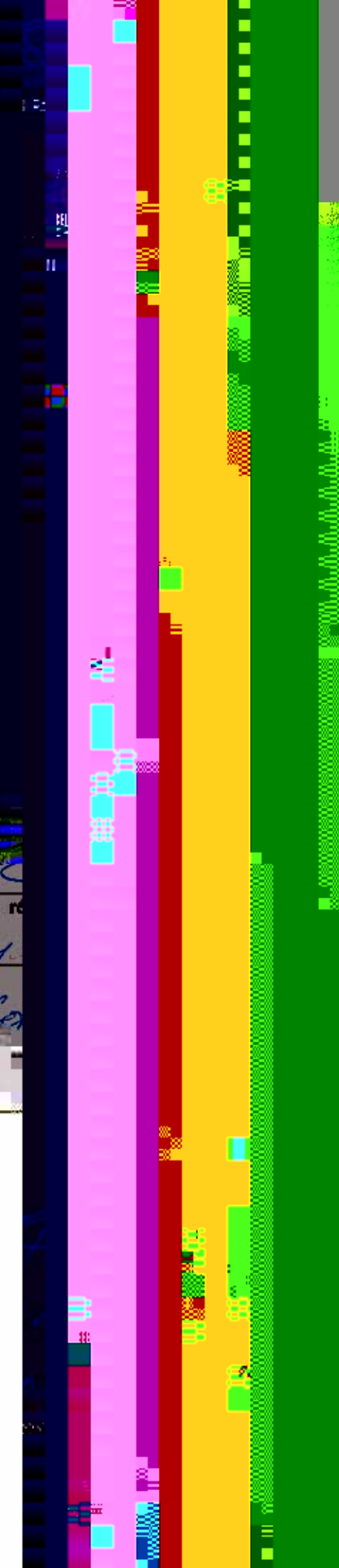


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1. The first part of the document discusses the importance of maintaining accurate records for all transactions.

2. It is essential to ensure that all receipts and invoices are properly filed and indexed for easy retrieval.

3. Regular audits should be conducted to verify the accuracy of the records and identify any discrepancies.

4. The use of digital accounting software can significantly improve the efficiency and accuracy of record-keeping.

5. It is also important to establish a clear policy regarding the retention and disposal of financial records.

6. Finally, ensuring that all records are secure and protected from unauthorized access is a top priority.

7. The second part of the document outlines the specific procedures for handling cash transactions.

8. All cash receipts must be accompanied by a valid receipt and recorded in the cash log immediately.

9. Cash disbursements should be supported by proper documentation, such as checks or vouchers.

10. The cash log should be reviewed daily to ensure that all transactions are accurately recorded.

11. Any discrepancies in the cash log should be investigated and resolved promptly.

12. The document concludes with a summary of the key points and a call to action for all staff members.

13. It is the responsibility of every employee to adhere to these procedures and maintain the highest standards of accuracy.

14. Thank you for your attention and cooperation in implementing these new financial controls.



ICW


Ryan Rapp