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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 statements and for providing a clear audit trail. The records should be kept up-to-date and should be easily accessible to all relevant parties.

2. The second part of the document outlines the procedures for handling cash receipts and payments. It is important to ensure that all cash transactions are properly documented and that the cash is held in a secure and controlled environment. Regular reconciliations should be performed to ensure that the cash balance in the books matches the actual cash on hand.

3. The third part of the document describes the process for recording and reconciling bank accounts. It is crucial to ensure that all bank transactions are accurately recorded and that the bank statements are reconciled with the company's records. Any discrepancies should be investigated and resolved promptly.

4. The fourth part of the document discusses the requirements for maintaining accurate records of fixed assets. This includes recording the acquisition, depreciation, and disposal of all fixed assets. Regular physical counts should be conducted to ensure that the recorded values of fixed assets are accurate.

5. The fifth part of the document outlines the procedures for handling payroll and other employee-related transactions. It is important to ensure that all payroll transactions are accurately recorded and that the company's records are reconciled with the actual payroll data. Regular audits should be conducted to ensure the accuracy of the payroll records.







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1. 凡在本行开立存款账户的存款人，均可向本行申请开立支票存款账户。
 2. 支票存款账户的开立，须由存款人填写支票存款账户申请书，并交验下列文件：
 (1) 存款人有效身份证件；
 (2) 存款人所在单位出具的证明；
 (3) 存款人预留印鉴。

3. 支票存款账户的开立，须经本行审核合格，并由本行签发支票存款账户开户通知书，通知存款人。
 4. 支票存款账户的开立，自本行签发支票存款账户开户通知书之日起，即行生效。

5. 支票存款账户的开立，须由存款人预留印鉴，并由本行签发支票存款账户开户通知书，通知存款人。
 6. 支票存款账户的开立，自本行签发支票存款账户开户通知书之日起，即行生效。

7. 支票存款账户的开立，须由存款人预留印鉴，并由本行签发支票存款账户开户通知书，通知存款人。
 8. 支票存款账户的开立，自本行签发支票存款账户开户通知书之日起，即行生效。

9. 支票存款账户的开立，须由存款人预留印鉴，并由本行签发支票存款账户开户通知书，通知存款人。
 10. 支票存款账户的开立，自本行签发支票存款账户开户通知书之日起，即行生效。

11. 支票存款账户的开立，须由存款人预留印鉴，并由本行签发支票存款账户开户通知书，通知存款人。
 12. 支票存款账户的开立，自本行签发支票存款账户开户通知书之日起，即行生效。







































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