

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial system and for providing a clear audit trail. The text also mentions that this practice helps in identifying any discrepancies or errors early on, which can then be corrected before they become more significant.

CONFIDENTIAL

2. The second part of the document outlines the specific procedures for recording transactions. It details the steps that must be followed, from the initial entry of the transaction into the system to the final review and approval. The text also mentions that these procedures are designed to be flexible enough to accommodate any changes that may arise in the future.

3. The third part of the document discusses the role of the accounting department in maintaining these records. It highlights the importance of the department's oversight and the need for regular communication and collaboration between the accounting department and other departments involved in the financial process.

4. The fourth part of the document provides a detailed overview of the accounting system used by the organization. It describes the various components of the system, including the software, the hardware, and the data. The text also mentions that the system is designed to be secure and reliable, with multiple layers of protection in place to prevent any unauthorized access or data loss.

5. The fifth part of the document discusses the importance of regular audits and reviews. It explains that these are essential for ensuring that the records are accurate and that the system is functioning properly. The text also mentions that these audits and reviews are conducted by independent third parties to ensure objectivity and fairness.

LEA
HILL, JOHN H.

Querecho Plains
2 Edith Federal
Sec 23, T-18-S, R-32-E

NM
Page #2

7-22-74

TD 4270'; COMPLETE
LOG TOPS: Yates 2728', Seven Rivers 2940', Queen
3934', Penrose 4214'
COMPLETION REPORTED

7-27-74