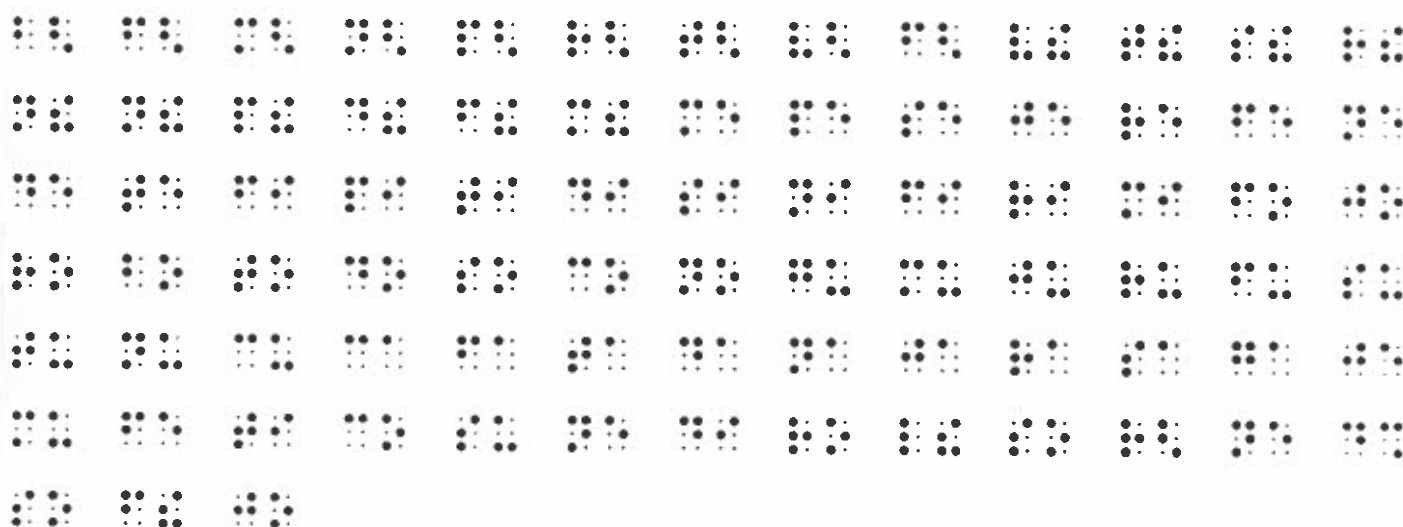
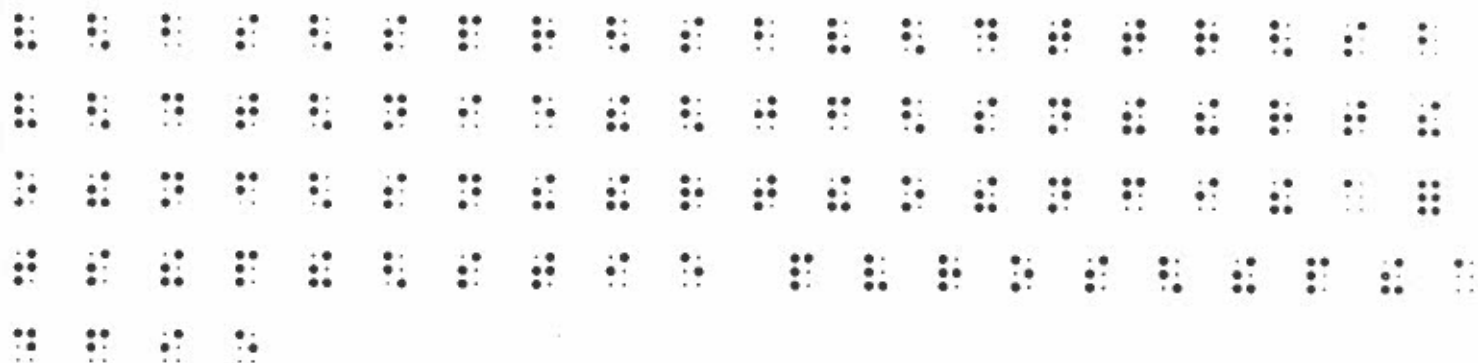


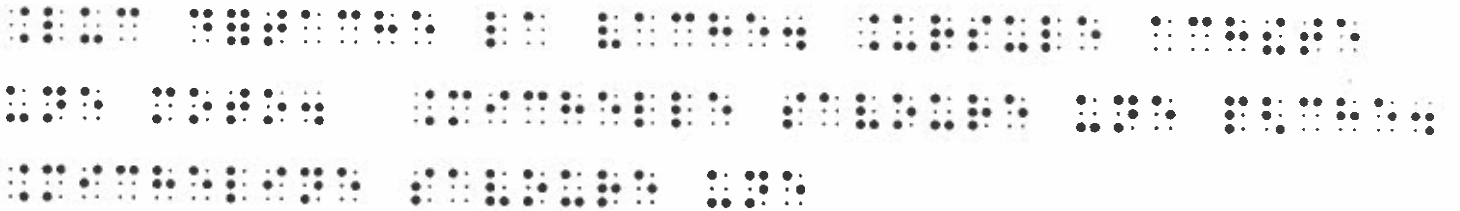
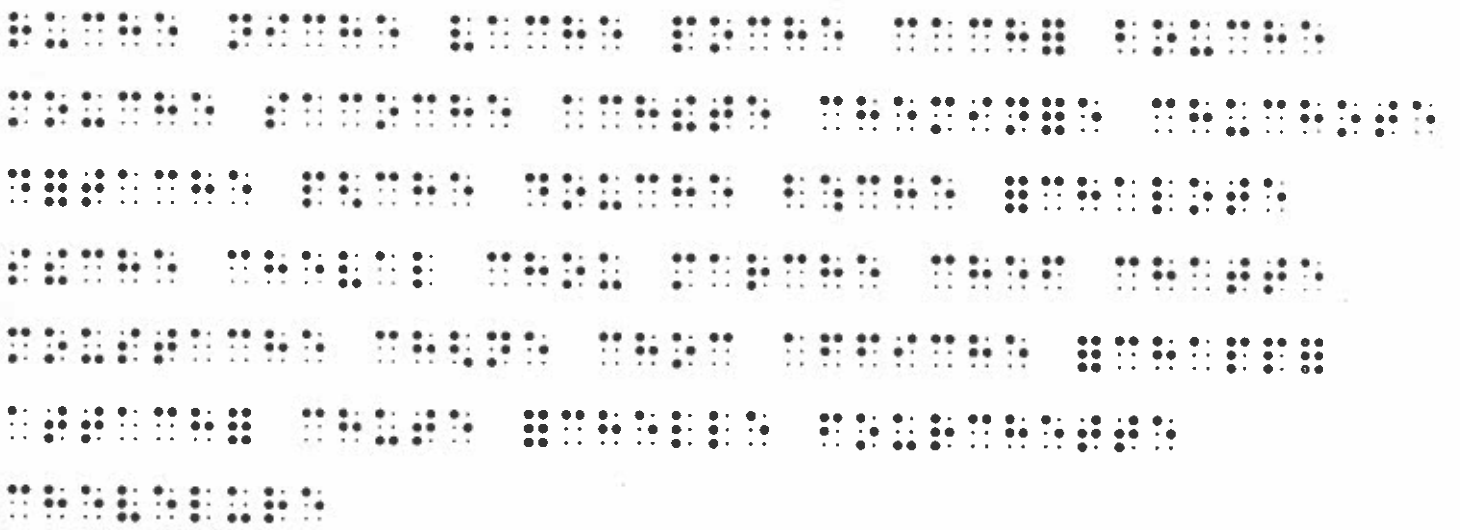
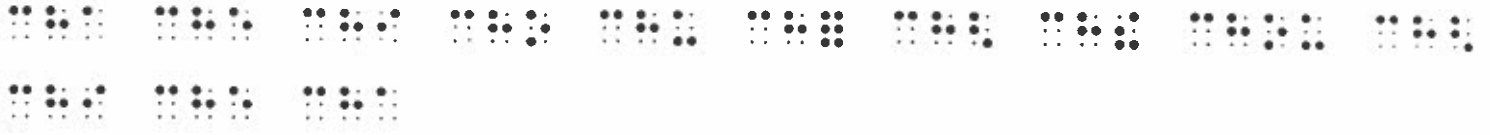
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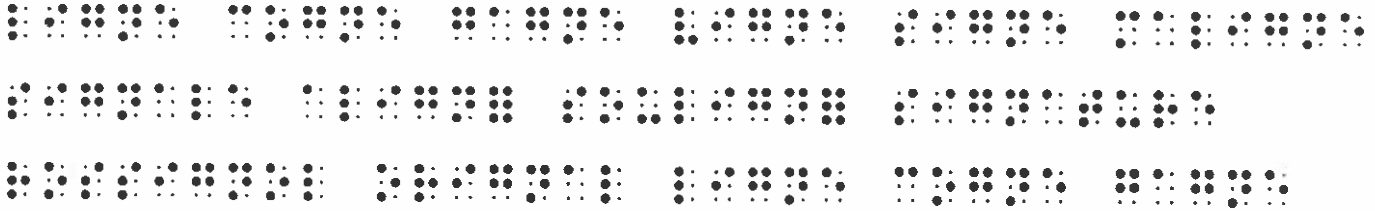
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1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial system and for providing a clear audit trail. The records should be kept up-to-date and should be accessible to all authorized personnel.

2. The second part of the document outlines the procedures for handling incoming payments. It is important to ensure that all payments are received and recorded promptly. The procedures should include a clear process for verifying the amount and source of the payment, and for issuing receipts to the payer.

3. The third part of the document describes the process for making outgoing payments. It is important to ensure that all payments are made accurately and on time. The procedures should include a clear process for verifying the amount and recipient of the payment, and for obtaining approval from the appropriate authority.

4. The fourth part of the document discusses the importance of maintaining accurate records of all assets and liabilities. This is essential for ensuring the accuracy of the financial statements and for providing a clear picture of the organization's financial position. The records should be kept up-to-date and should be accessible to all authorized personnel.

5. The fifth part of the document outlines the procedures for handling incoming and outgoing payments. It is important to ensure that all payments are received and recorded promptly, and that all payments are made accurately and on time. The procedures should include a clear process for verifying the amount and source/recipient of the payment, and for issuing receipts to the payer.