





1. 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 accountability in the financial process.

2. The second section outlines the procedures for handling discrepancies. It states that any variance between the recorded amounts and the actual cash flow should be investigated immediately. The responsible personnel should identify the source of the error and take corrective action to prevent recurrence.

3. The third part of the document addresses the role of the audit committee. It highlights that the committee is responsible for reviewing the financial statements and ensuring that they comply with all applicable laws and regulations. The committee should also monitor the internal control system to identify any weaknesses and recommend improvements.

4. The fourth section discusses the importance of regular communication between the management and the board of directors. It states that the management should provide timely and accurate information about the company's financial performance. This enables the board to make informed decisions and provide strategic guidance.

5. The fifth part of the document focuses on the role of the internal audit function. It states that the internal audit function should provide an objective and unbiased assessment of the company's internal control system. The internal auditors should report any findings to the audit committee and management, and work with them to implement corrective actions.

6. The sixth section discusses the importance of maintaining a strong relationship with the external auditors. It states that the company should provide the external auditors with all the information they need to perform their audit. This includes access to all financial records and personnel. The company should also cooperate fully with the external auditors and address any concerns they may have.

7. The seventh part of the document addresses the role of the tax department. It highlights that the tax department is responsible for ensuring that the company complies with all tax laws and regulations. The tax department should also identify any tax-saving opportunities and implement them in a timely and effective manner.

8. The eighth section discusses the importance of maintaining accurate records of all financial transactions. It states that every transaction should be recorded in a timely and accurate manner. This ensures that the financial statements are reliable and can be used for decision-making purposes.

9. The ninth part of the document addresses the role of the finance department. It highlights that the finance department is responsible for managing the company's financial resources and ensuring that they are used efficiently and effectively. The finance department should also provide timely and accurate information about the company's financial performance to the management and the board of directors.

10. The tenth and final section of the document discusses the importance of maintaining a strong relationship with the shareholders. It states that the company should provide timely and accurate information about its financial performance to the shareholders. This enables the shareholders to make informed decisions about their investment in the company.

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