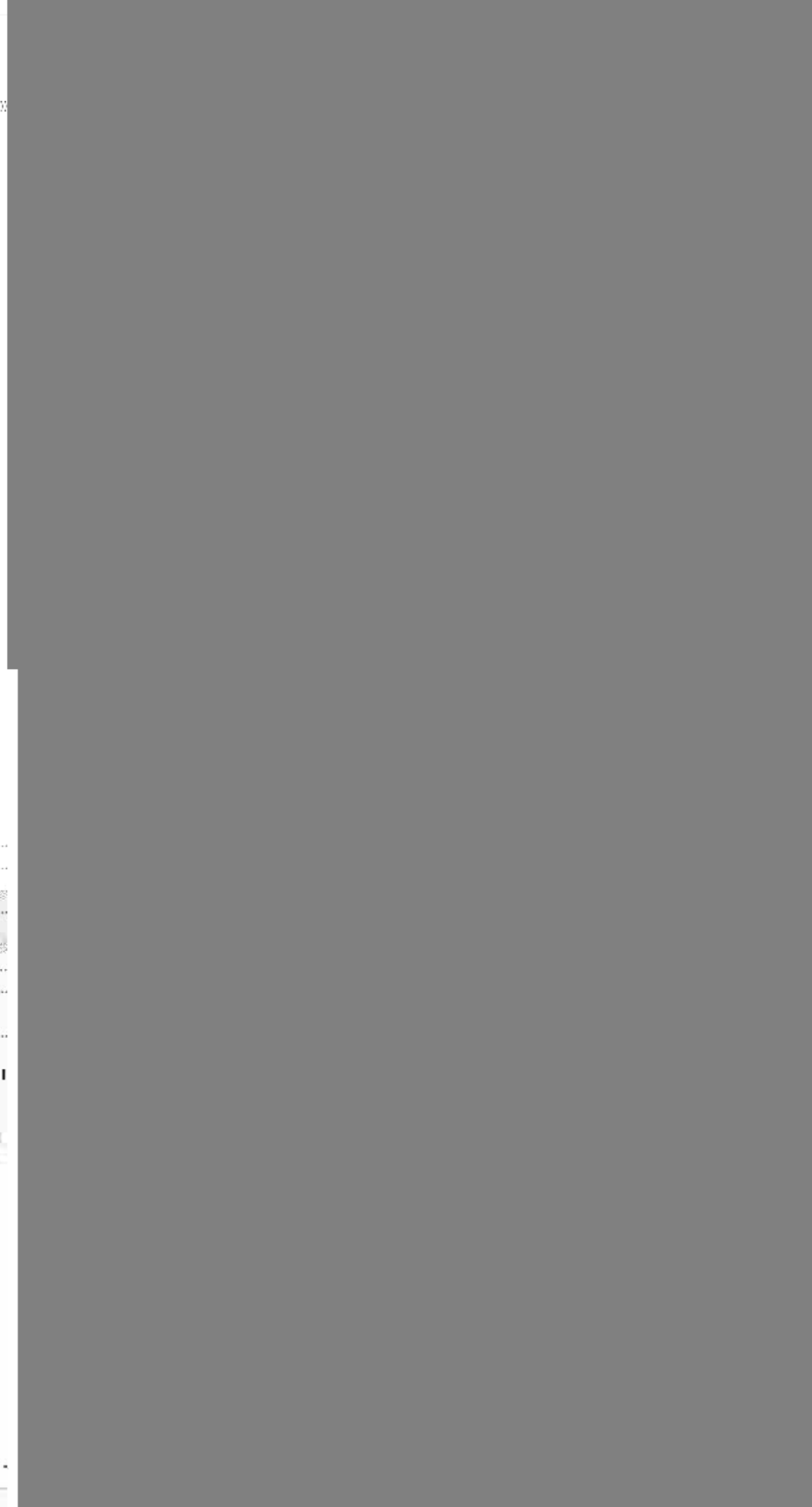


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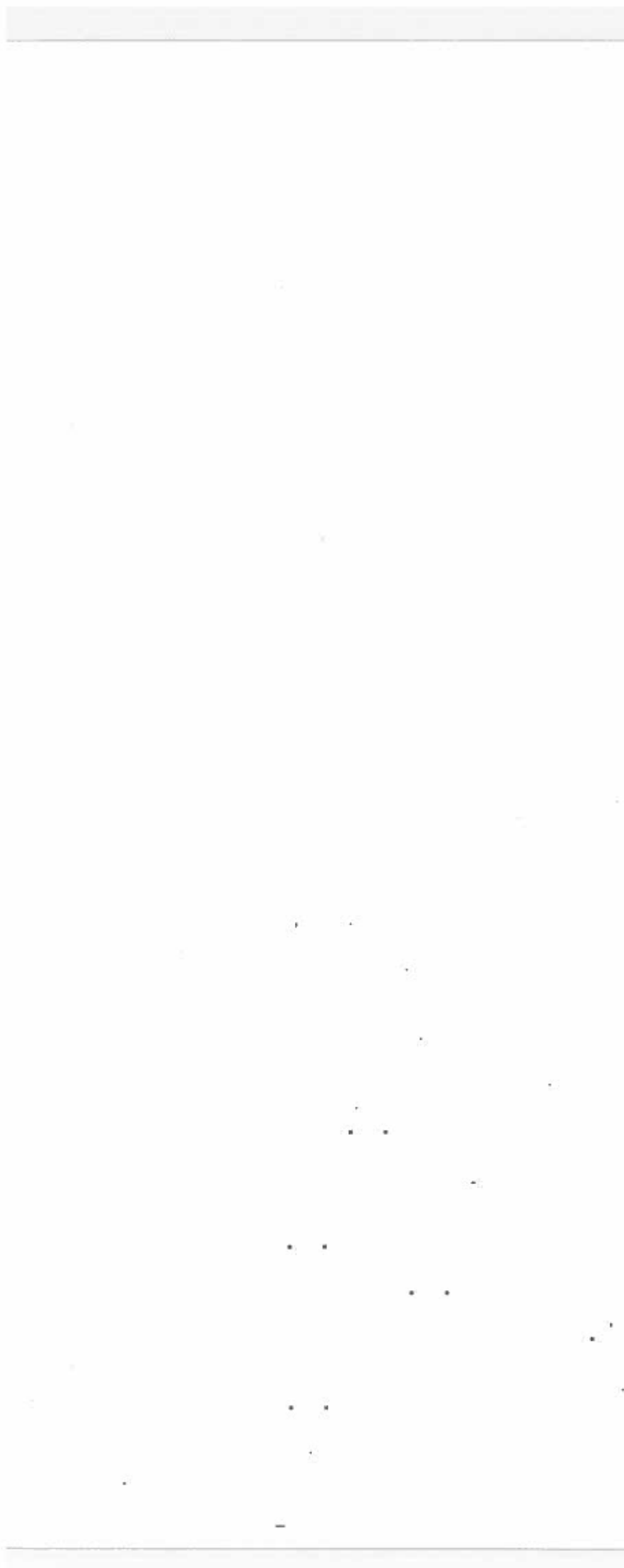


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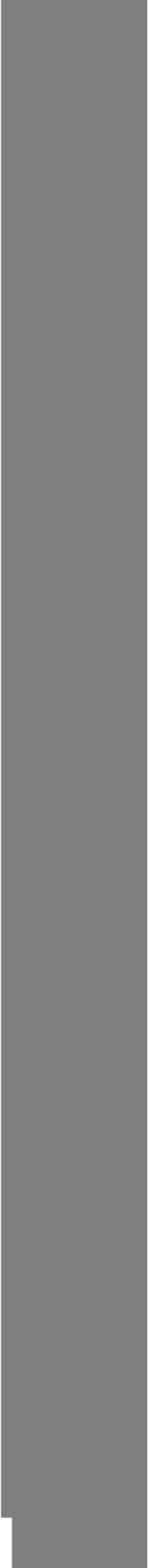
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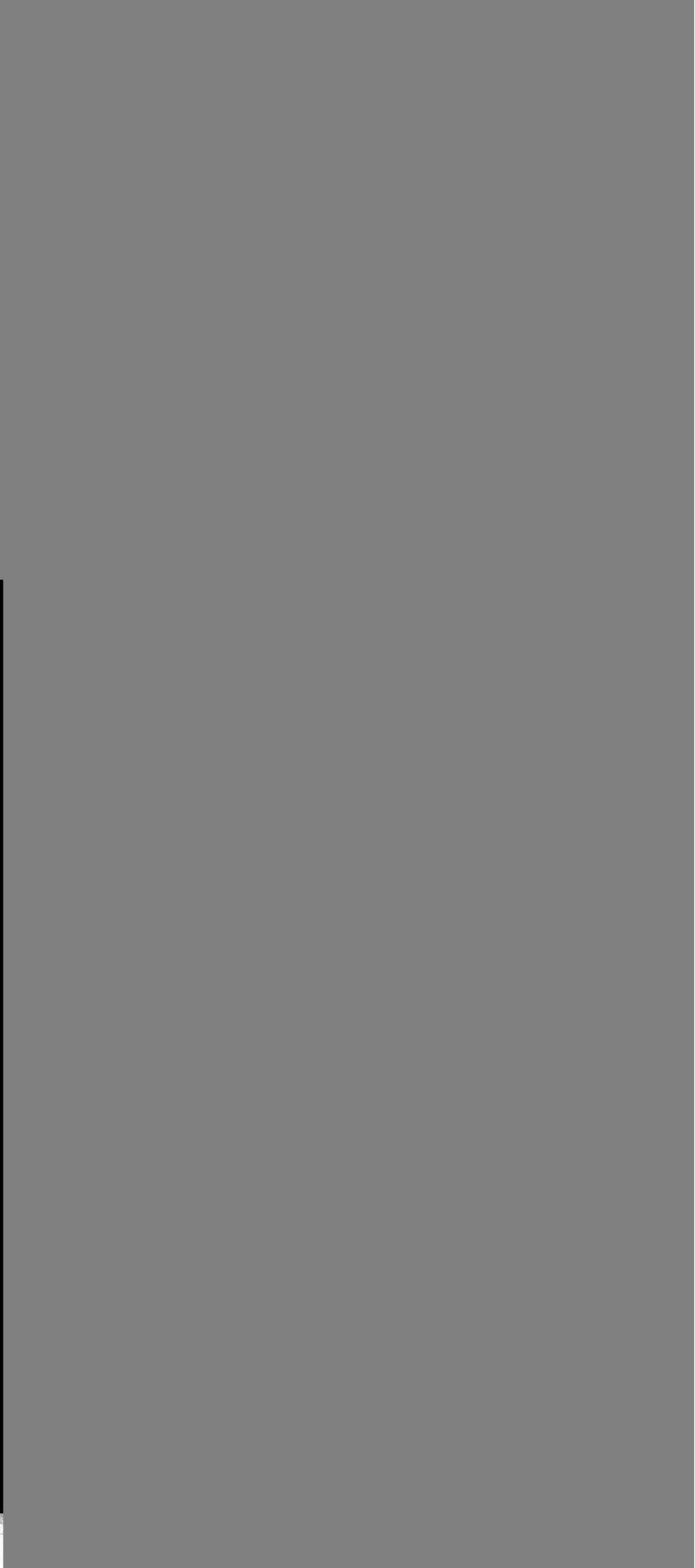






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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every sale, purchase, and payment must be properly documented to ensure the integrity of the financial statements. This includes recording the date, amount, and purpose of each transaction.

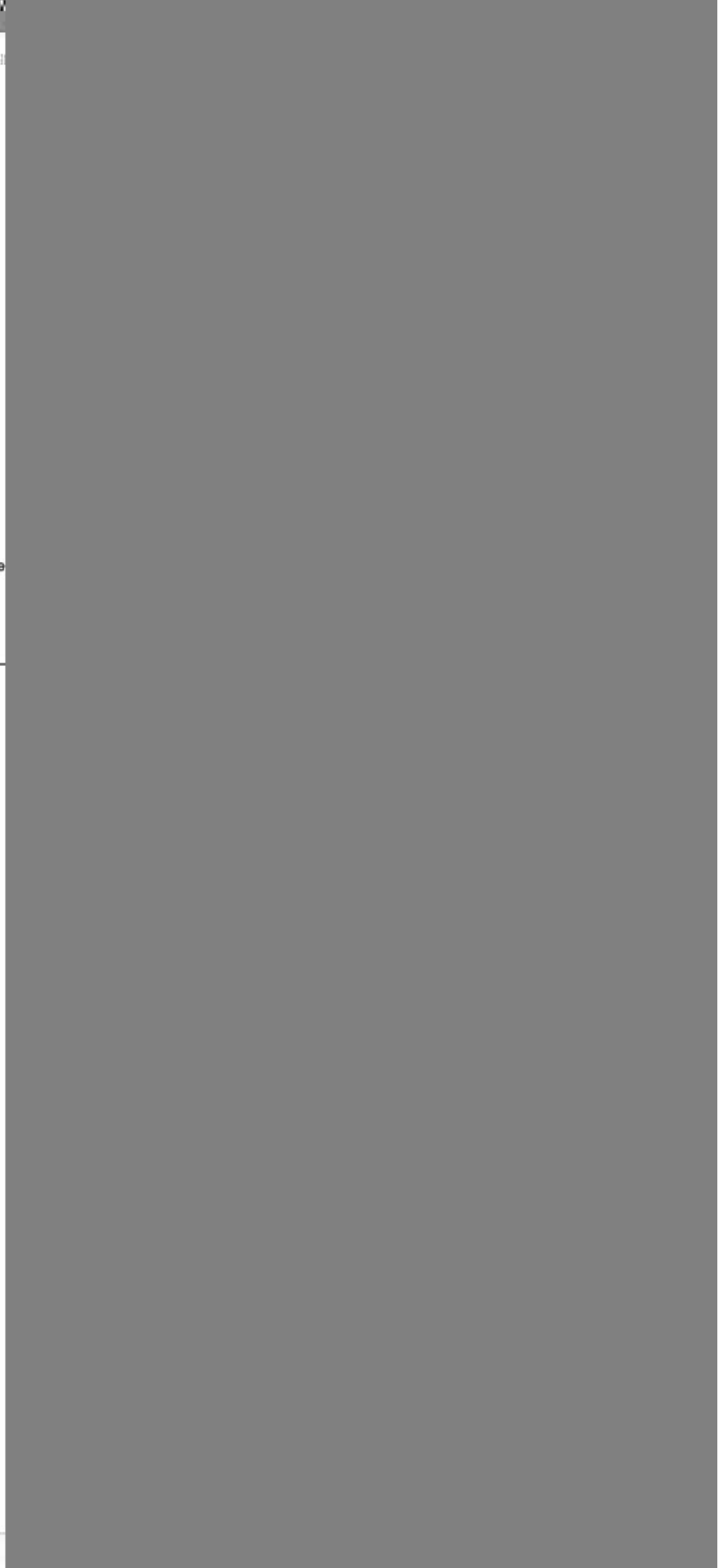
Additionally, it highlights the need for regular reconciliation of bank accounts and credit cards. This process helps identify any discrepancies between the company's records and the actual bank statements, allowing for timely corrections and preventing errors from accumulating.

The document also covers the importance of separating personal and business finances. Using a dedicated business bank account and credit card is essential for clear tracking of business-related expenses and income. This separation simplifies the accounting process and provides a clear picture of the company's financial health.

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Furthermore, it stresses the importance of staying organized with receipts and invoices. Keeping these documents in a systematic manner, such as using a digital filing system or a physical binder, makes it easier to access them when needed for tax purposes or audits.

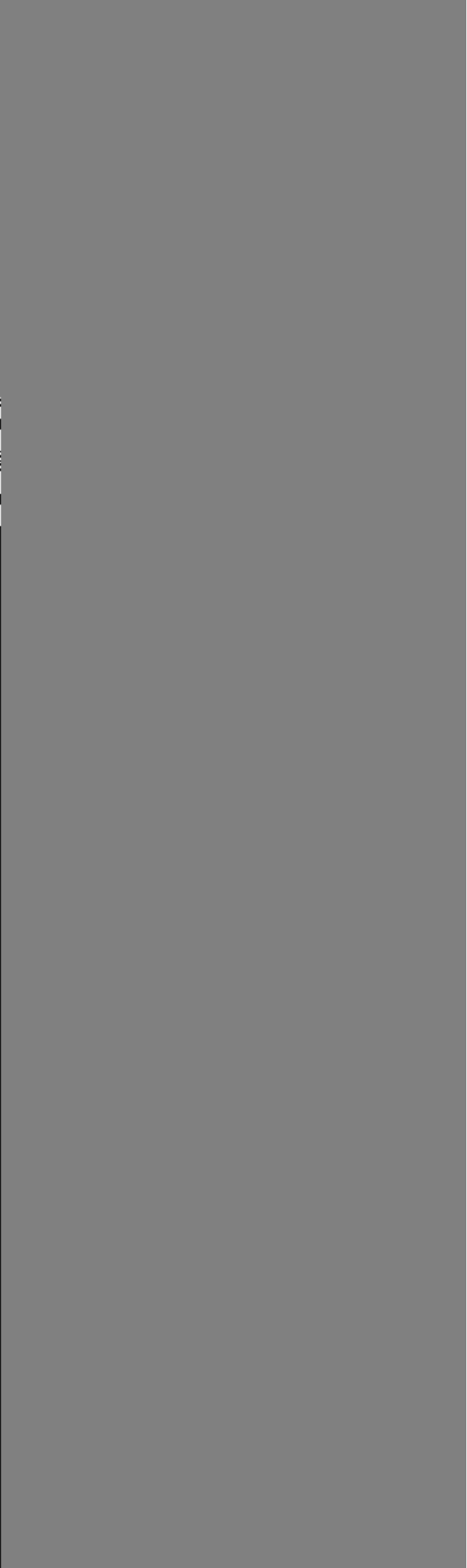
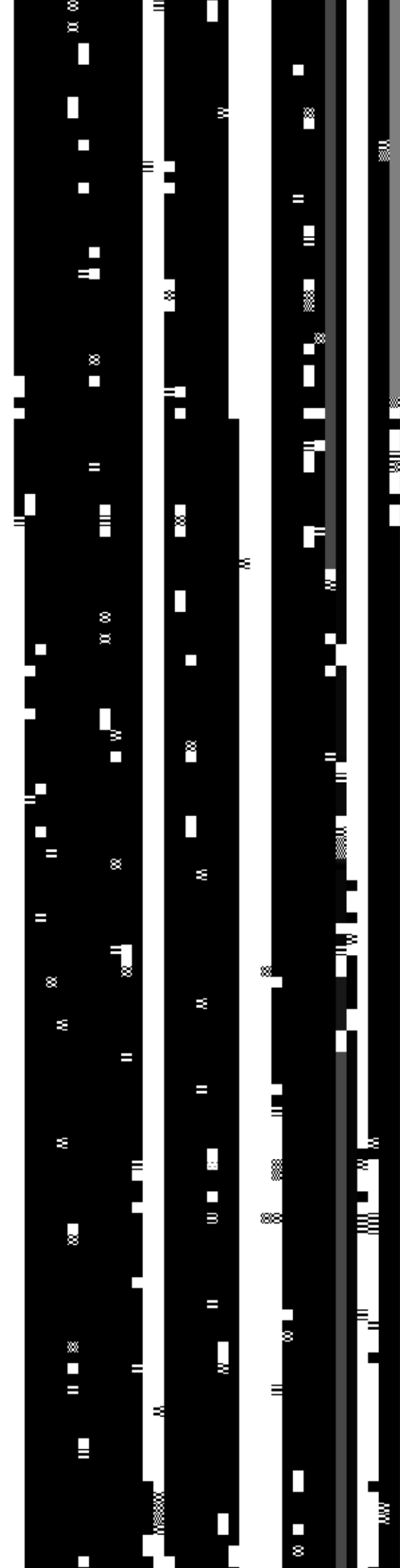
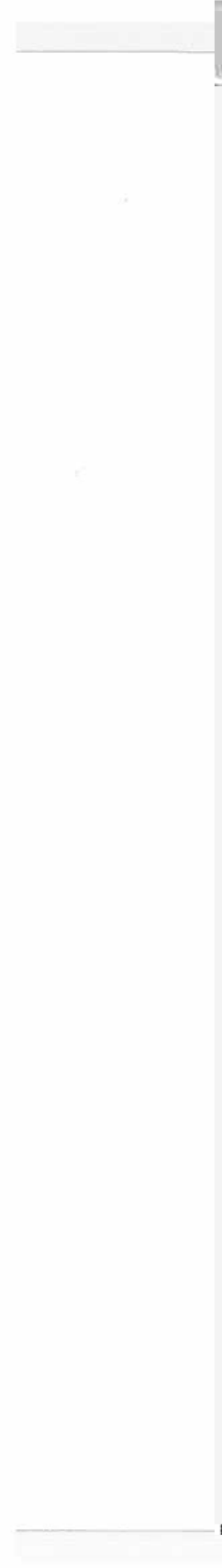
The document concludes by reminding business owners to consult with a professional accountant or tax advisor. These experts can provide personalized advice based on the specific needs and circumstances of the business, ensuring that all financial obligations are met and that the business is maximizing its financial performance.

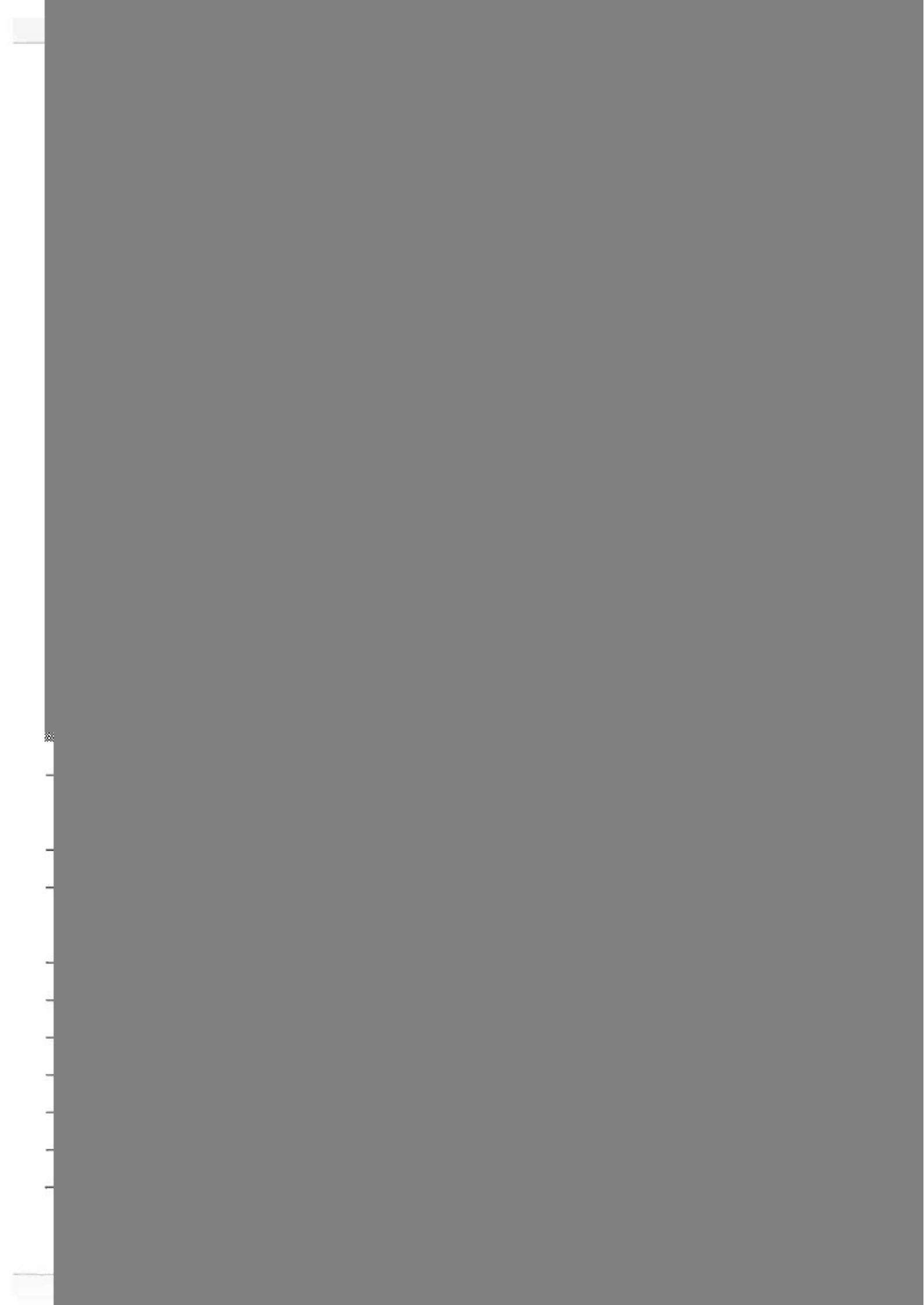


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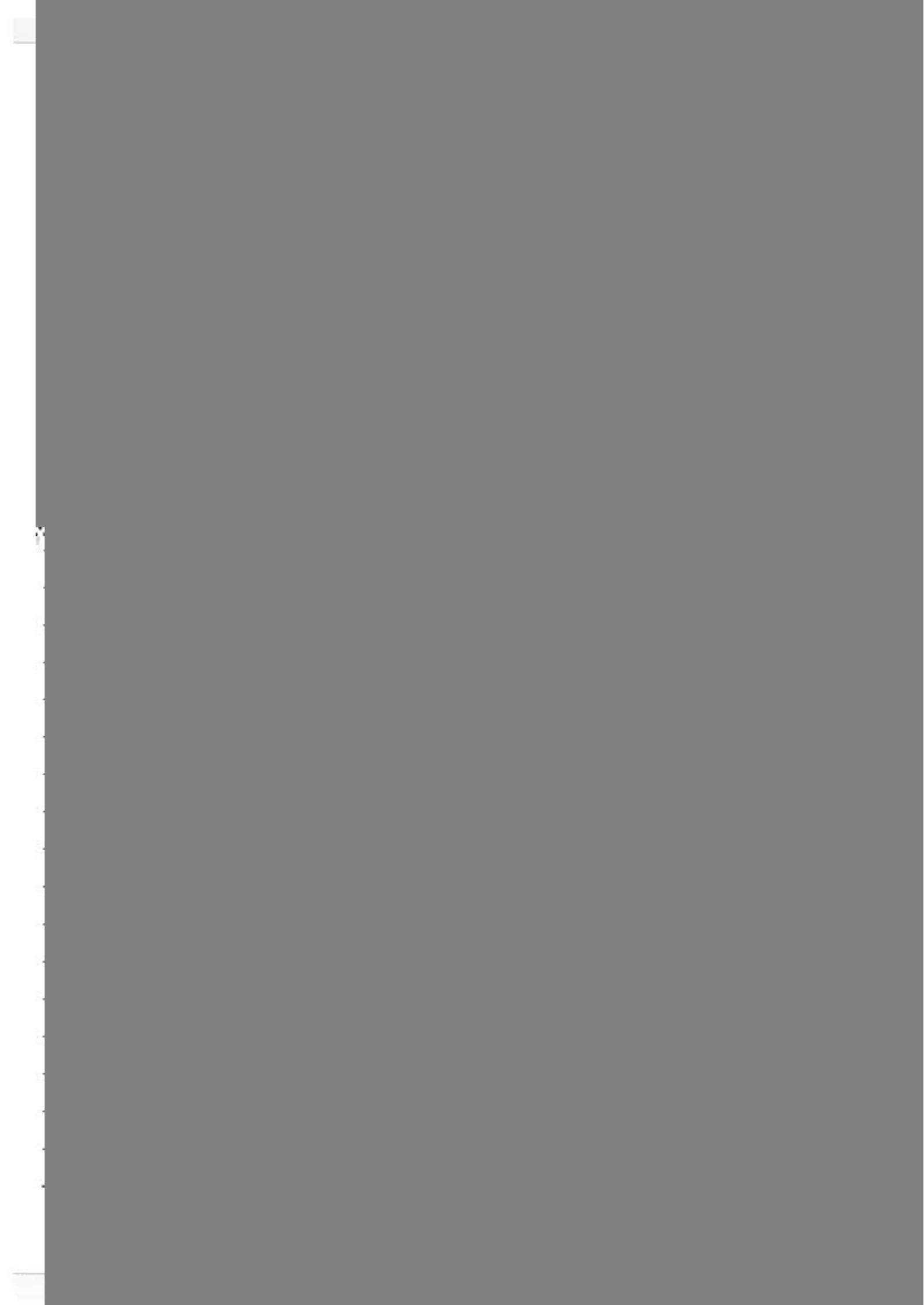
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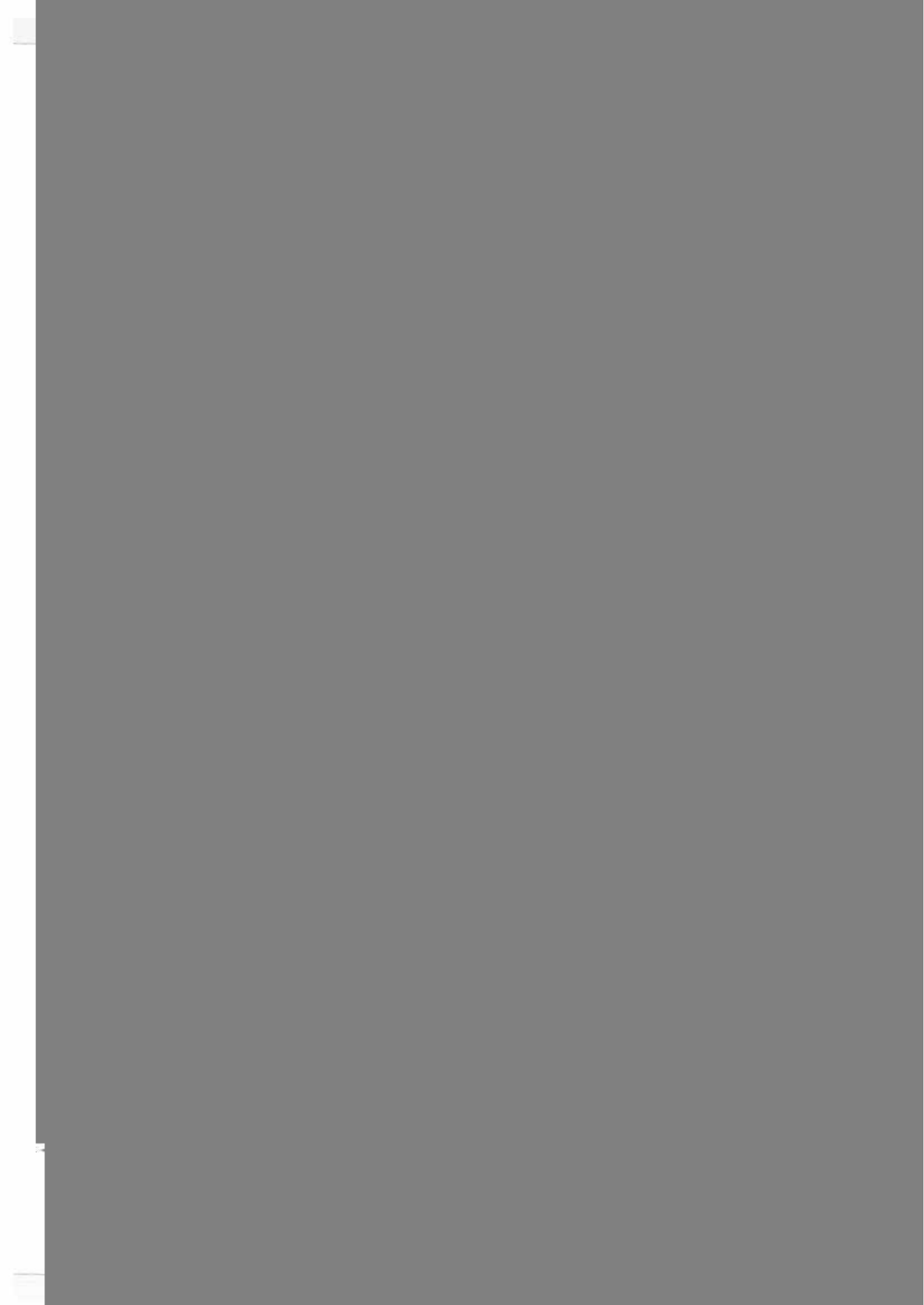
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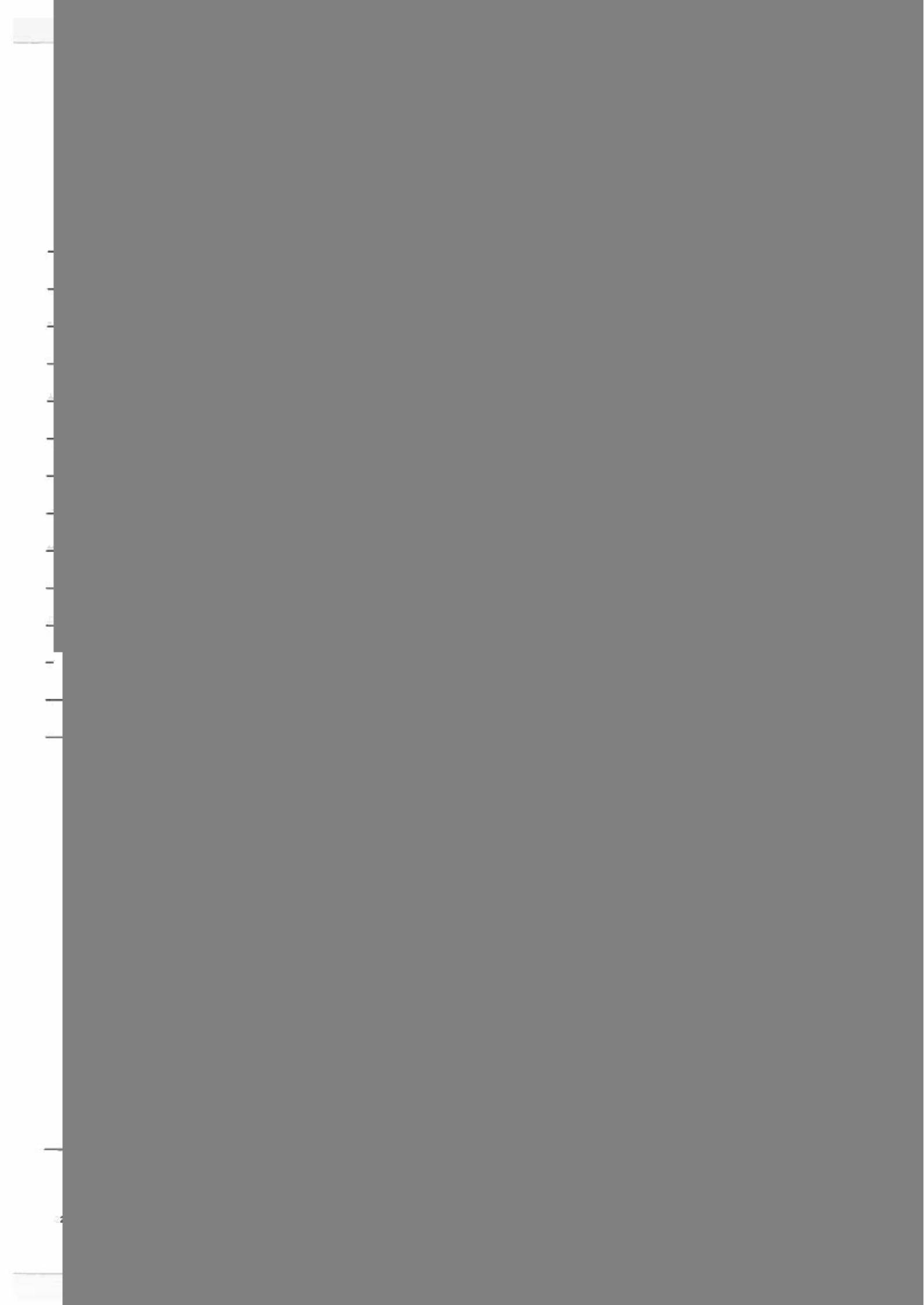
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