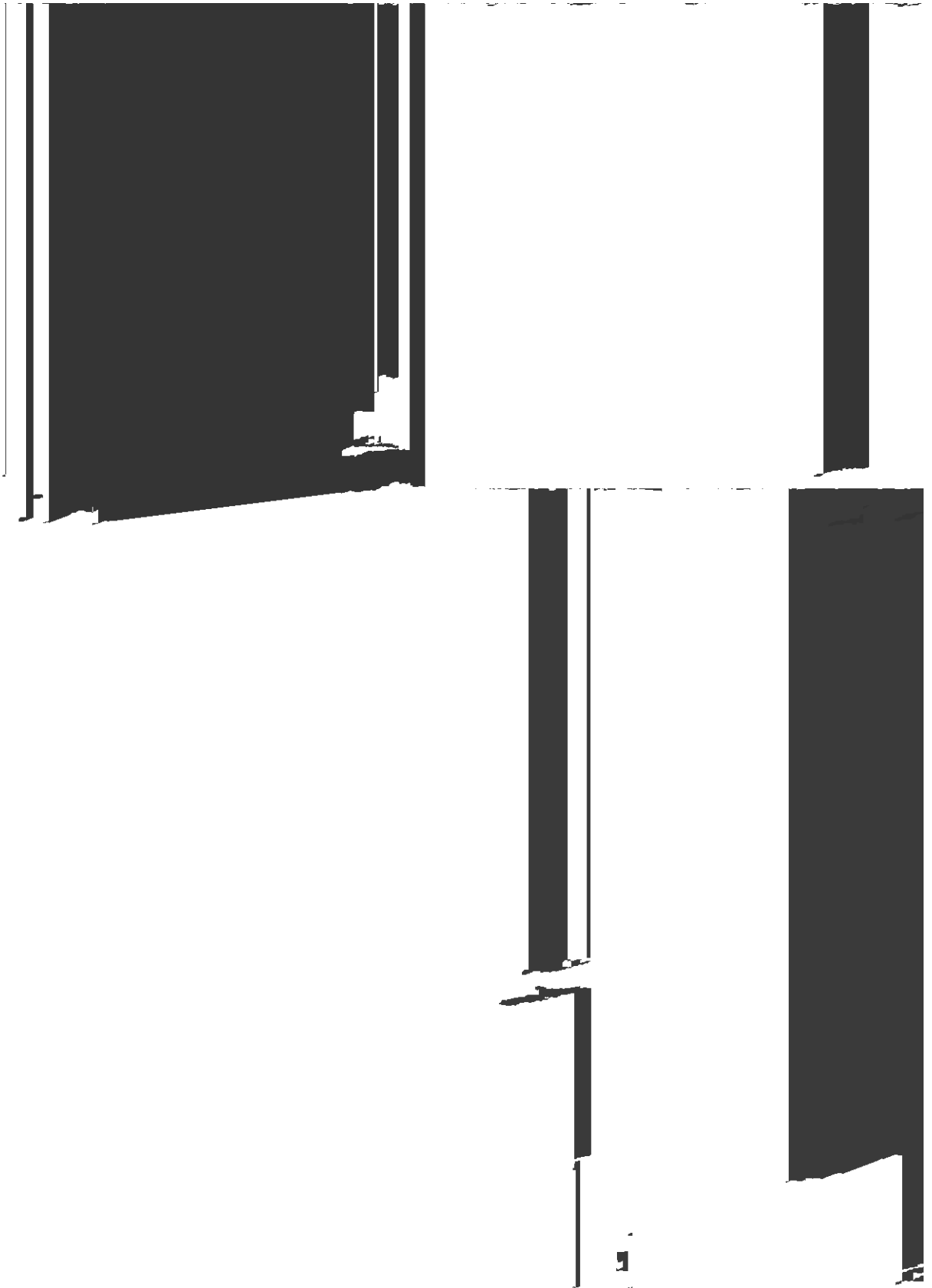










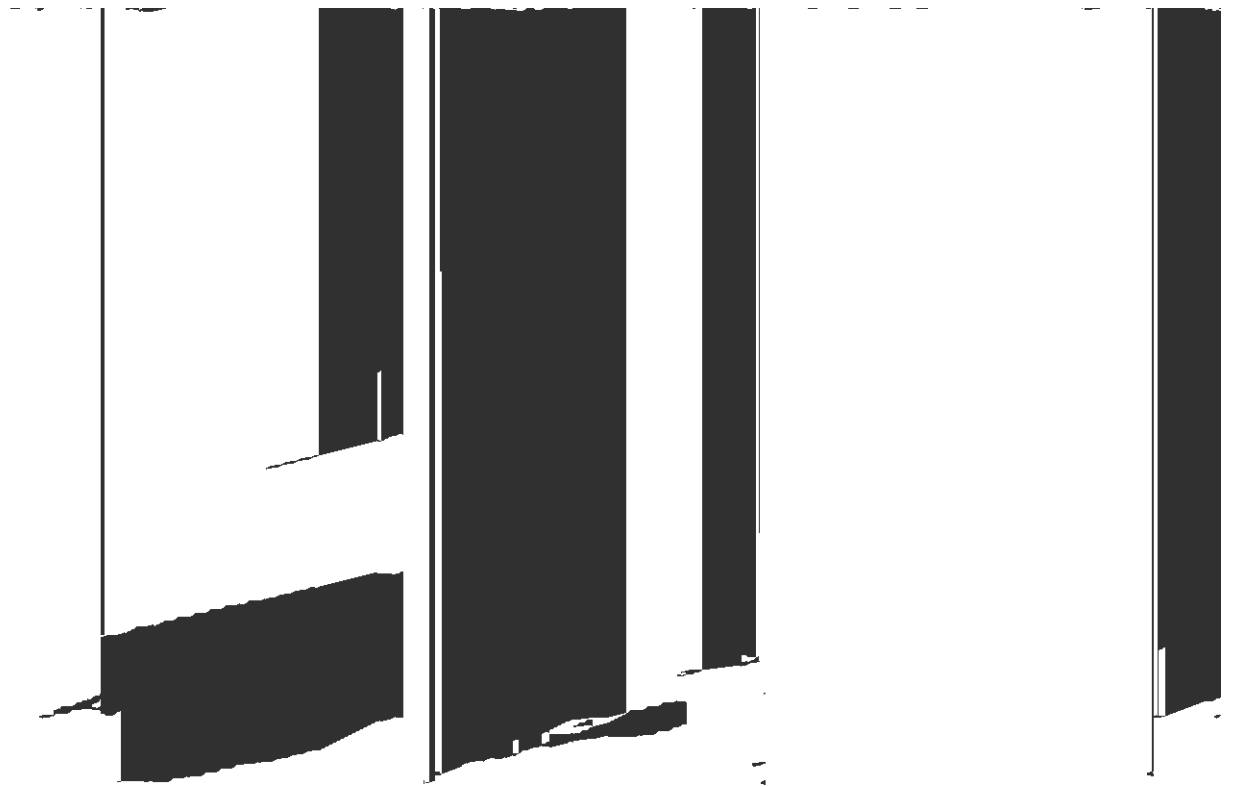


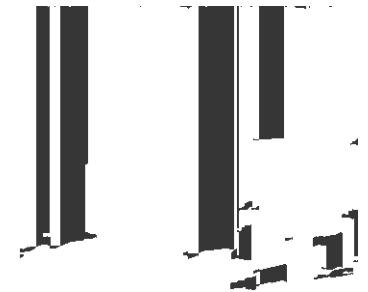
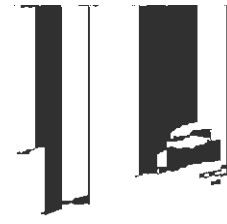
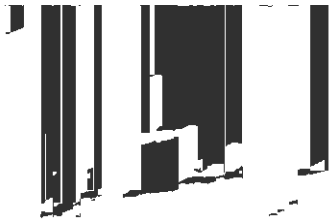
The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses and income. The text provides a detailed explanation of how to categorize these transactions correctly, ensuring they are recorded in the appropriate accounts. It also discusses the importance of double-checking entries to avoid errors and the consequences of inaccurate record-keeping.

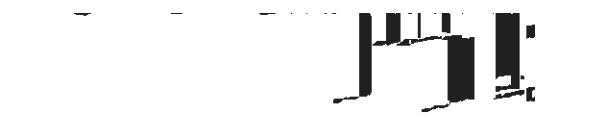
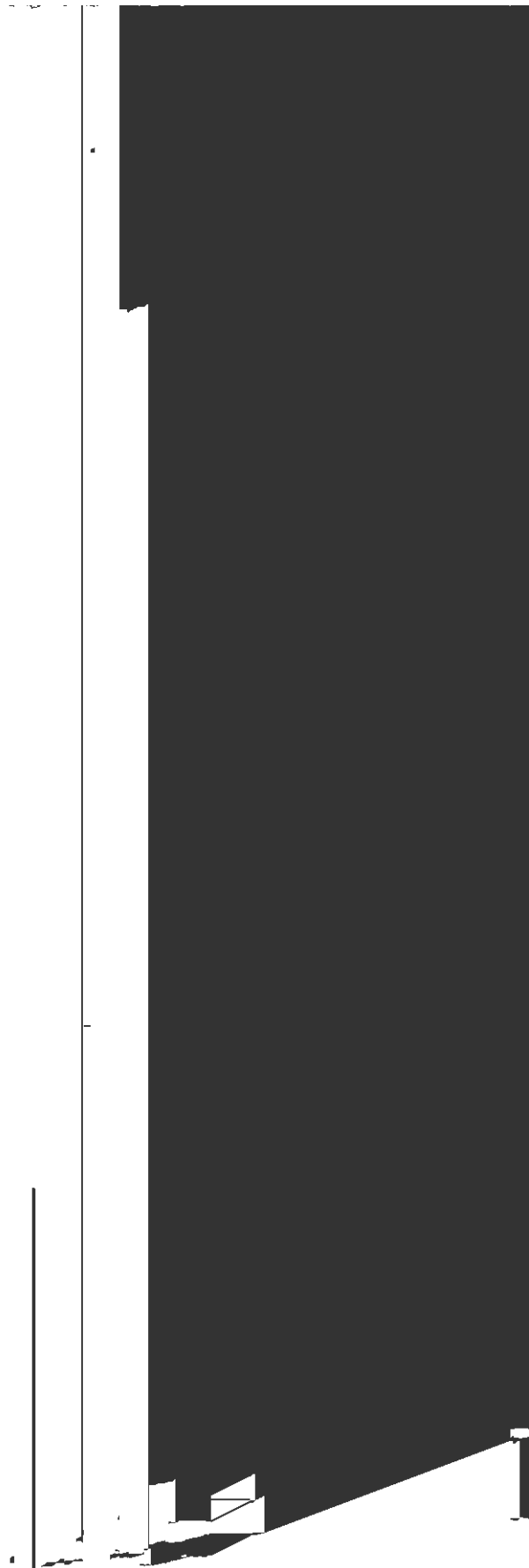
The second part of the document focuses on the process of reconciling bank statements. It explains that regular reconciliation is essential to identify any discrepancies between the company's records and the bank's records. This process involves comparing the company's cash account with the bank statement, identifying any differences, and determining the cause of those differences. Common reasons for discrepancies include bank fees, errors in recording, or timing differences. The text provides a step-by-step guide to performing a bank reconciliation, including the use of a reconciliation form and the importance of keeping a record of the process.

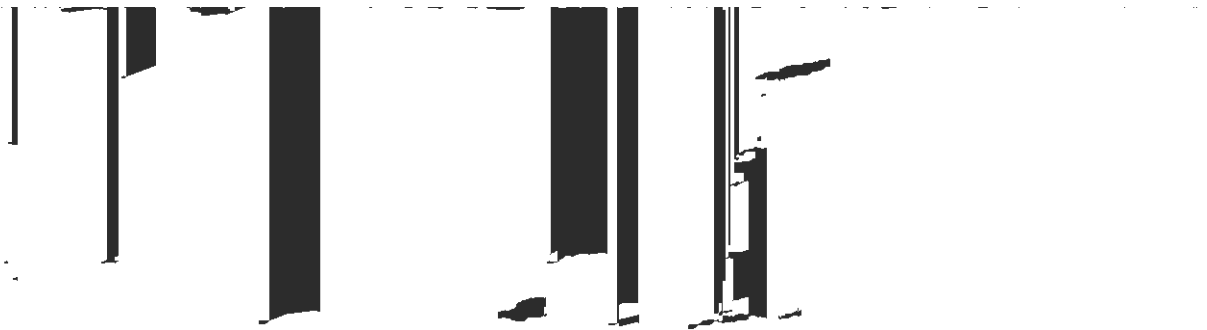
The third part of the document discusses the importance of maintaining a clear and organized system for managing accounts payable and receivable. It explains that these accounts represent the company's obligations to others and the amounts owed to the company. Proper management of these accounts is crucial for maintaining good relationships with suppliers and customers, as well as for ensuring the company's liquidity. The text provides a detailed explanation of how to track these accounts, including the use of aging schedules and the importance of timely payment of bills and collection of receivables.

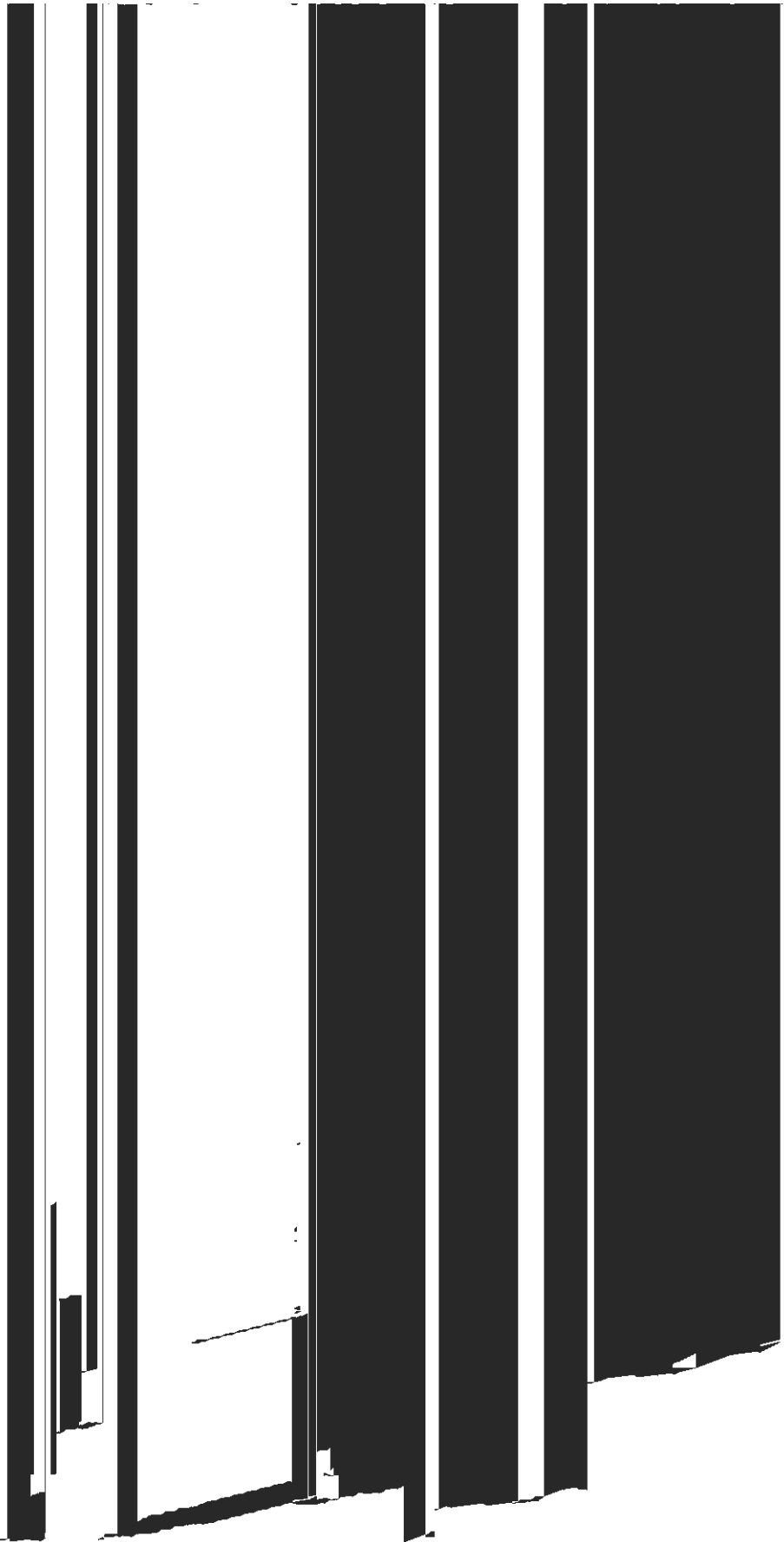
The final part of the document discusses the importance of reviewing and analyzing the financial statements. It explains that the financial statements provide a comprehensive overview of the company's financial performance and position. By reviewing these statements, management can identify trends, assess the company's financial health, and make informed decisions about the future. The text provides a detailed explanation of how to interpret the financial statements, including the balance sheet, income statement, and cash flow statement. It also discusses the importance of comparing the company's performance to industry benchmarks and the need for regular financial reviews.

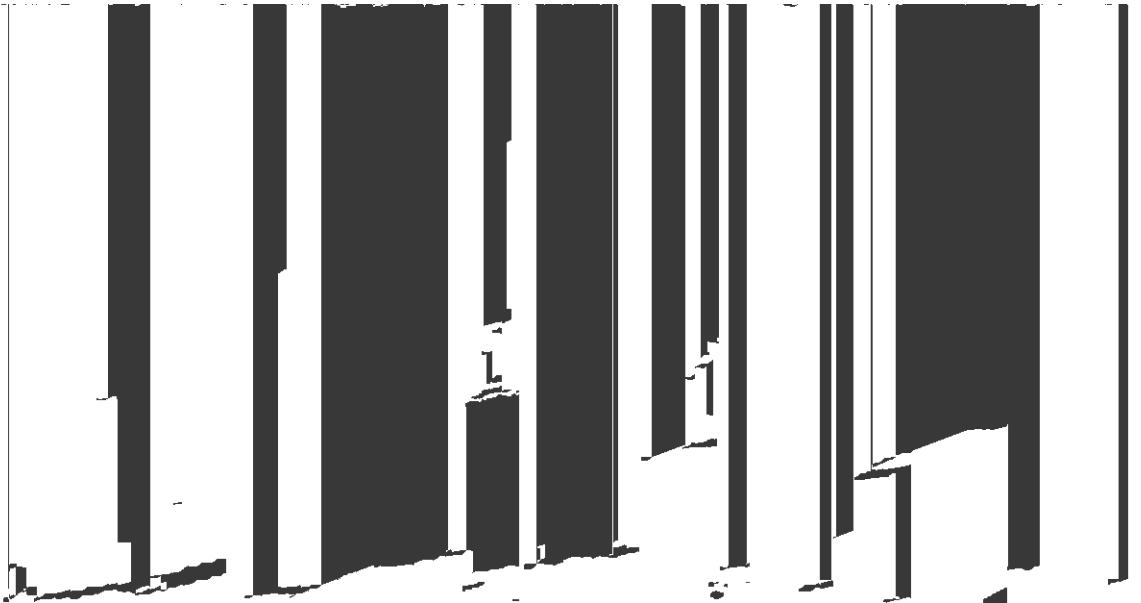
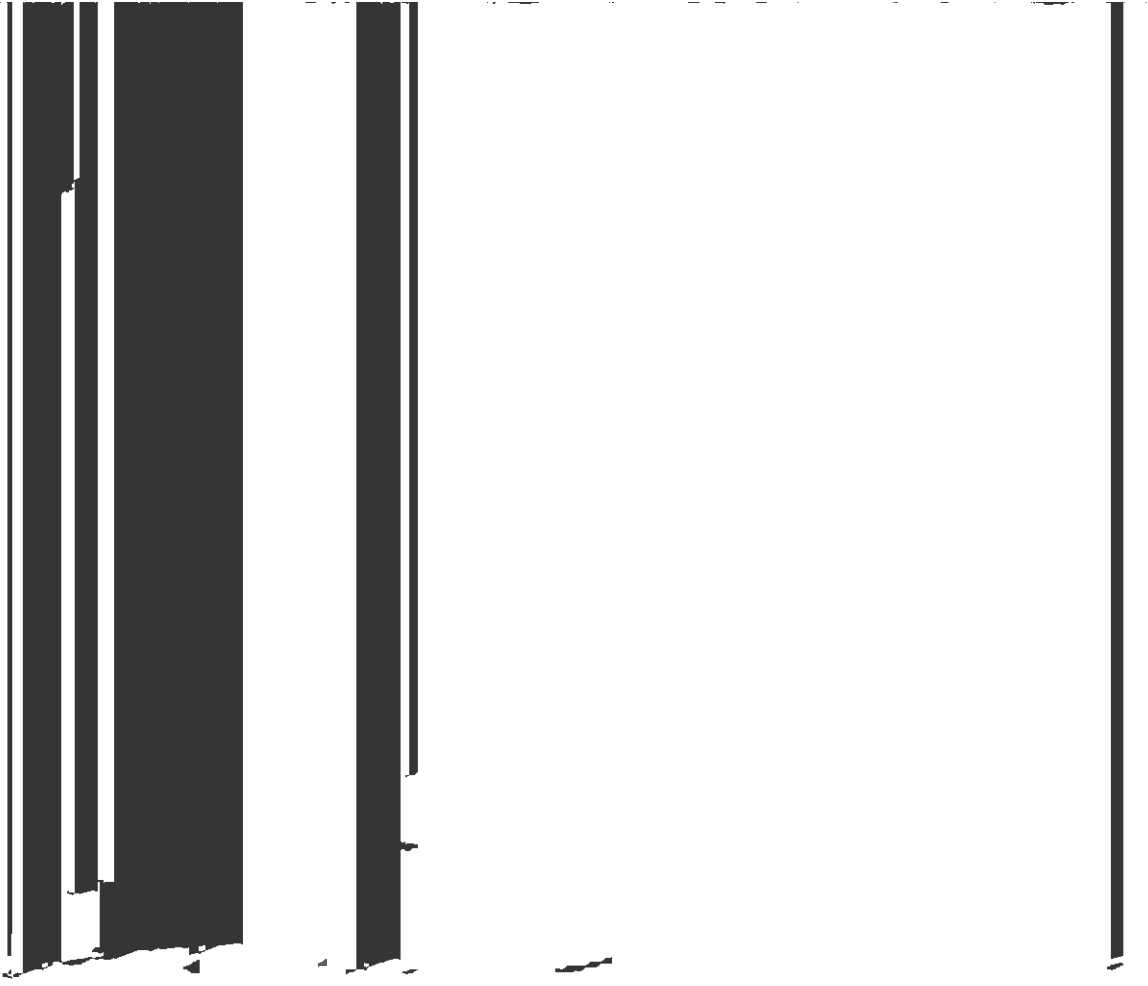






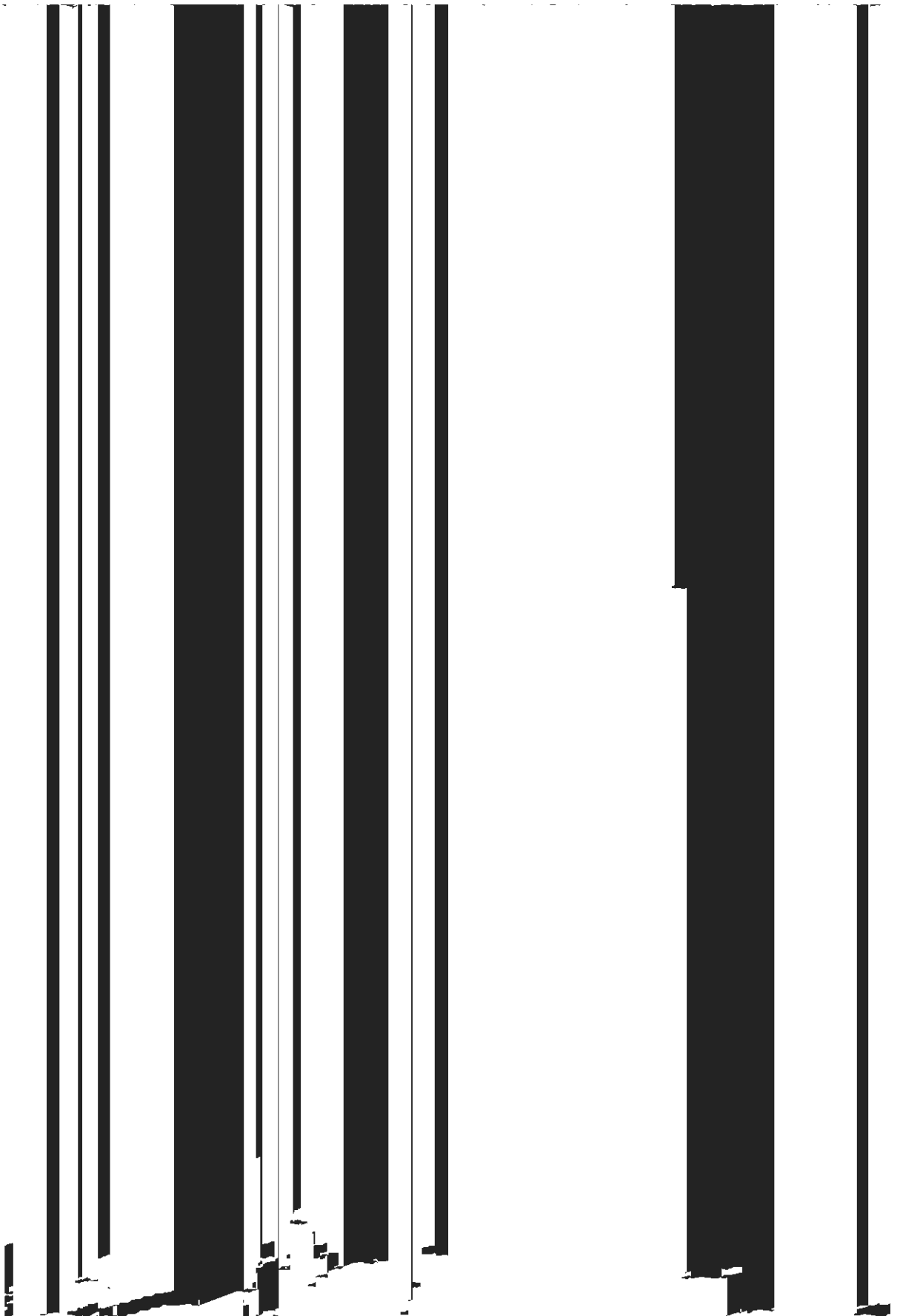


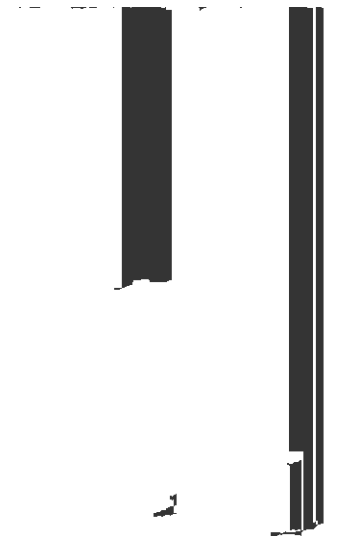
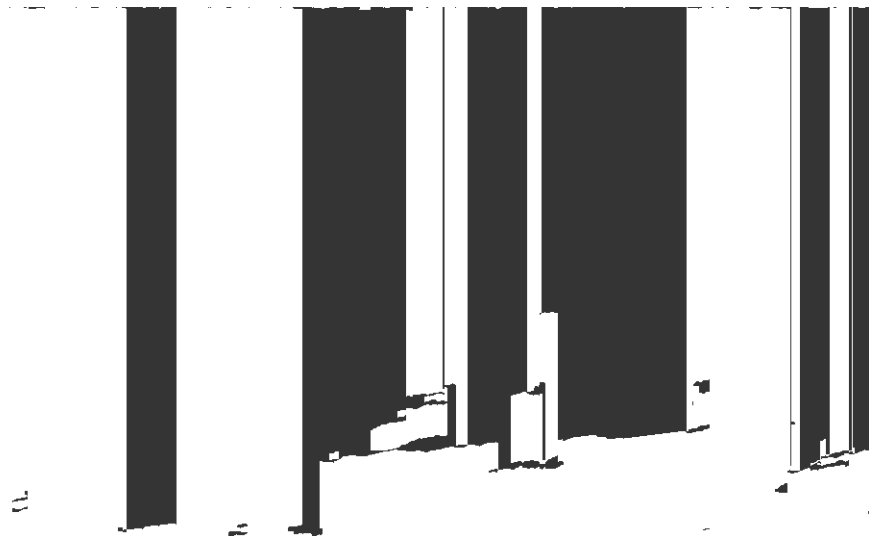
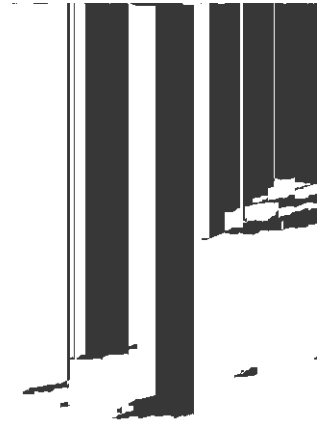
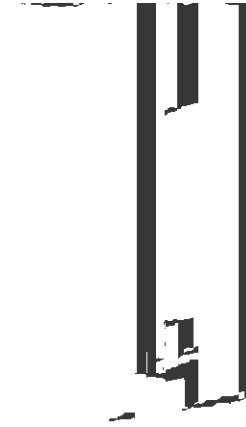


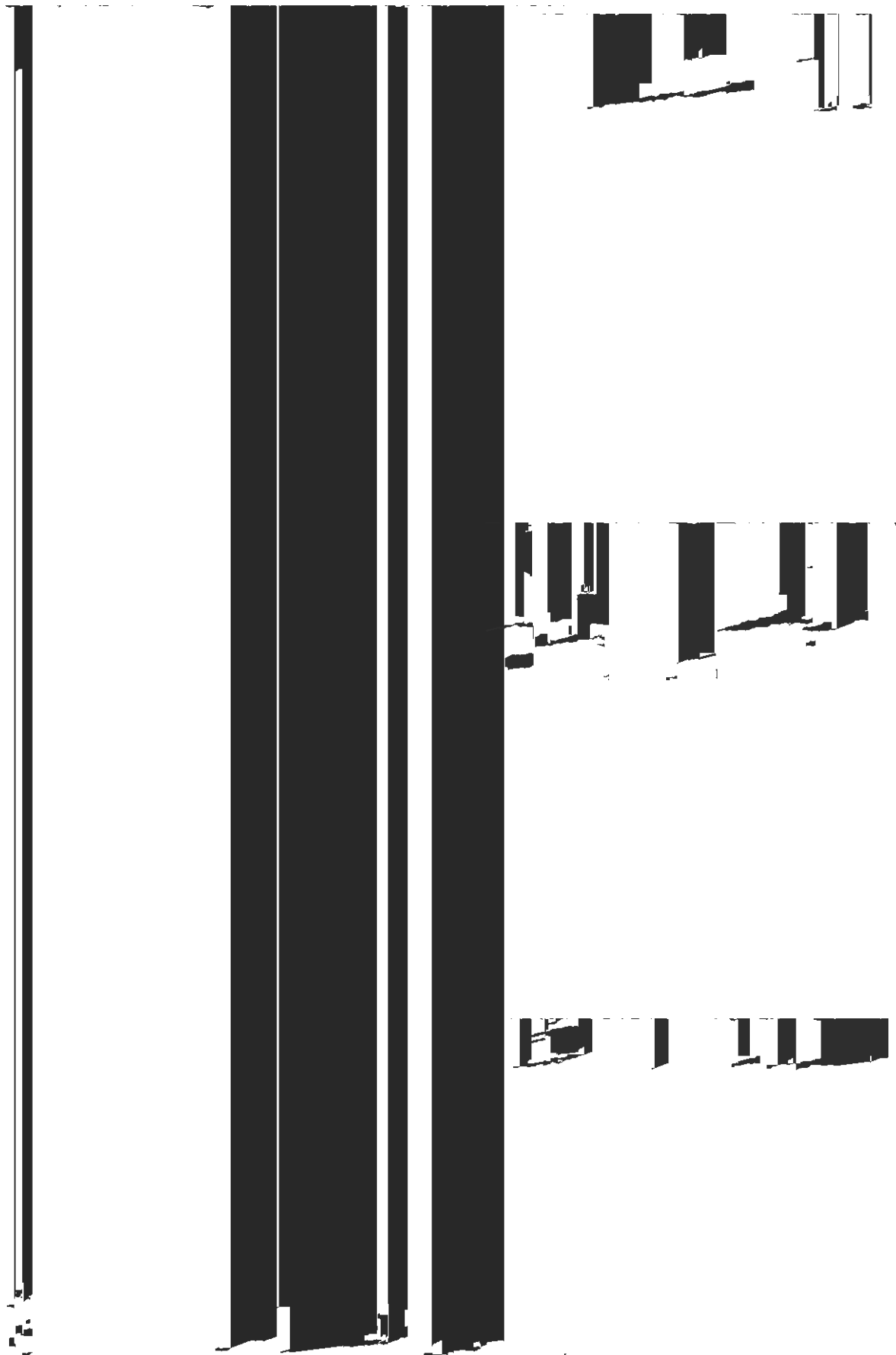




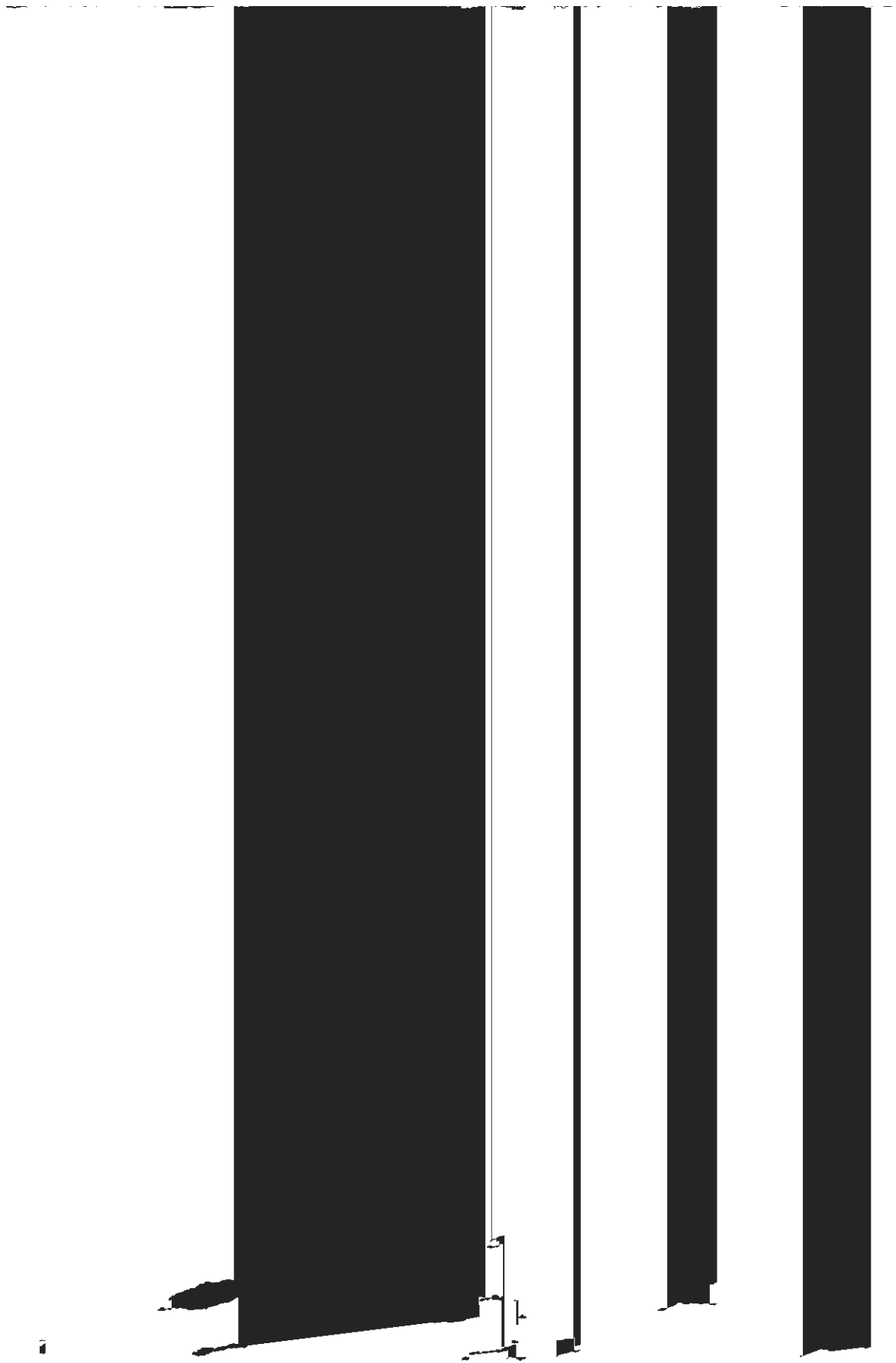


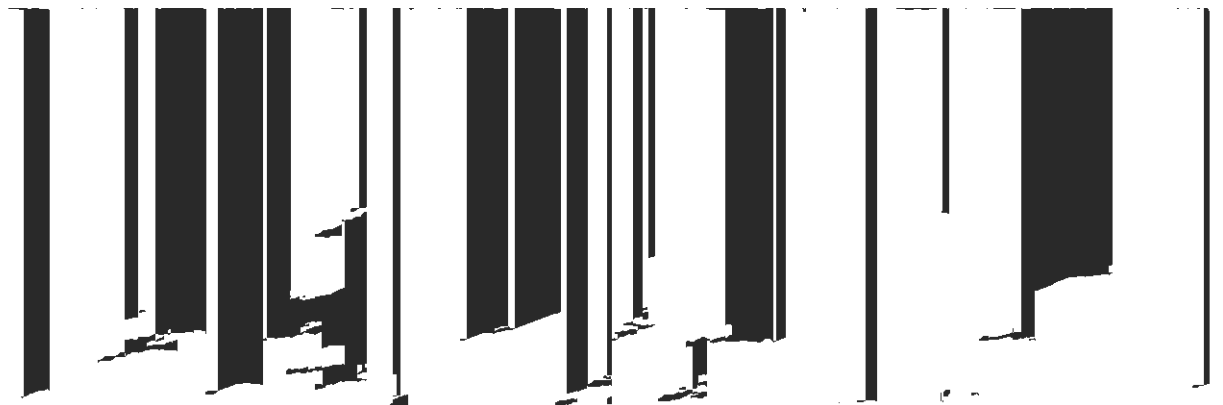
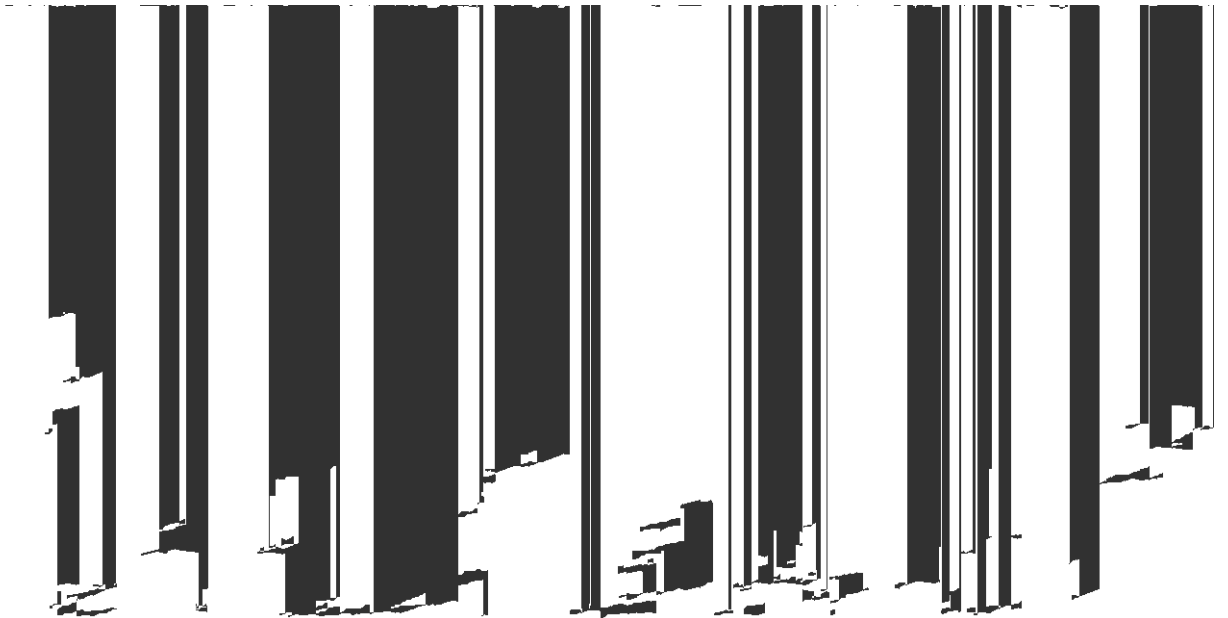


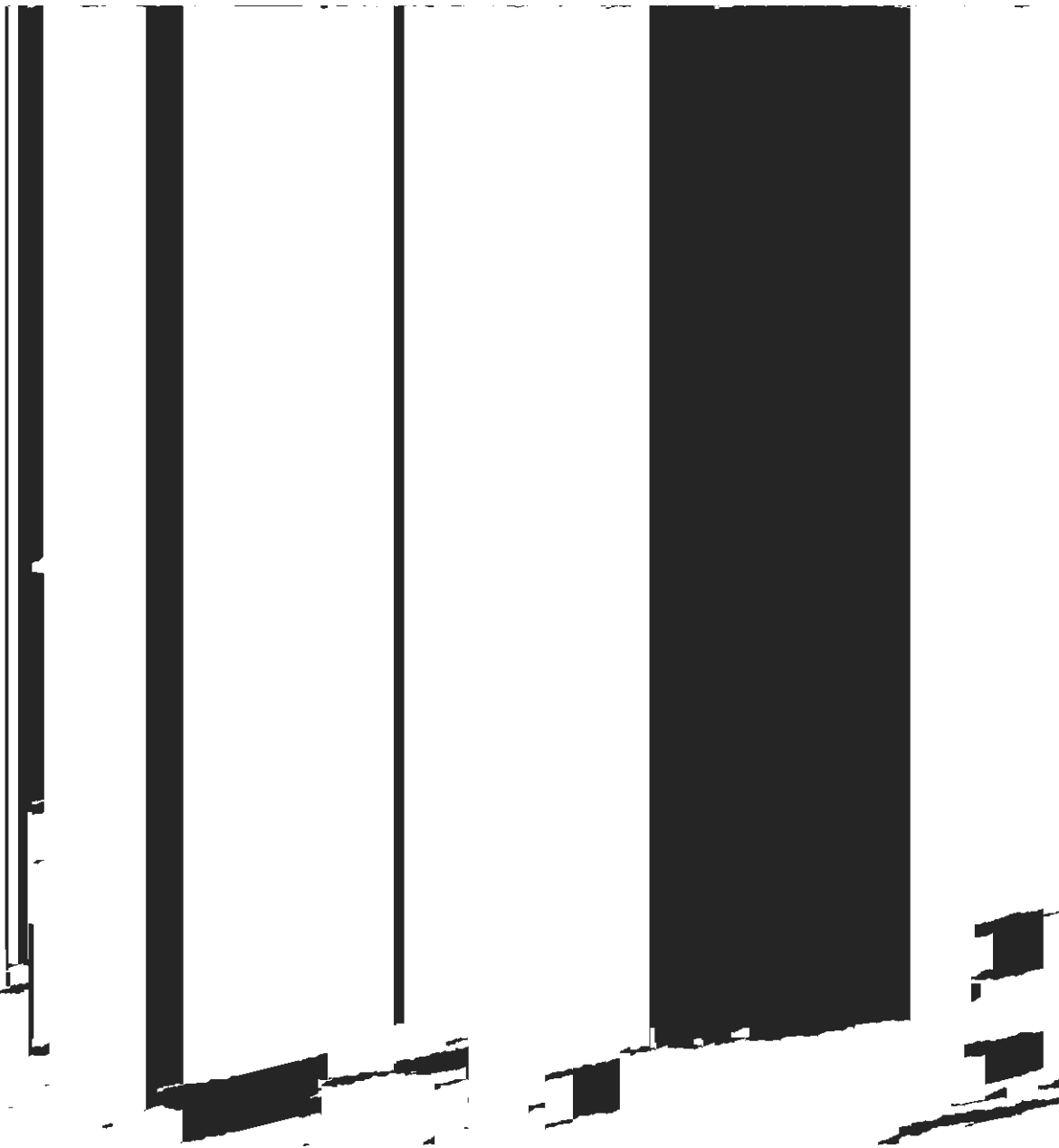


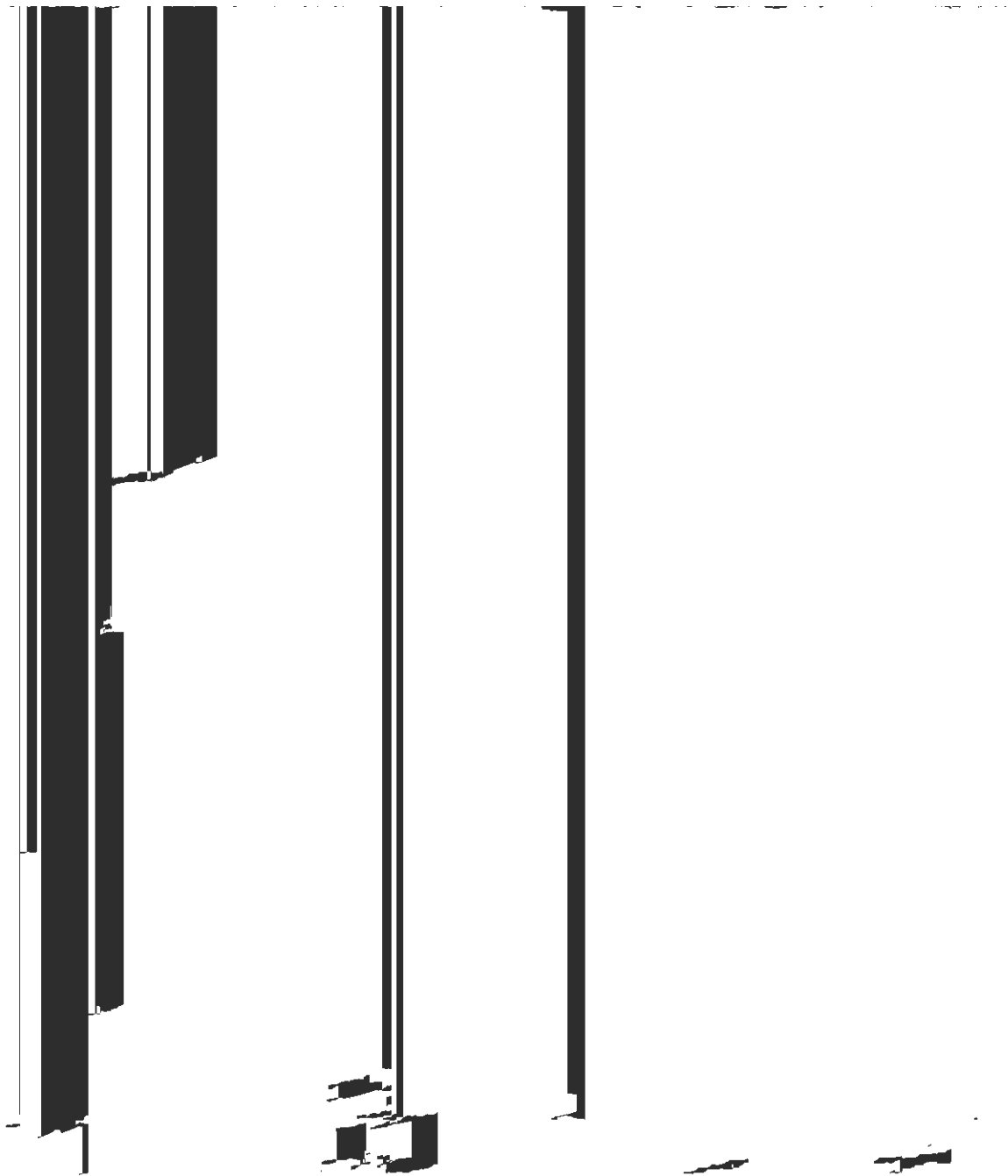


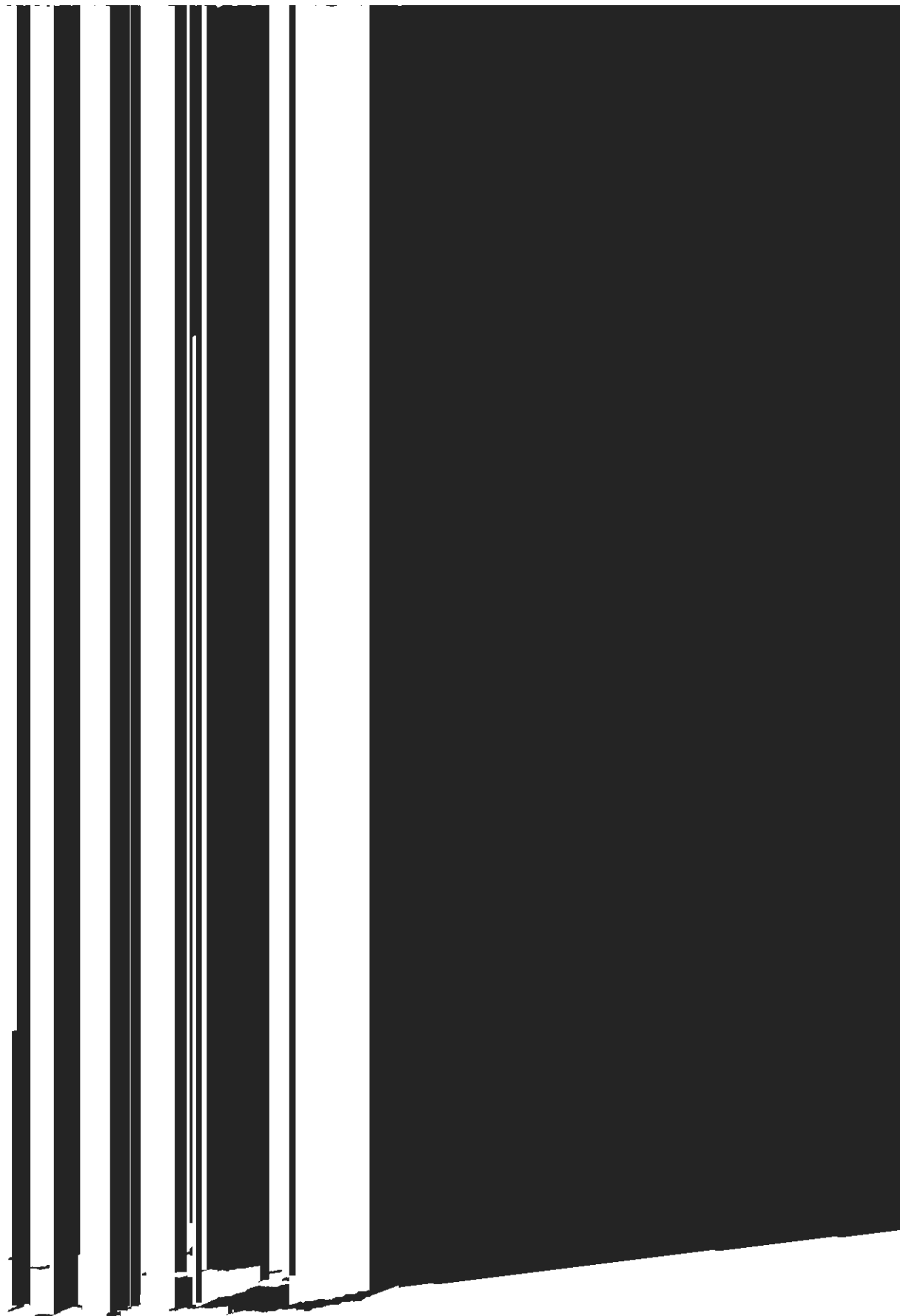


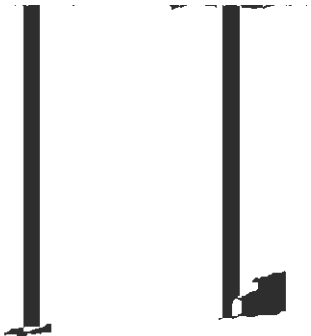
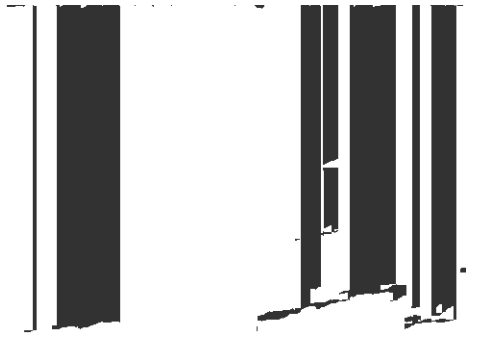
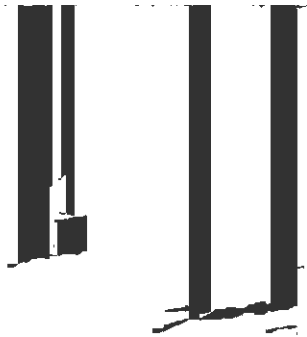




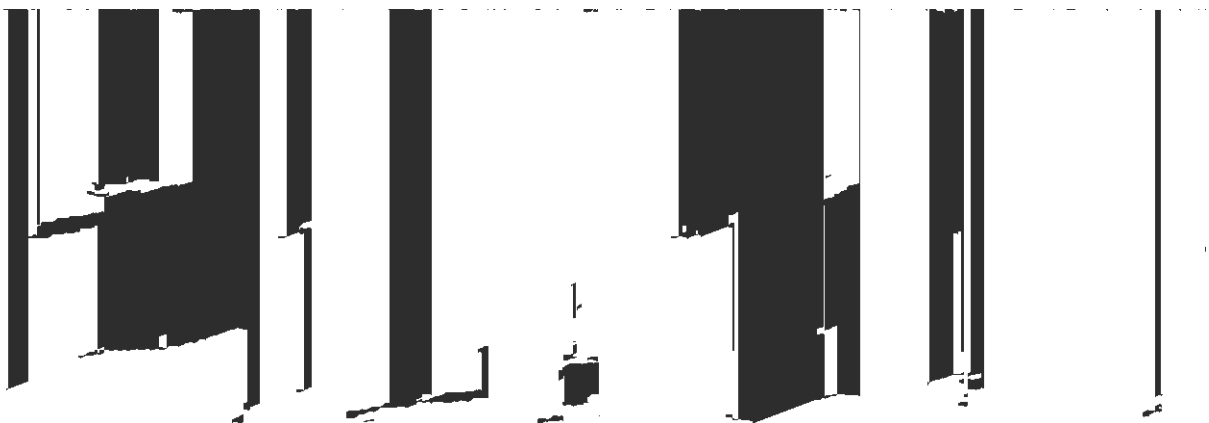
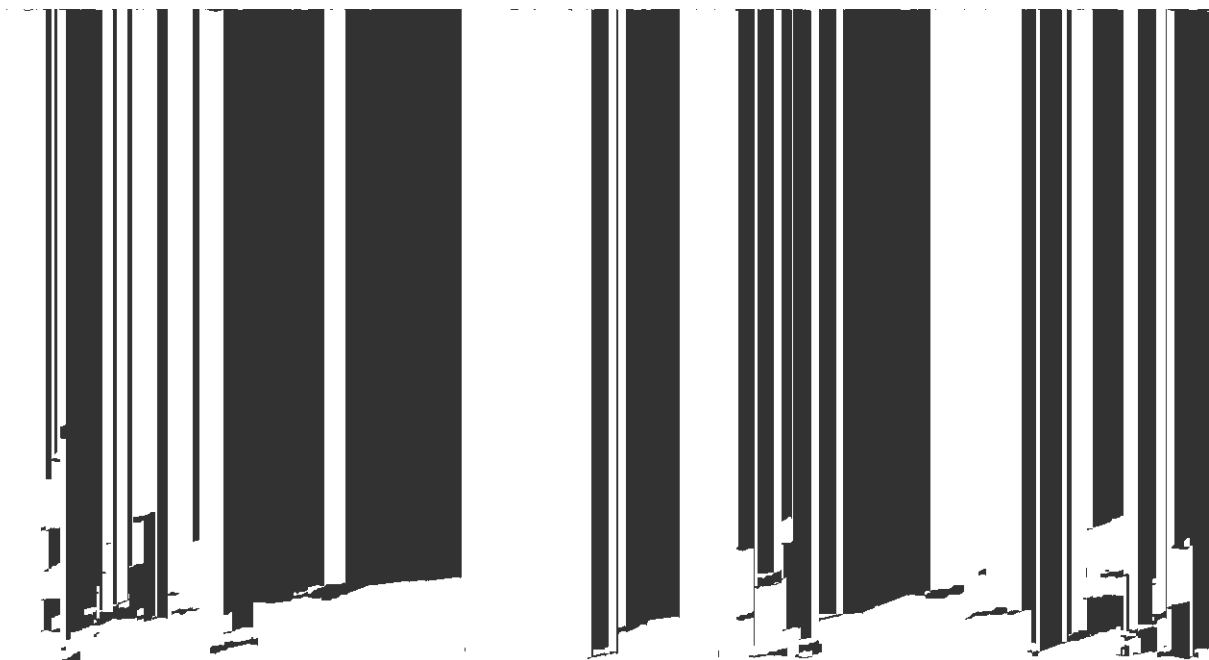


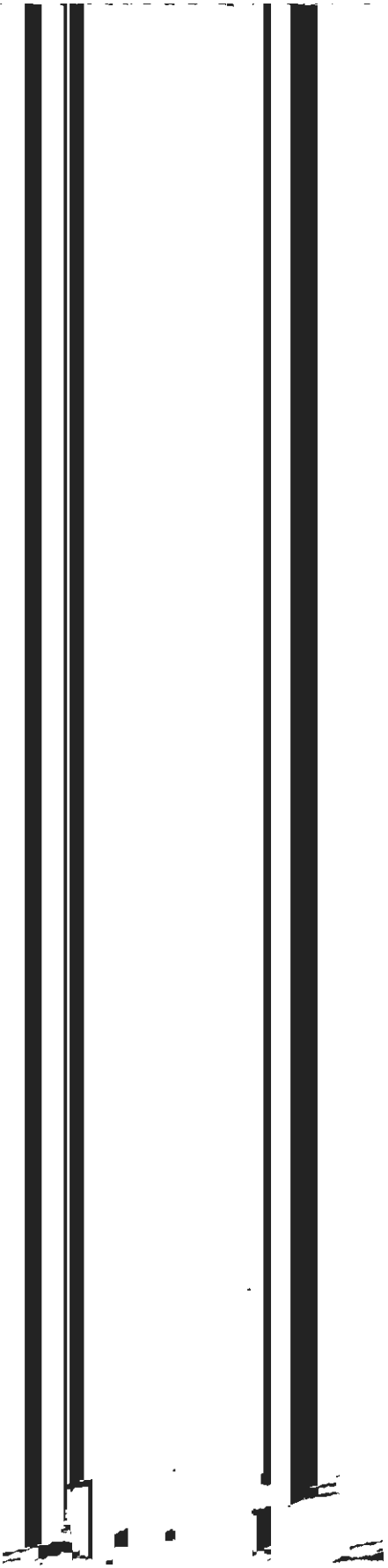




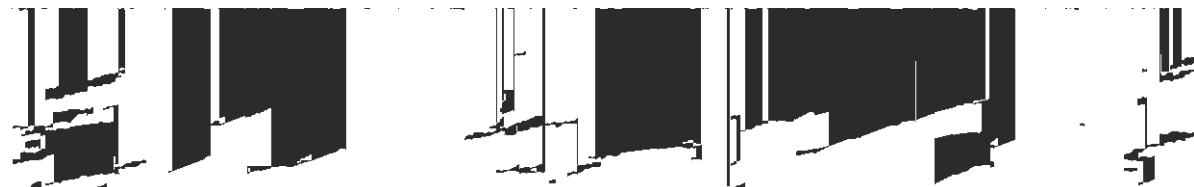


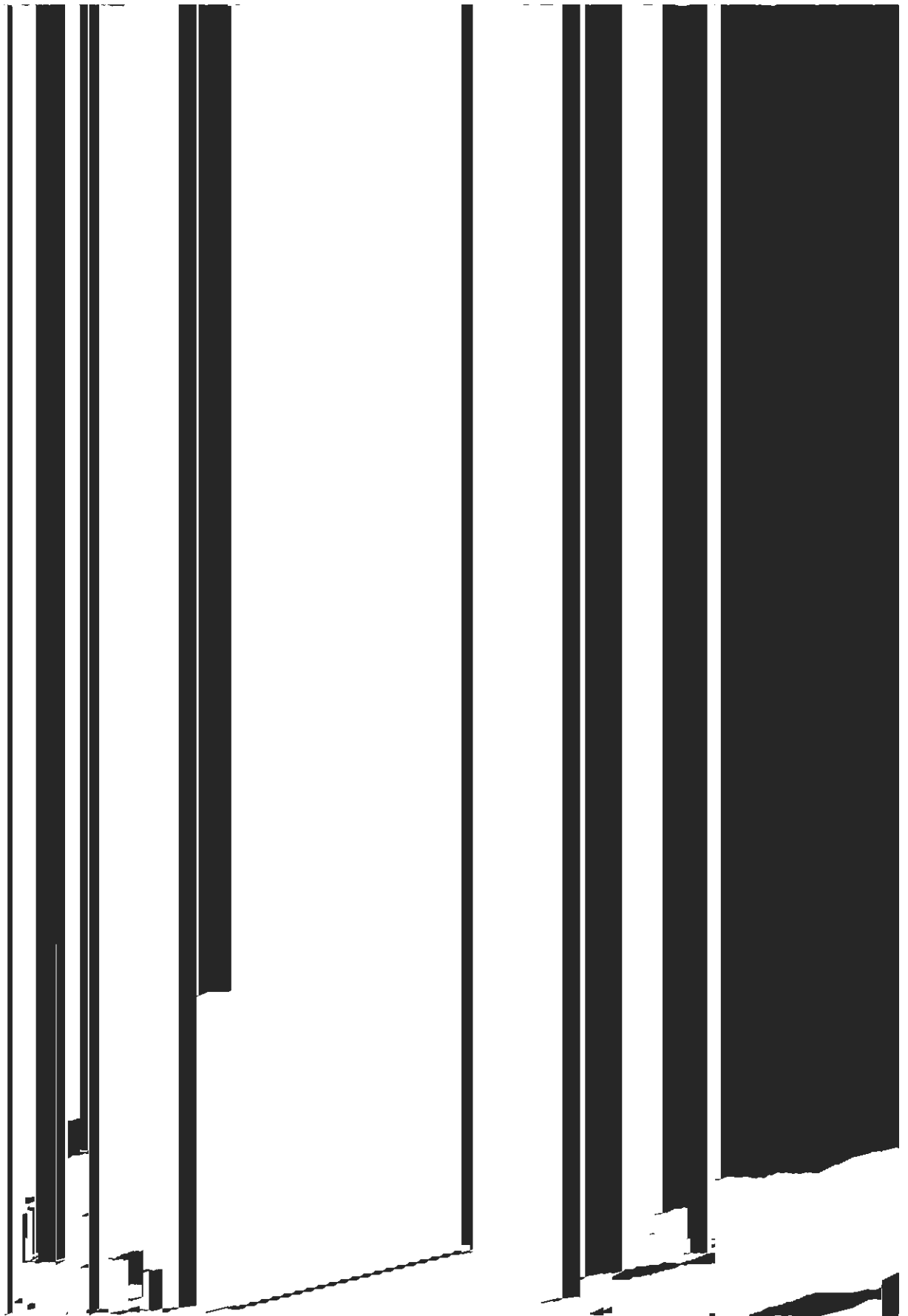


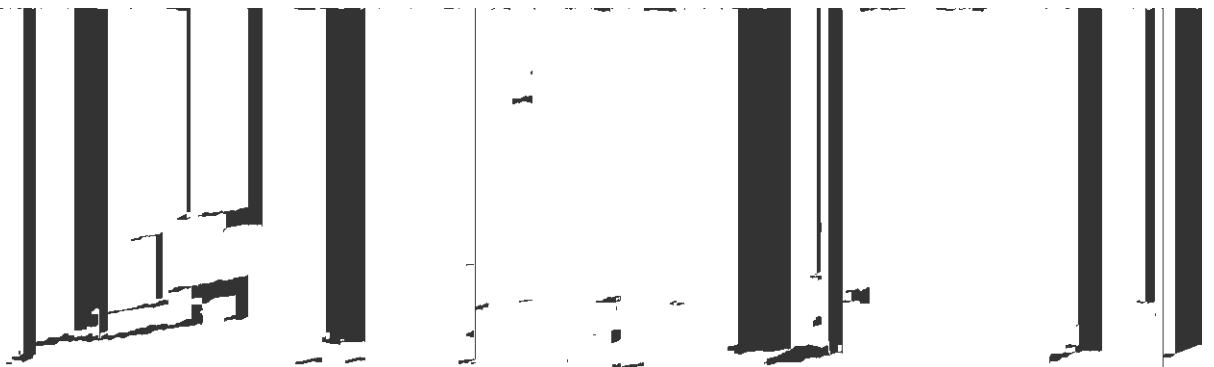
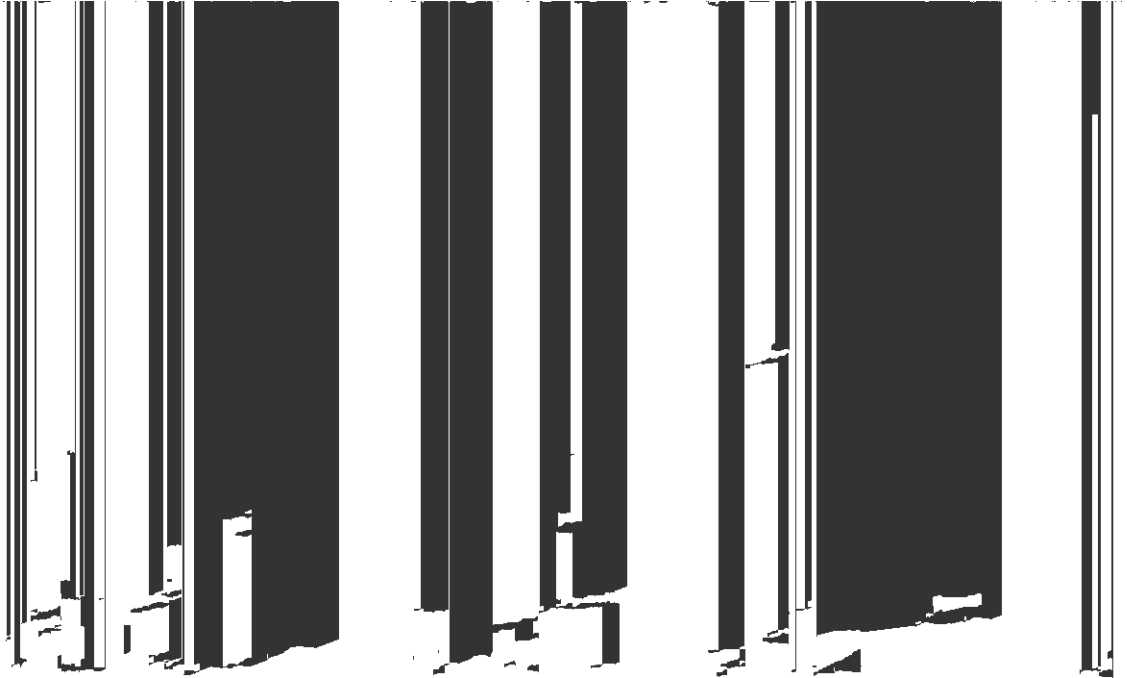








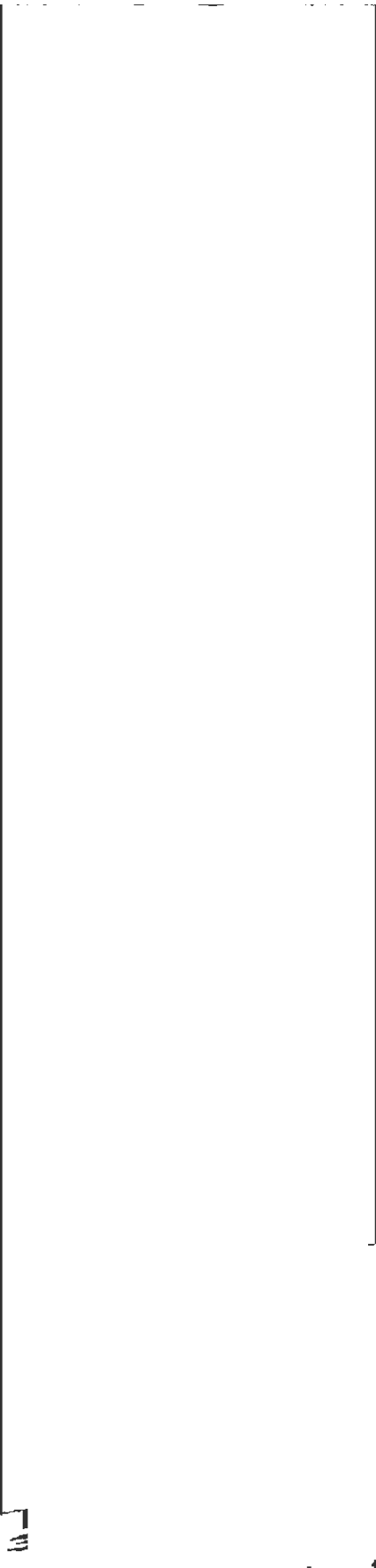
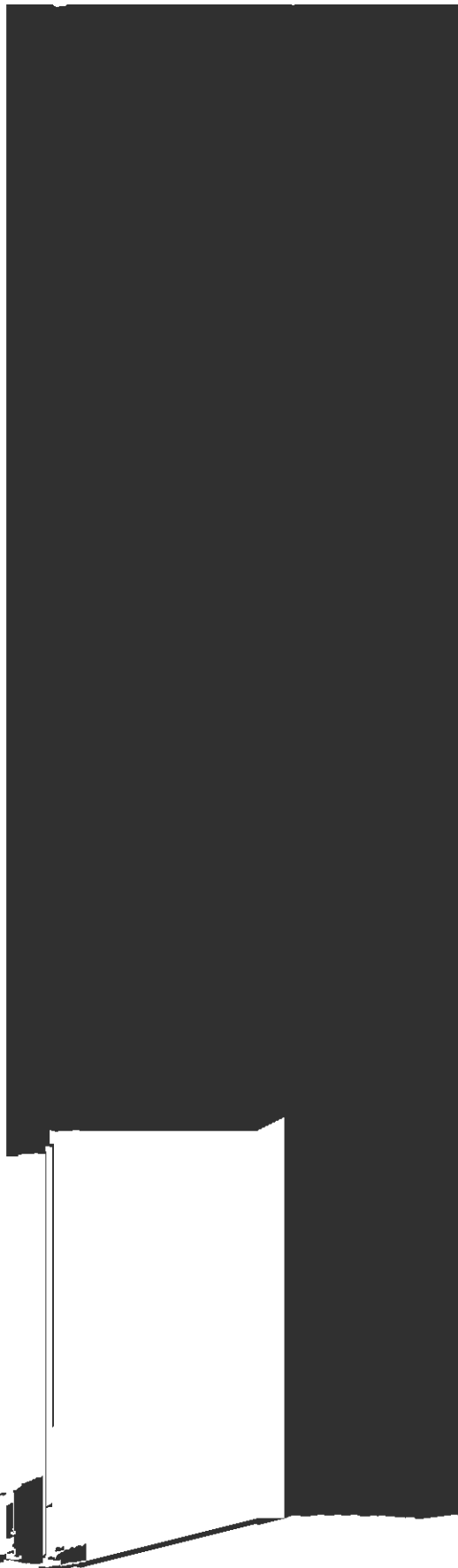




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