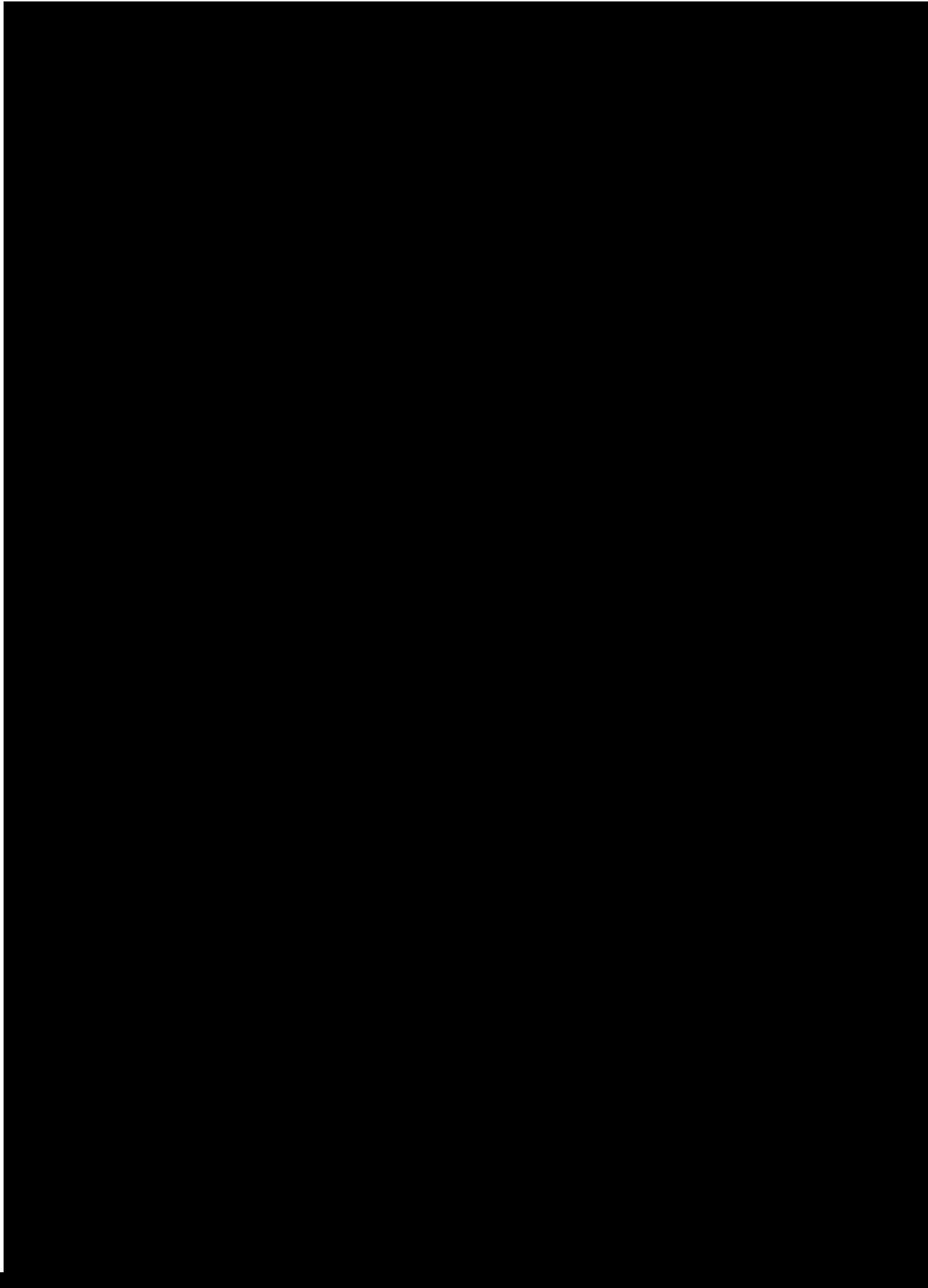
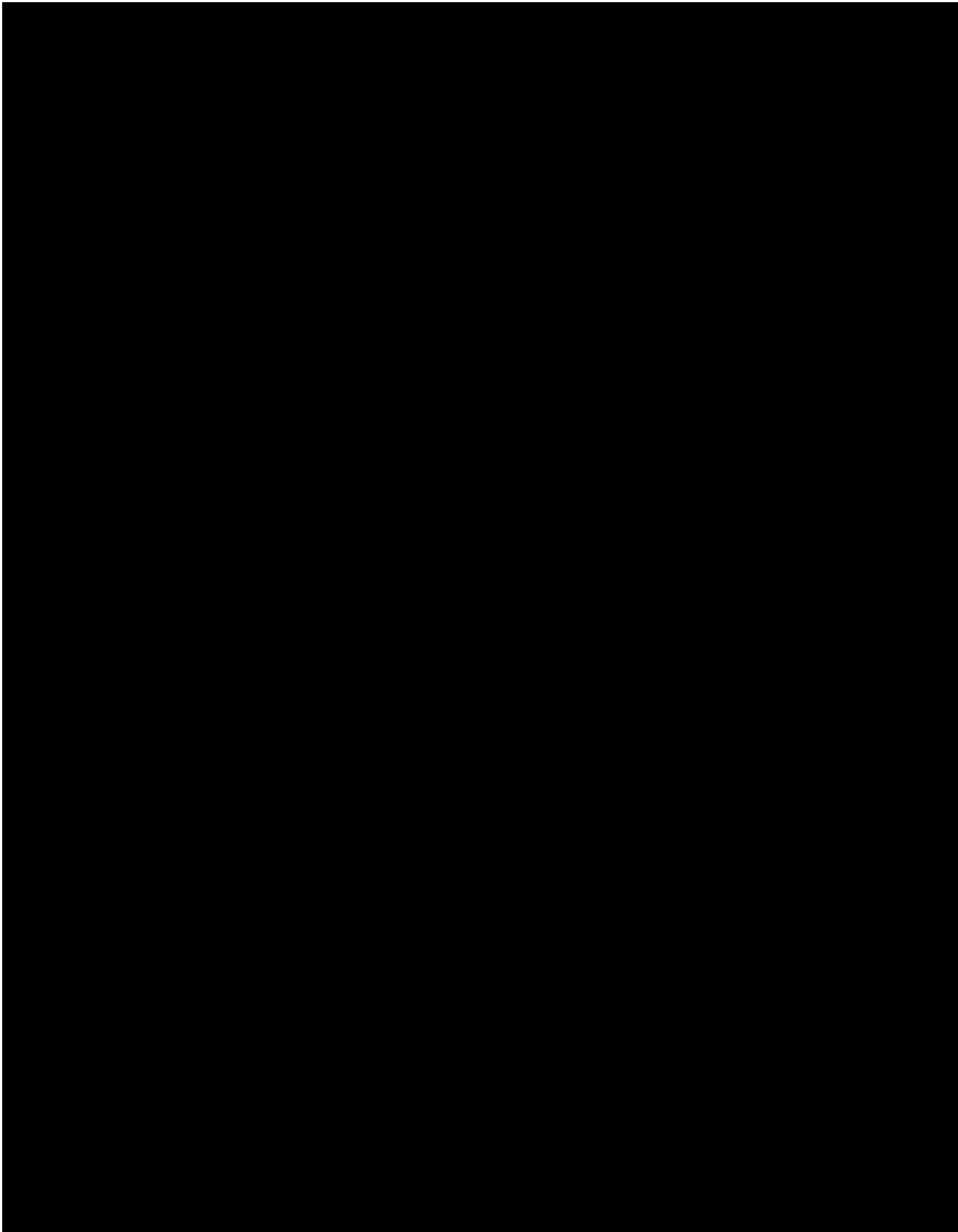
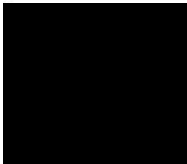
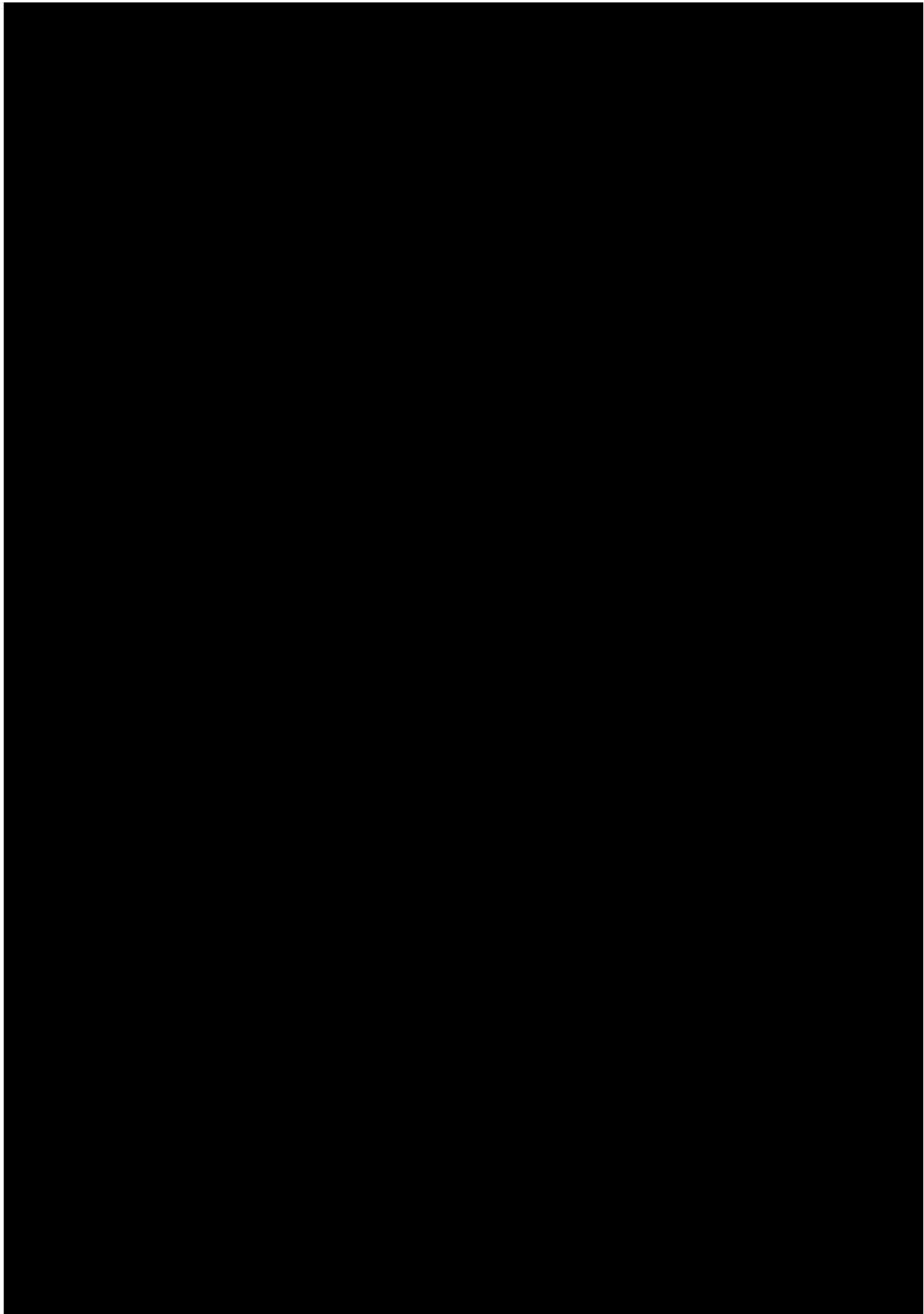
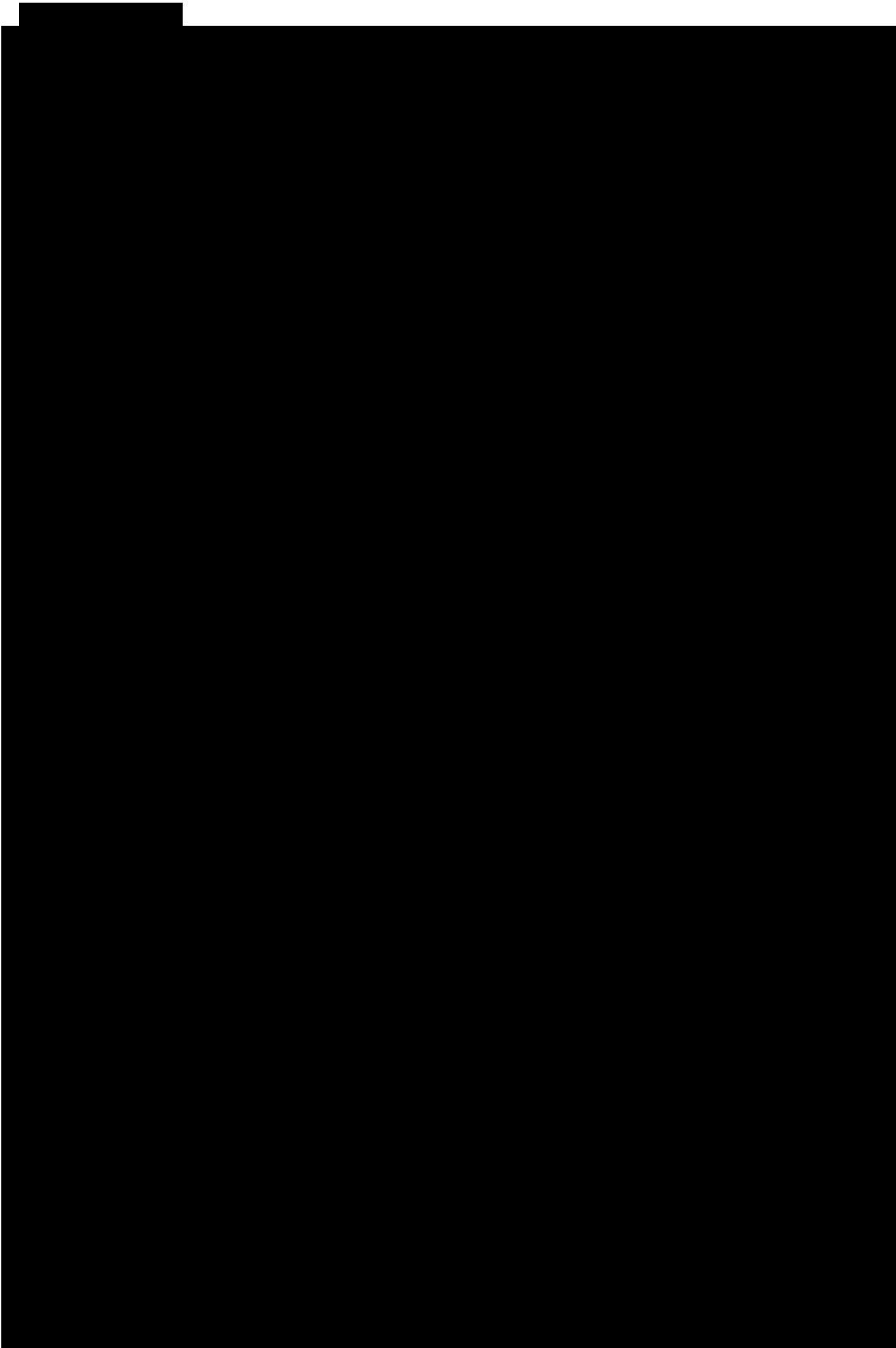


Annex C rev1 The Services

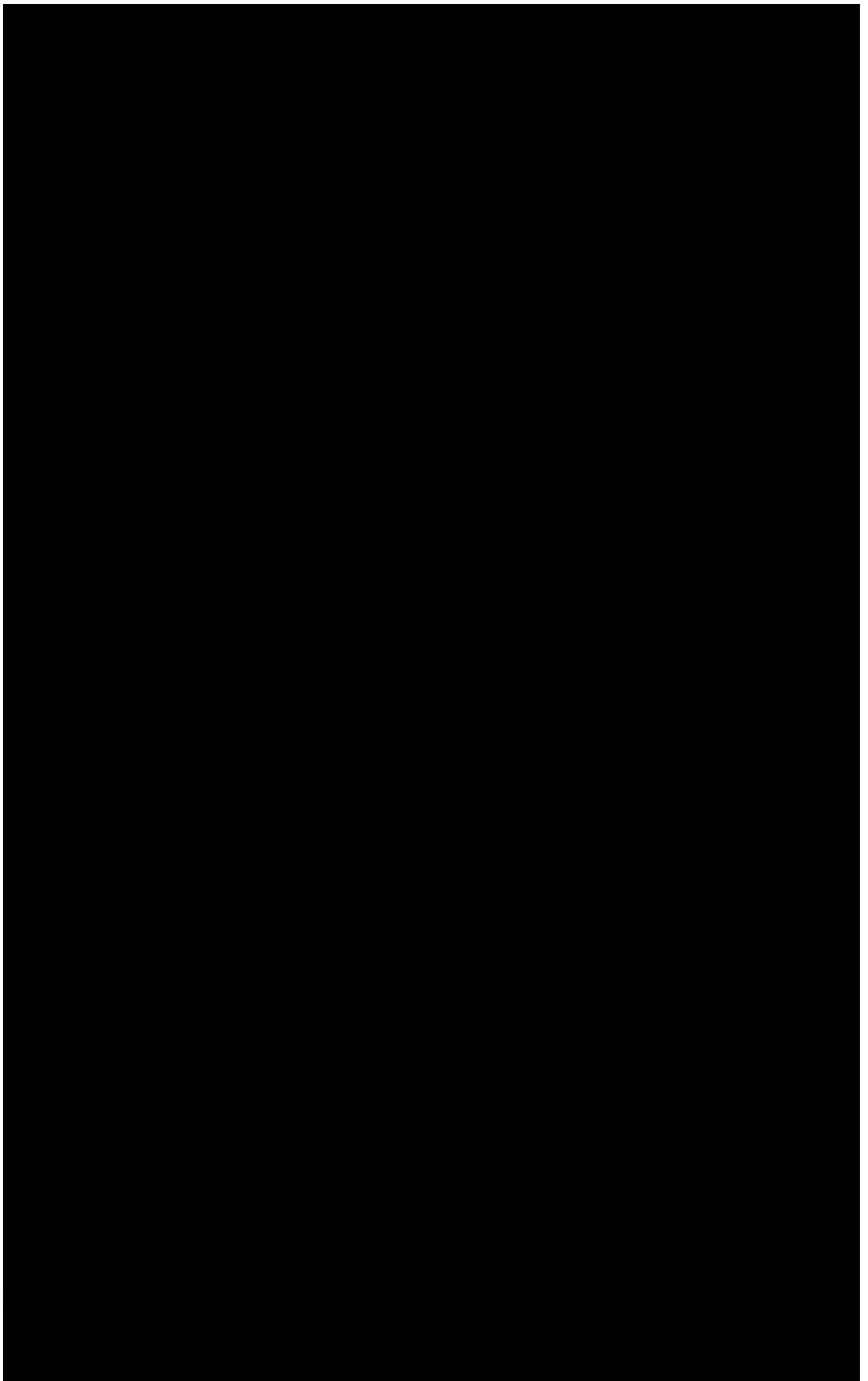




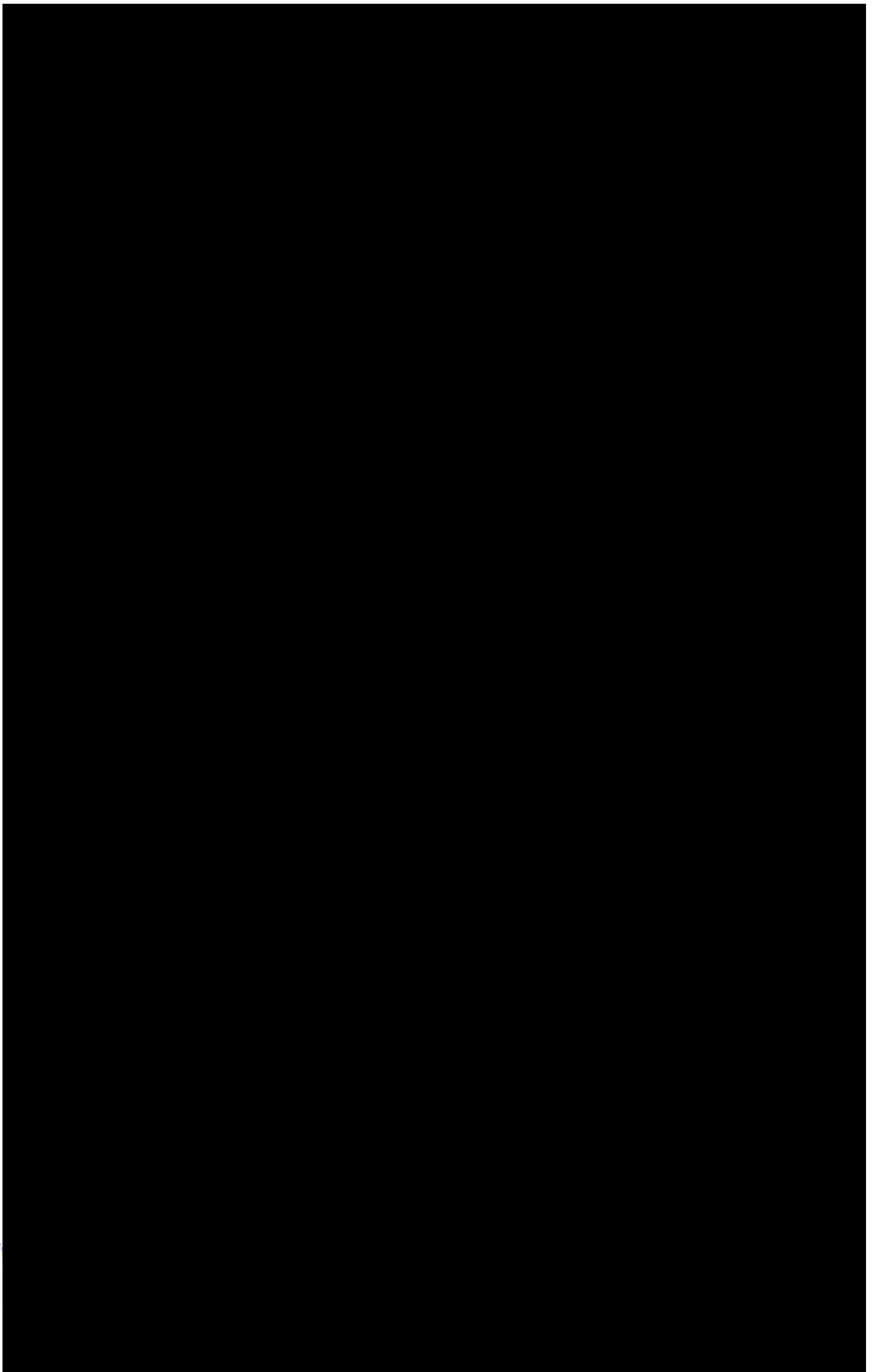




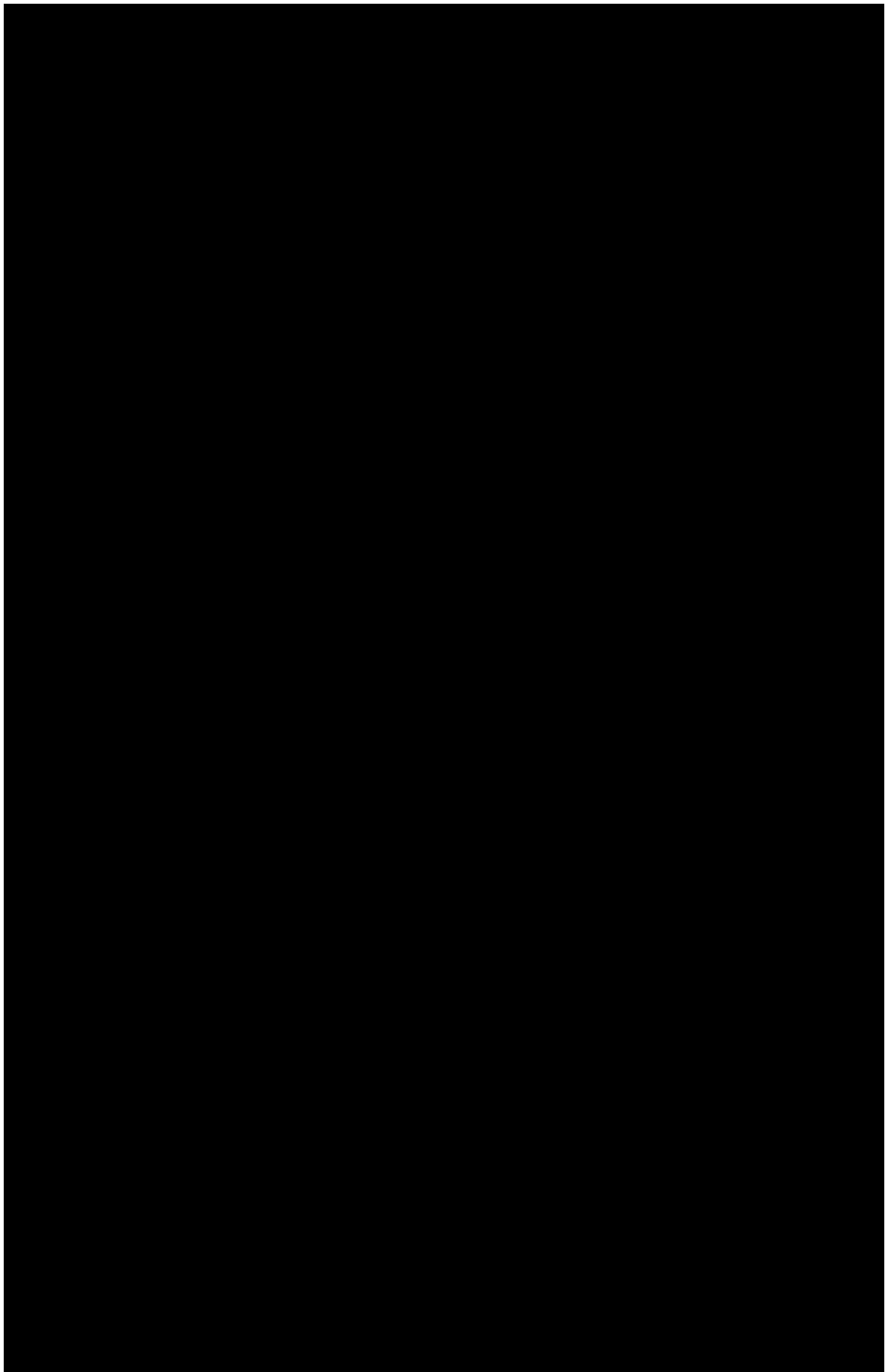


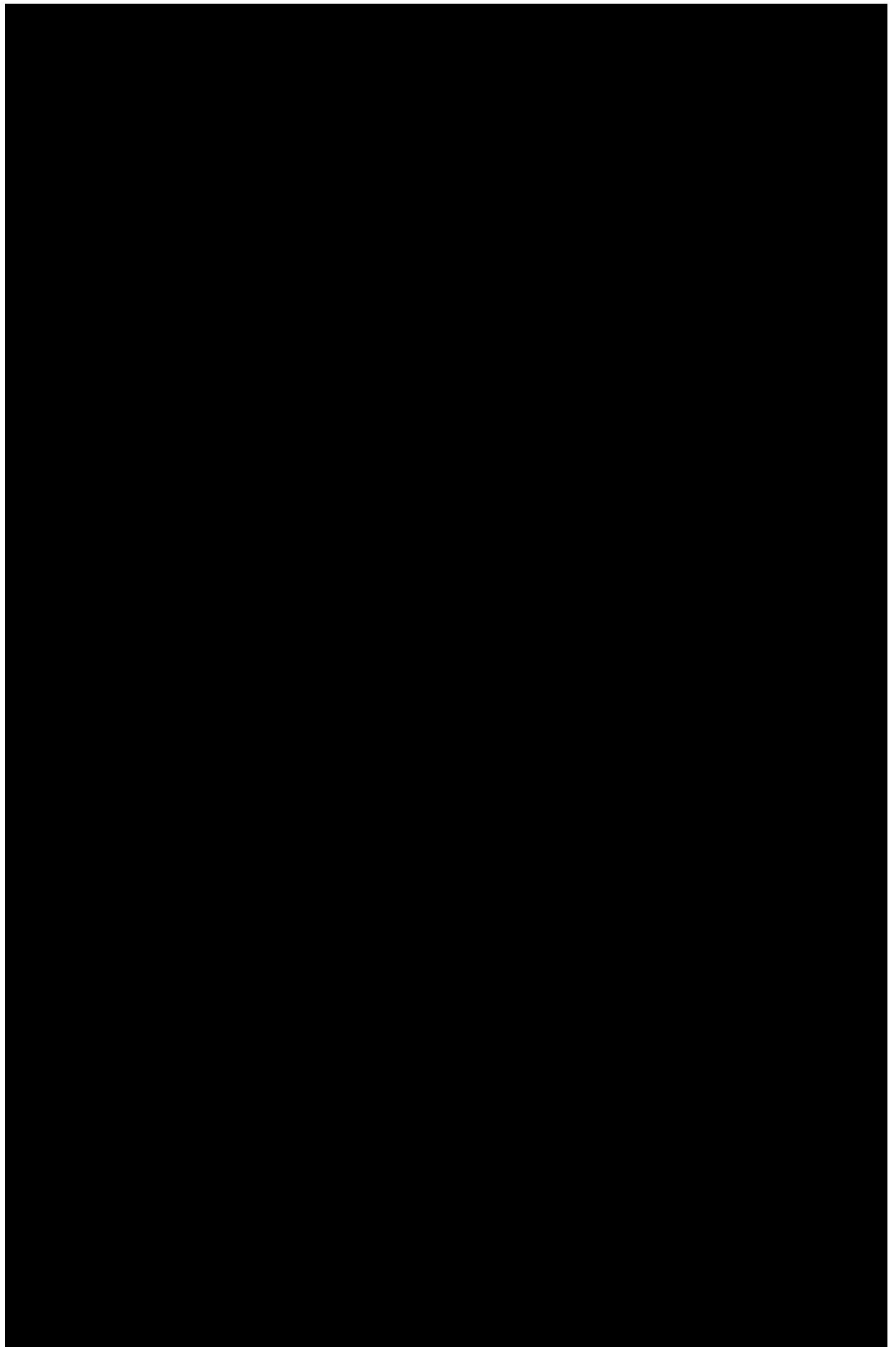


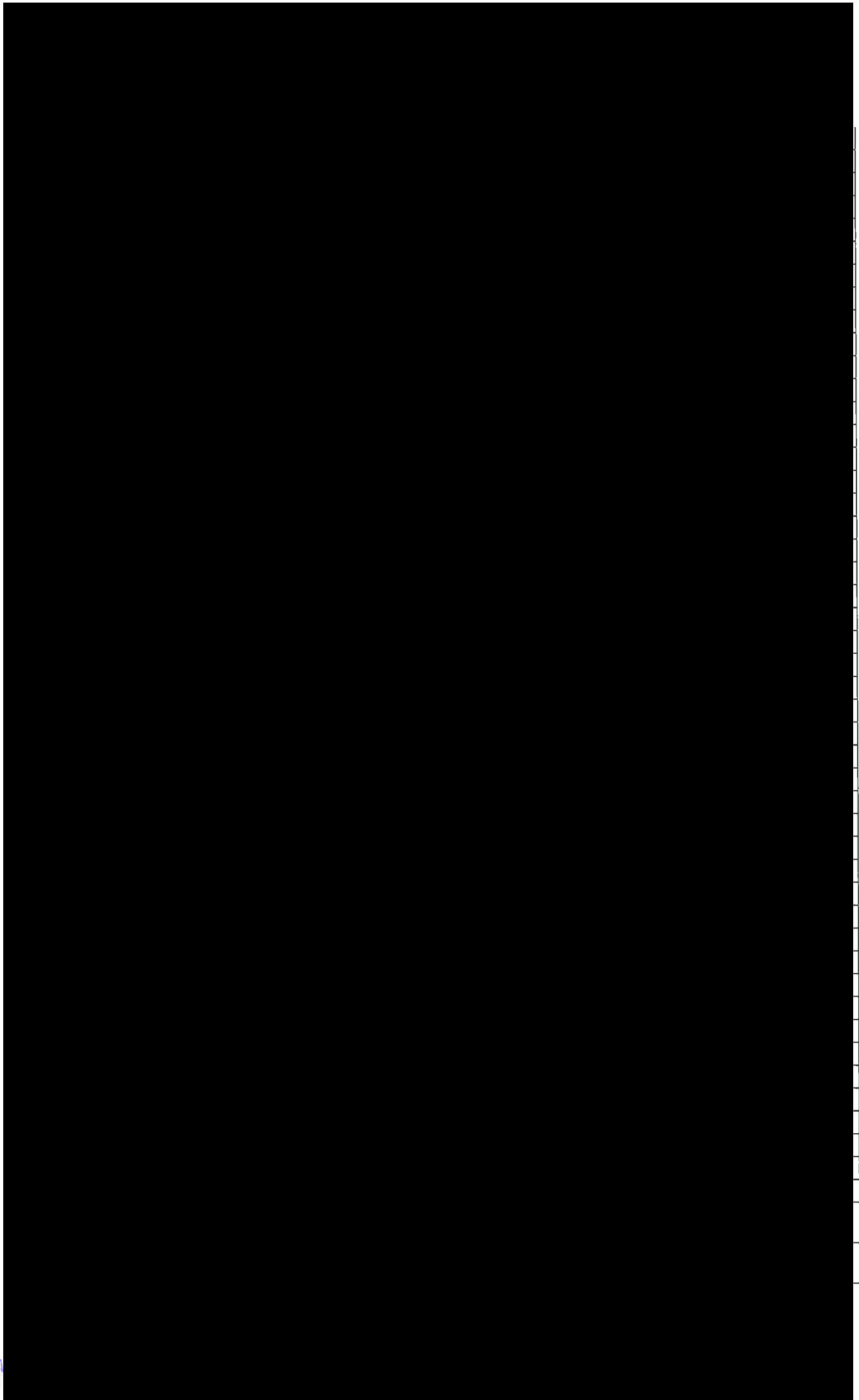






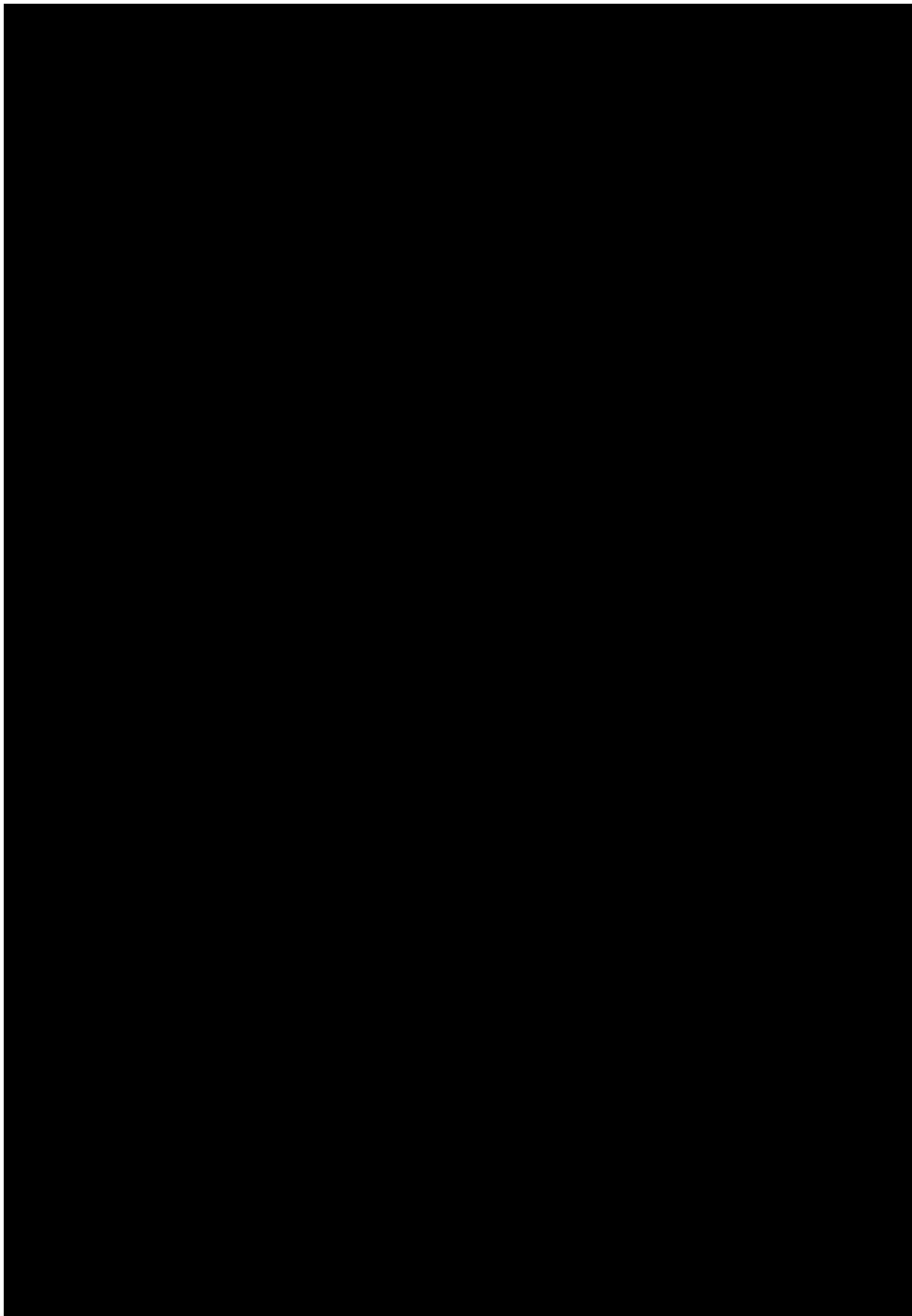




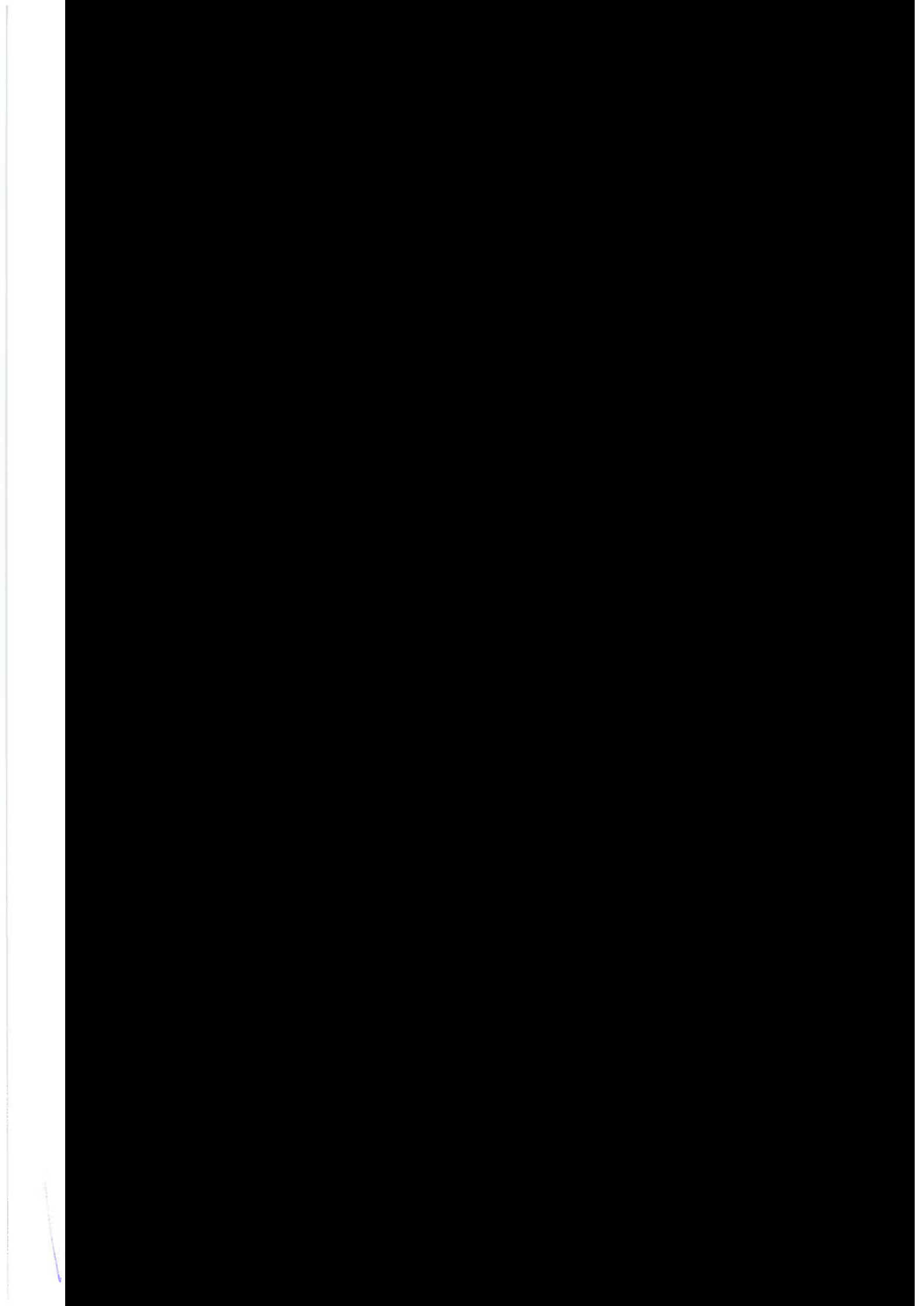


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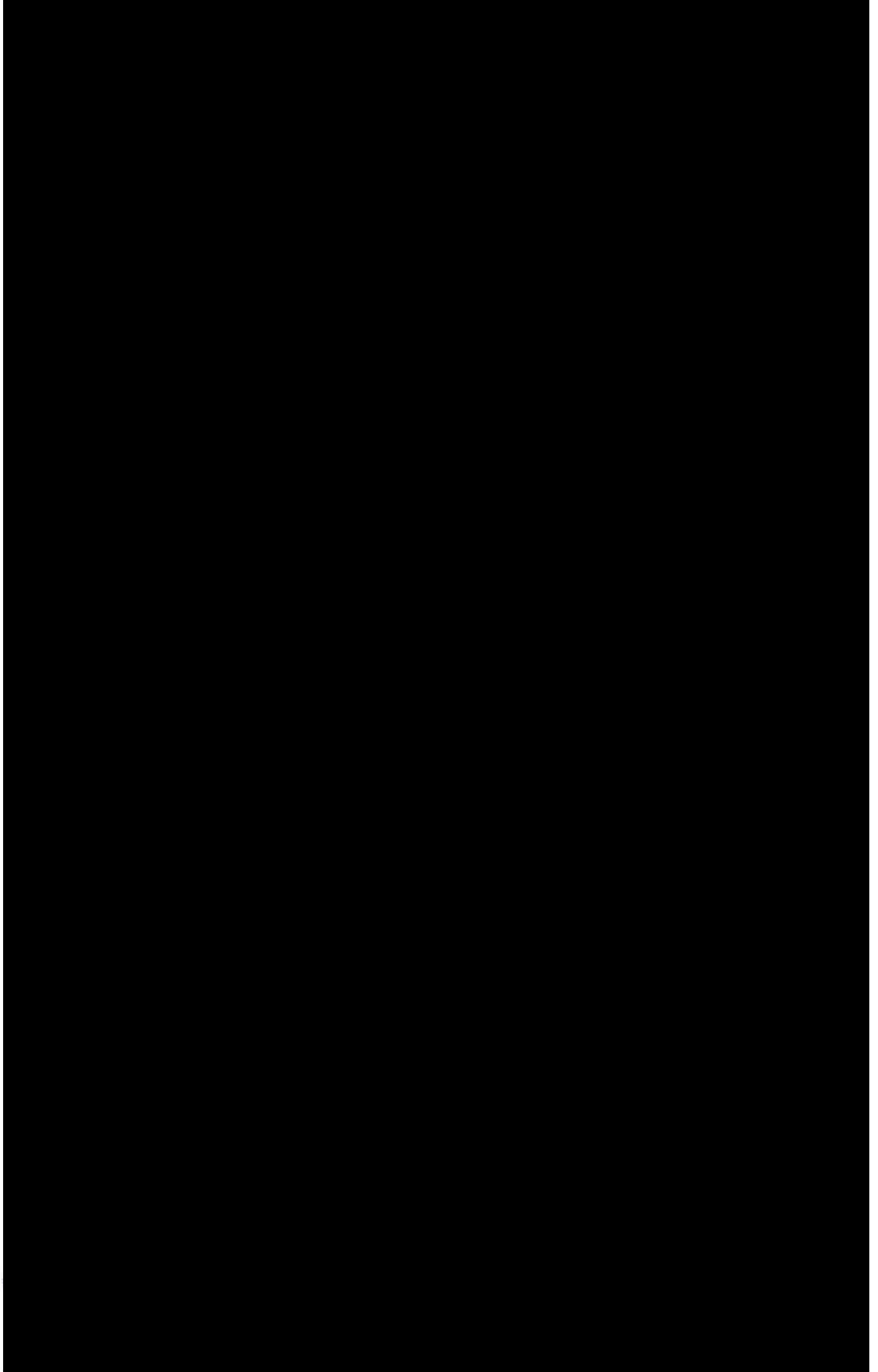


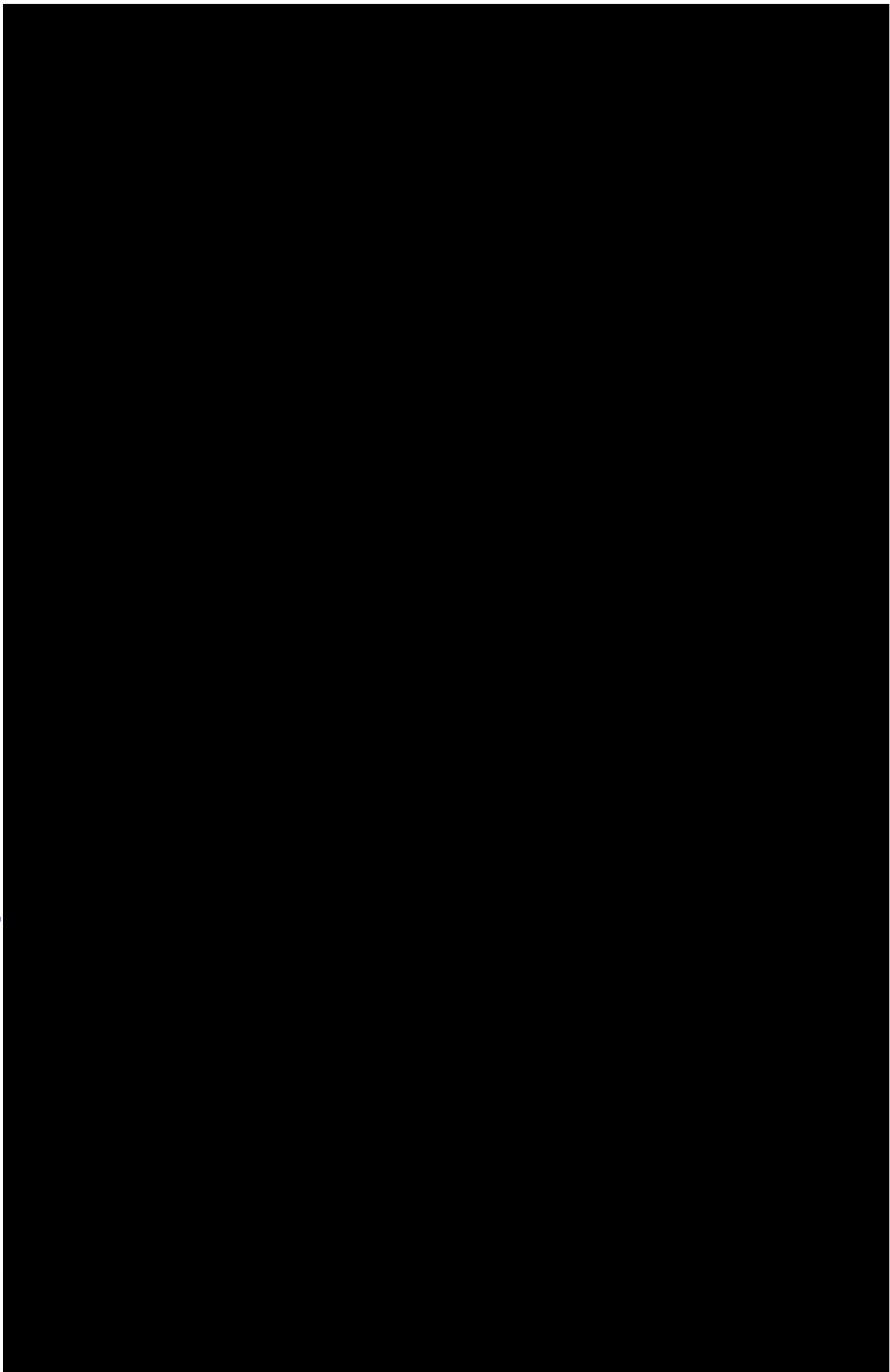


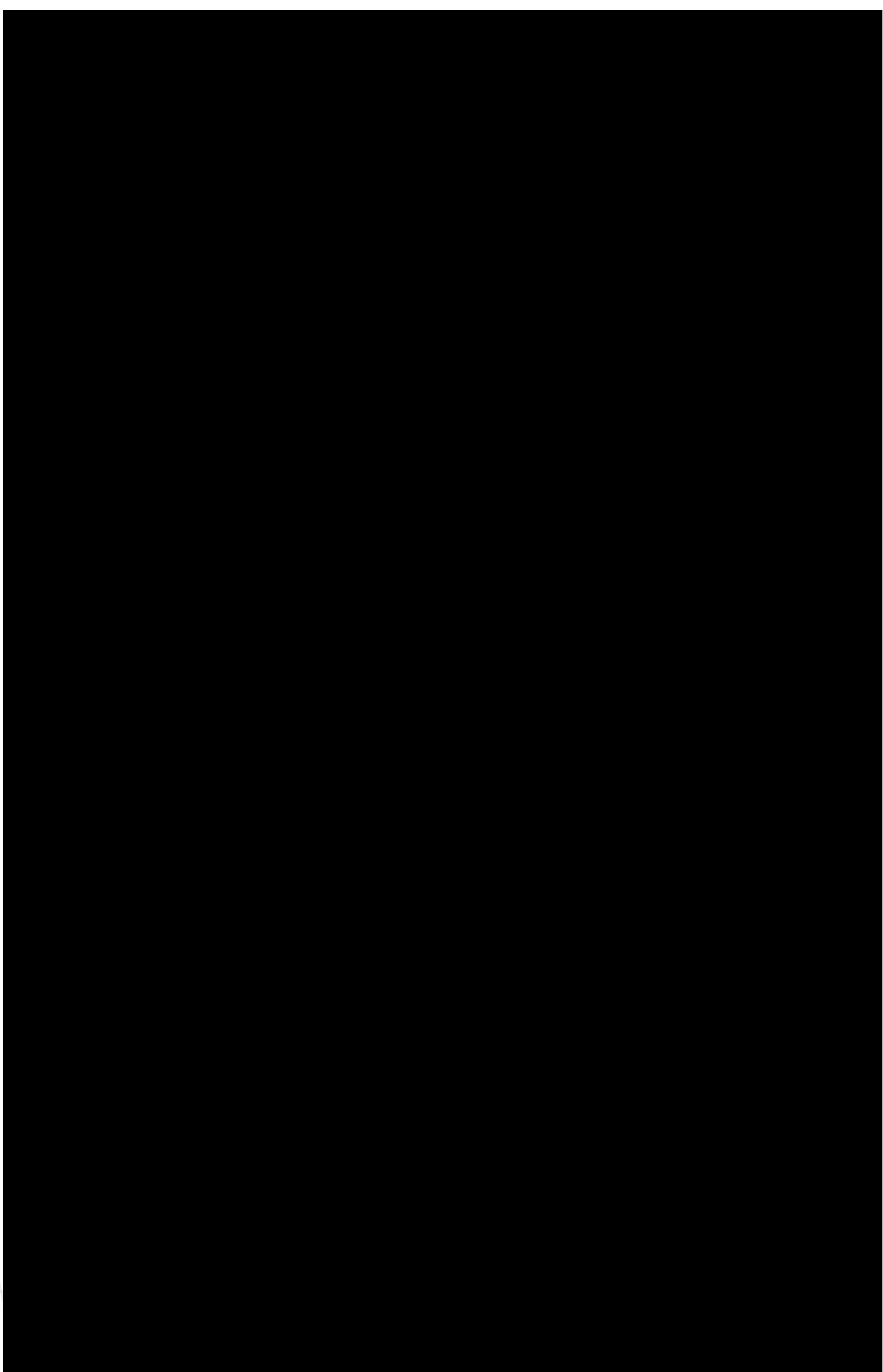
The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every receipt, invoice, and bill should be properly filed and dated. This not only helps in tracking expenses but also provides a clear audit trail for tax purposes. The second part of the document outlines the various methods for recording transactions, including the use of journals, ledgers, and spreadsheets. It provides detailed instructions on how to format these records and how to ensure their accuracy. The third part of the document discusses the importance of regular reconciliation of accounts. It explains how to compare the records with bank statements and other external sources to identify any discrepancies. The final part of the document provides a summary of the key points and offers some practical tips for managing financial records effectively.

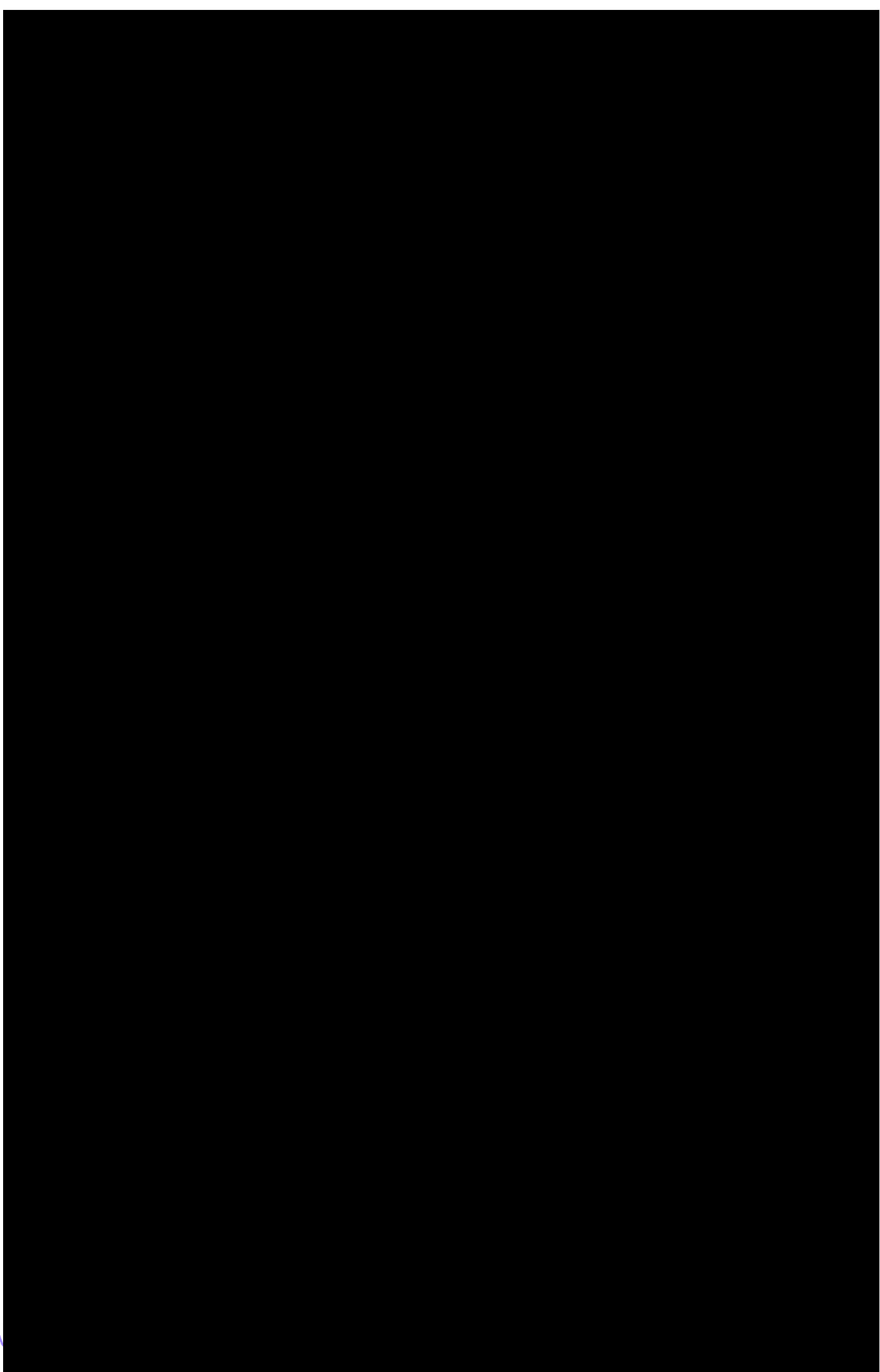


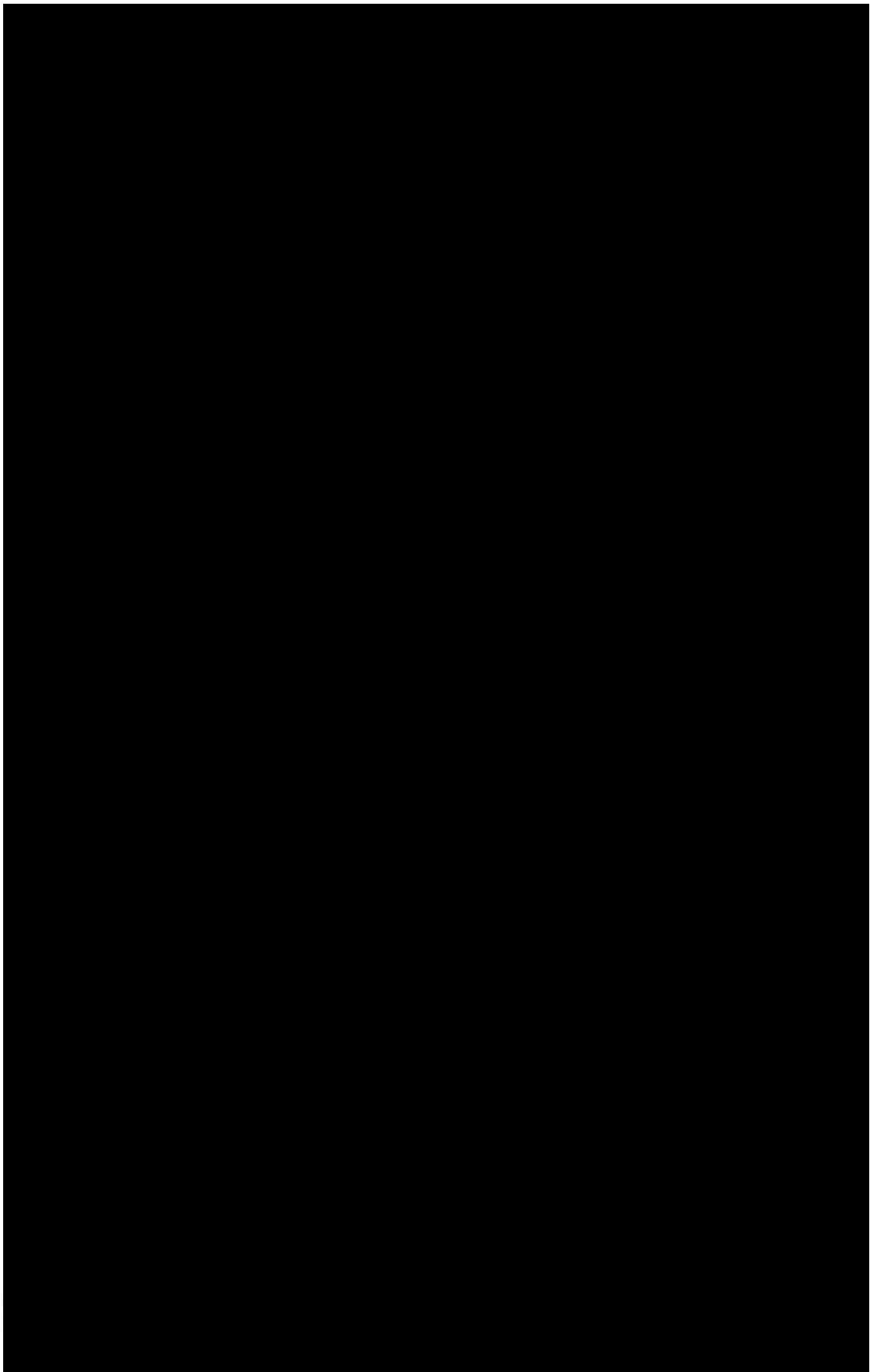




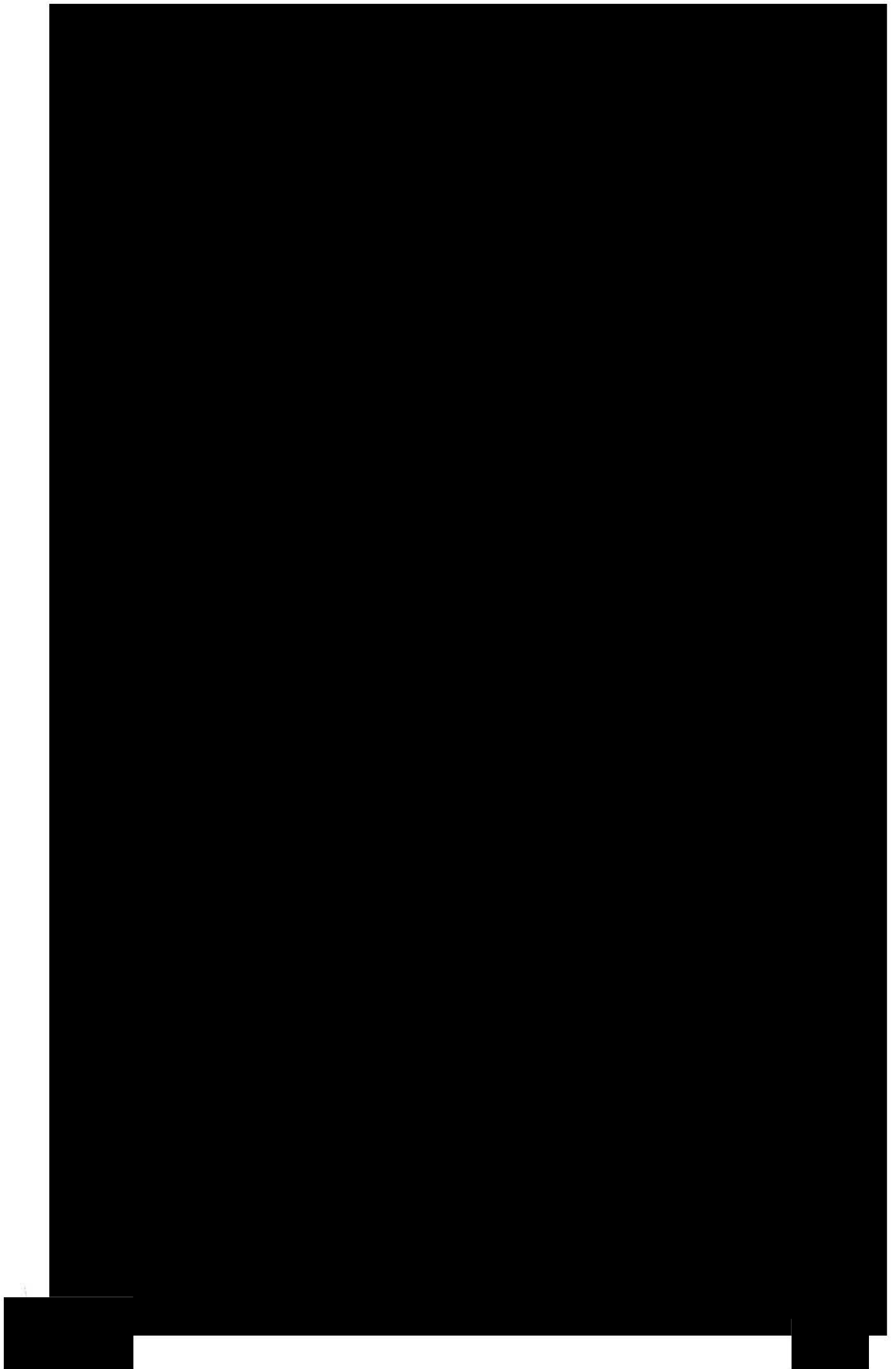


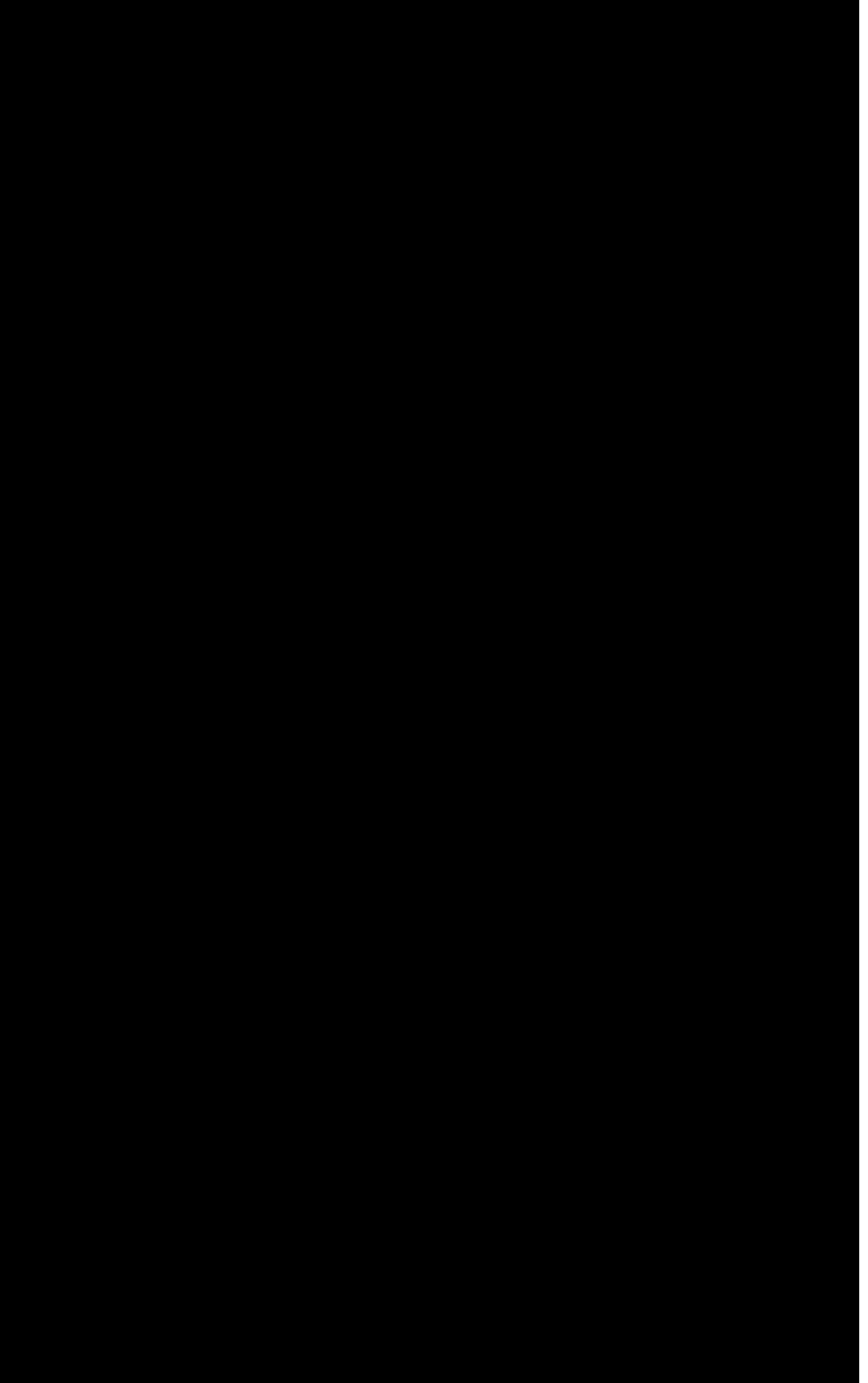




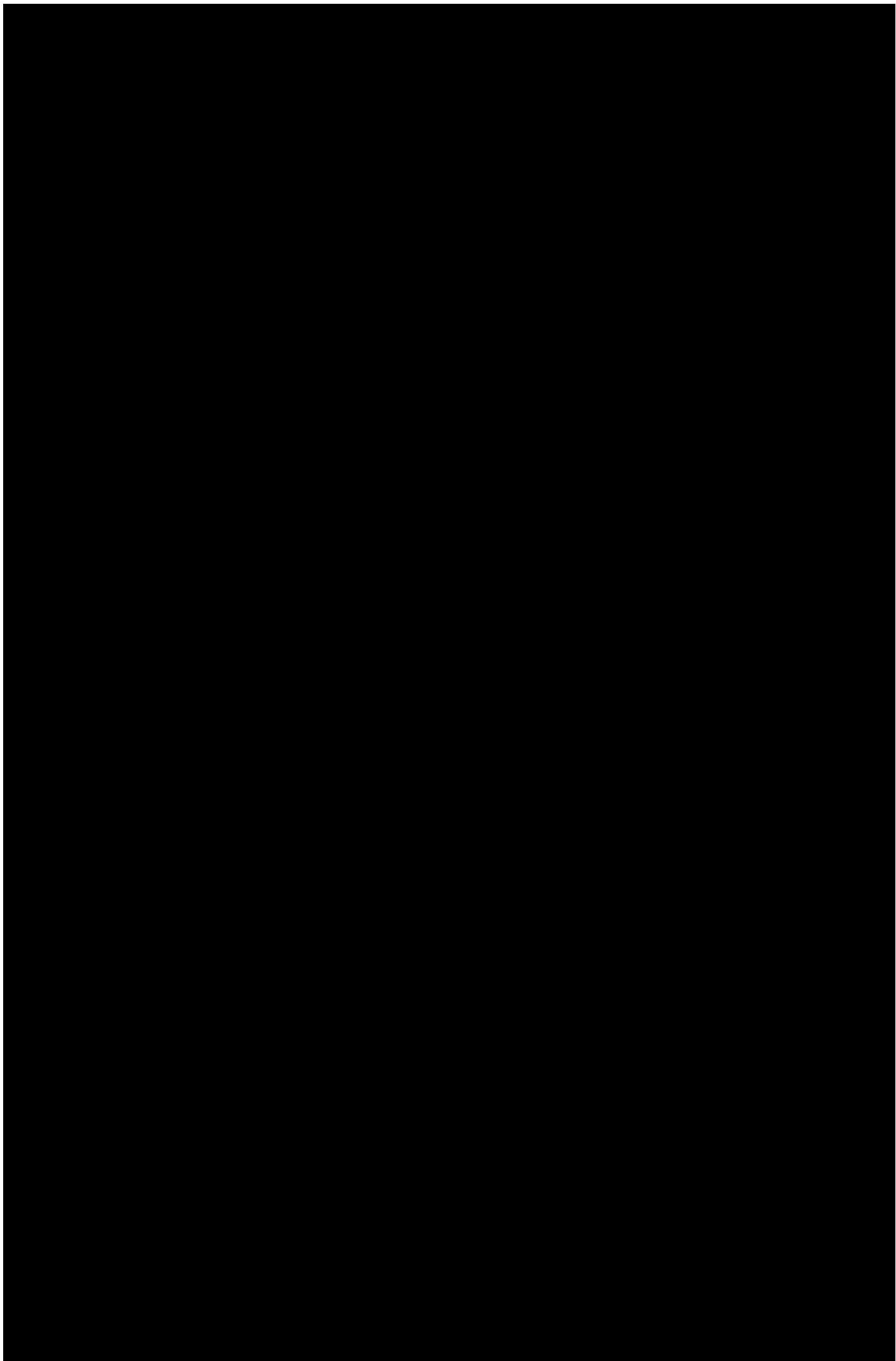


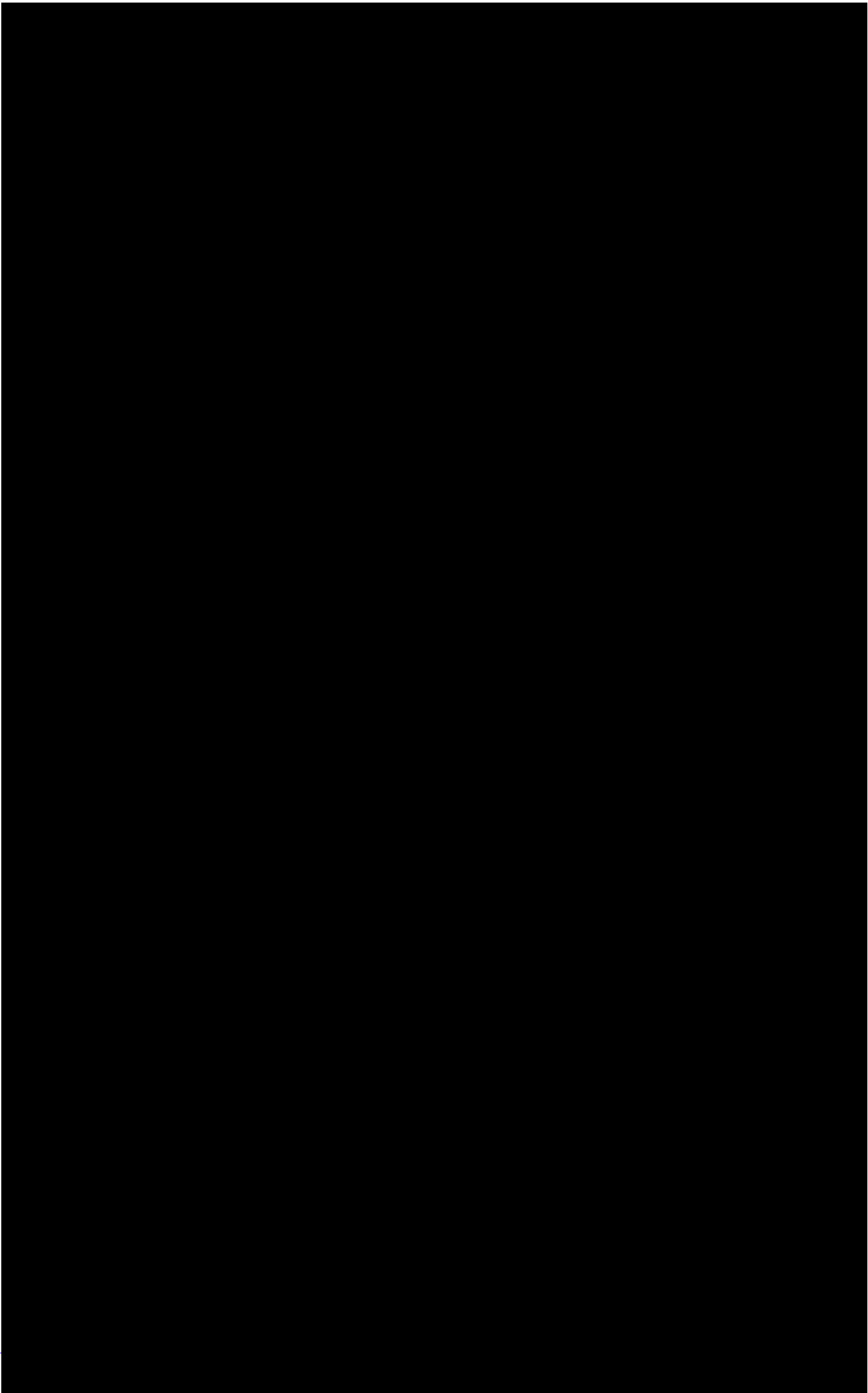




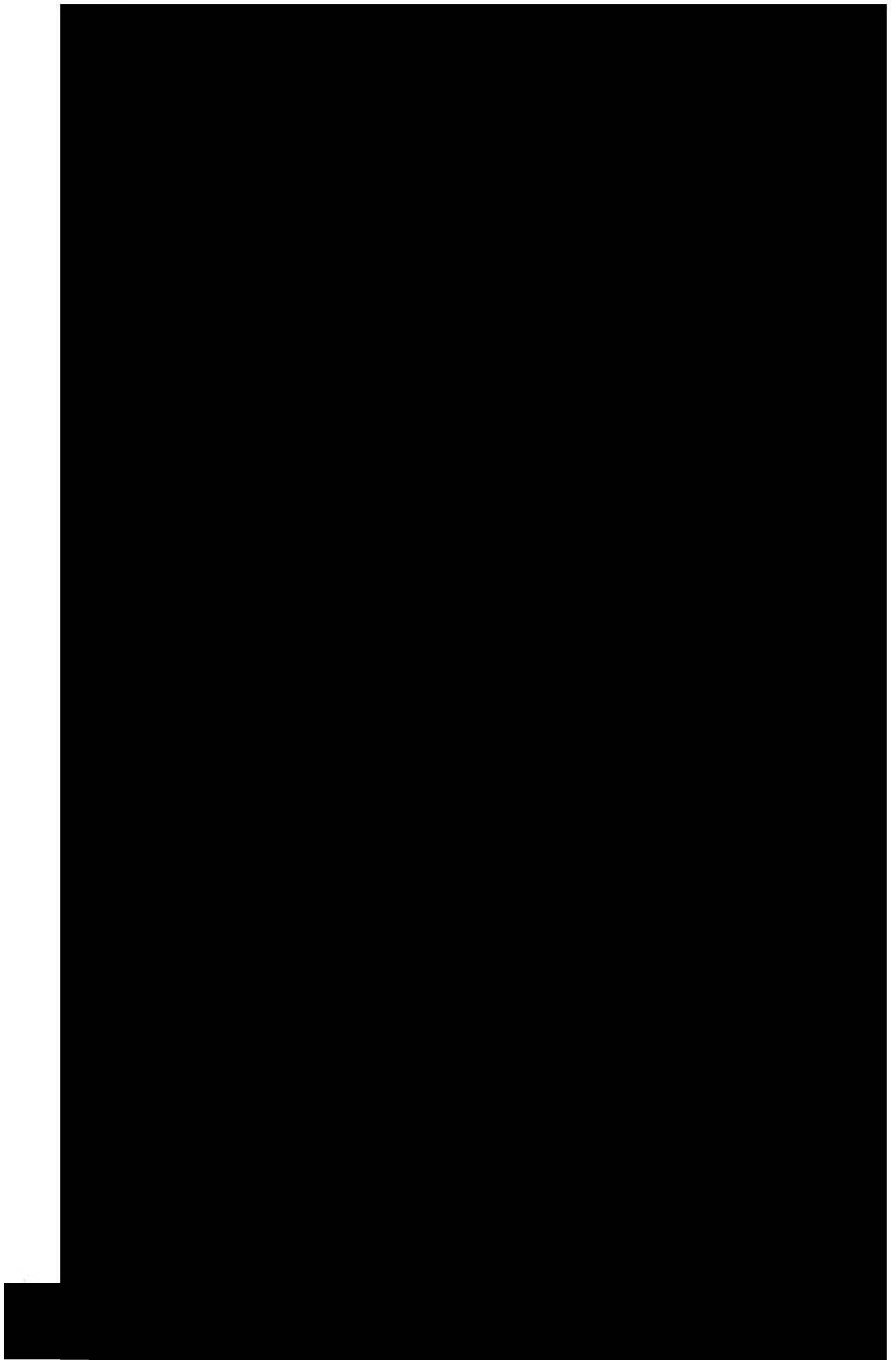


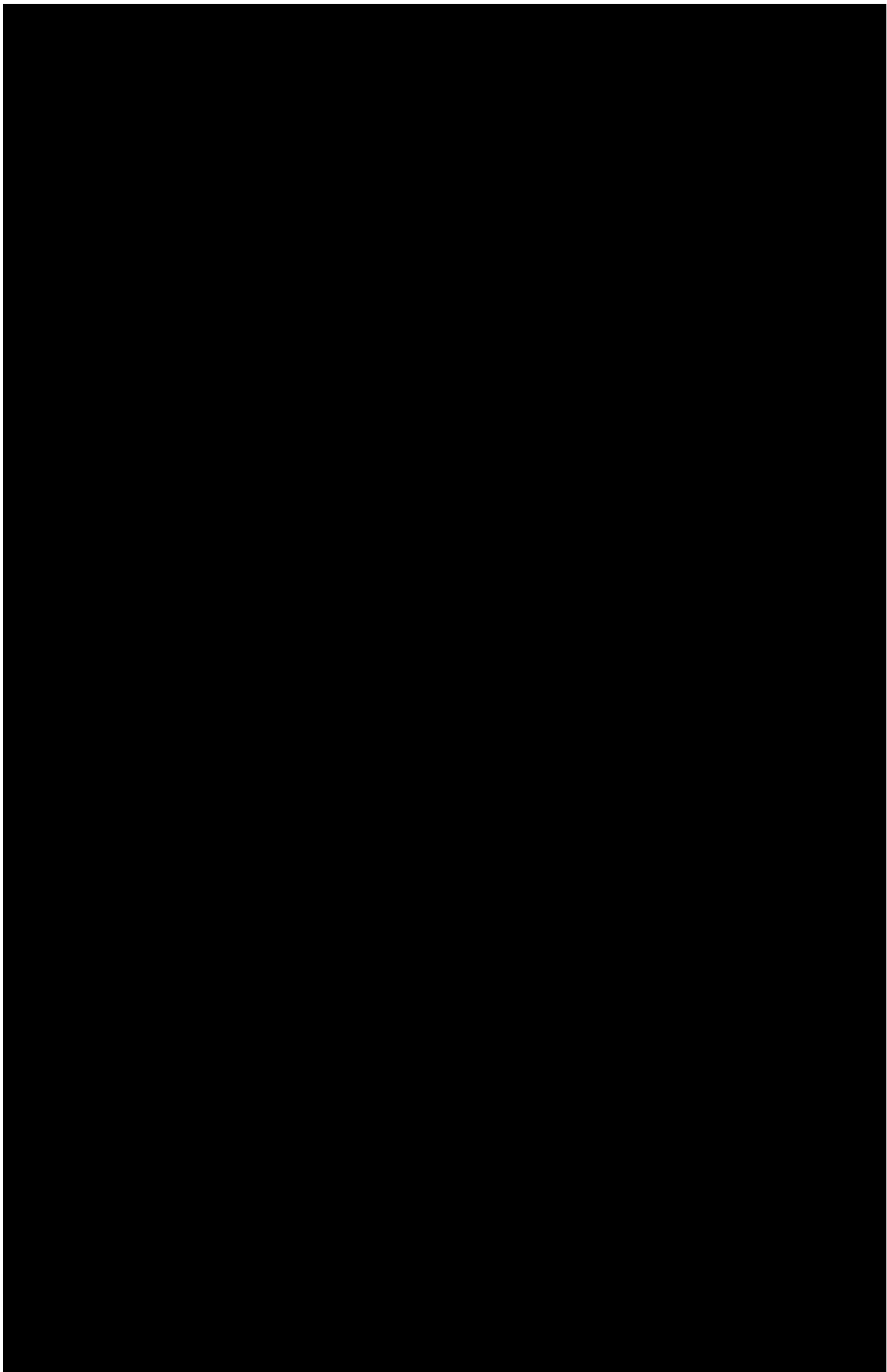


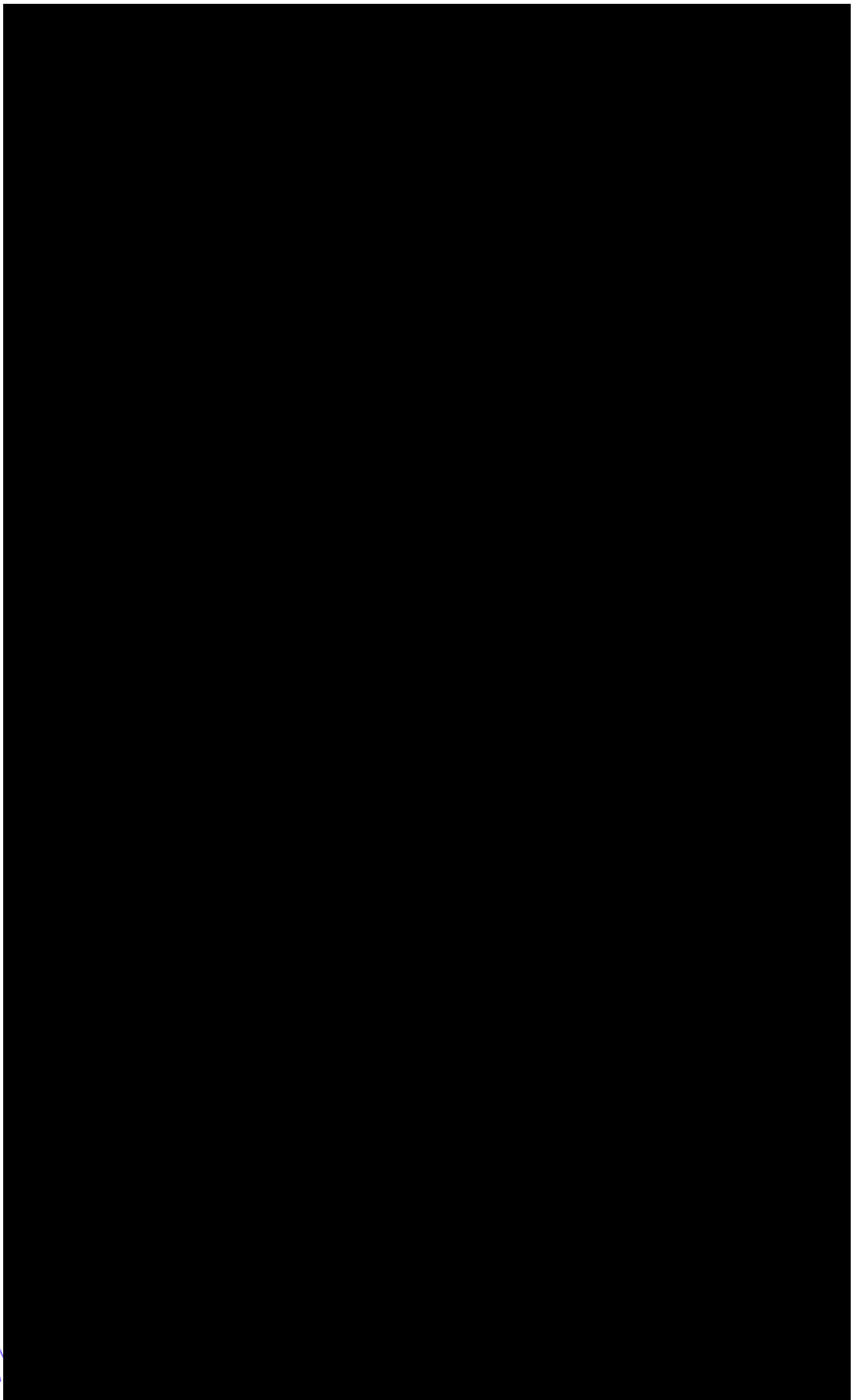








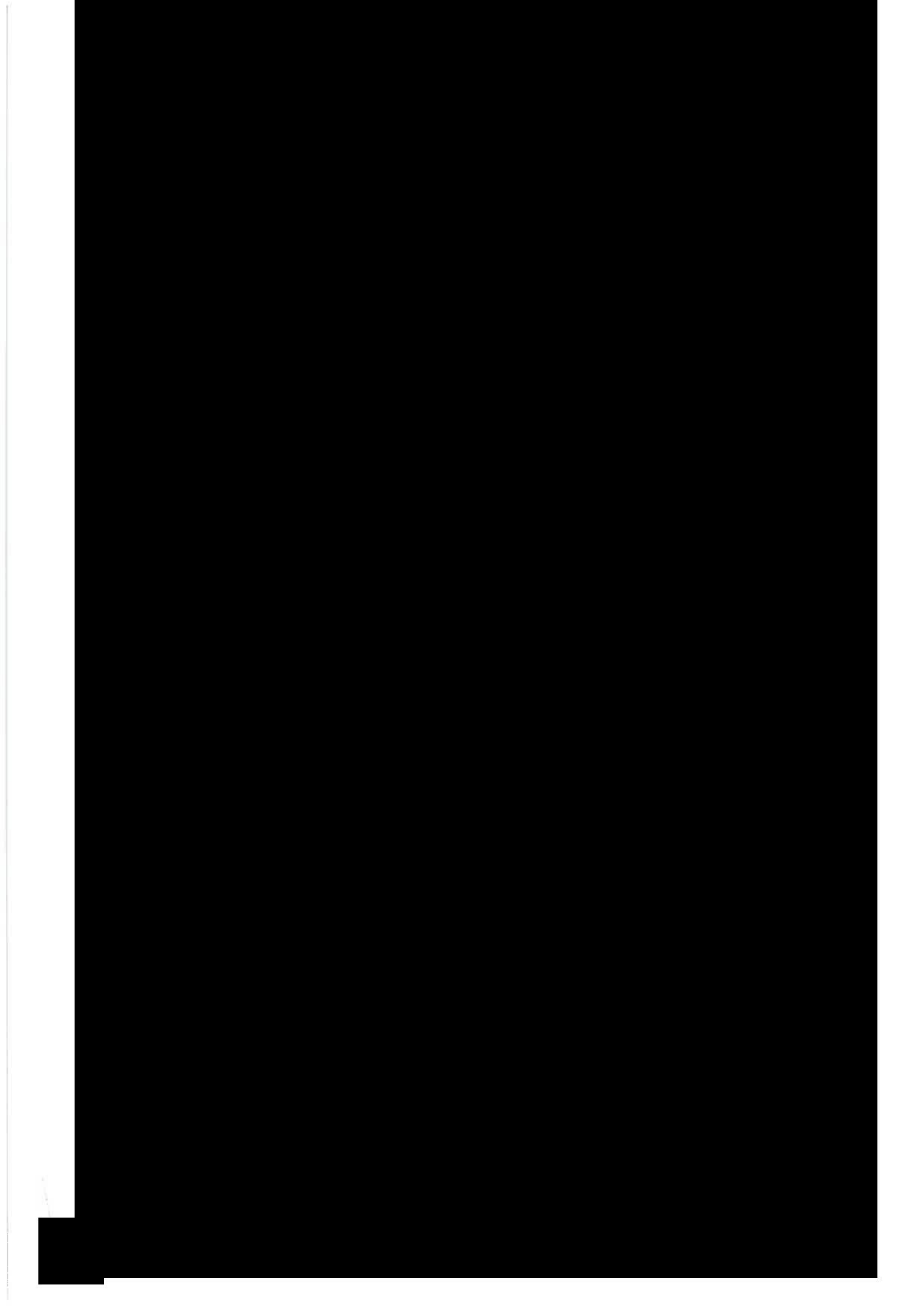


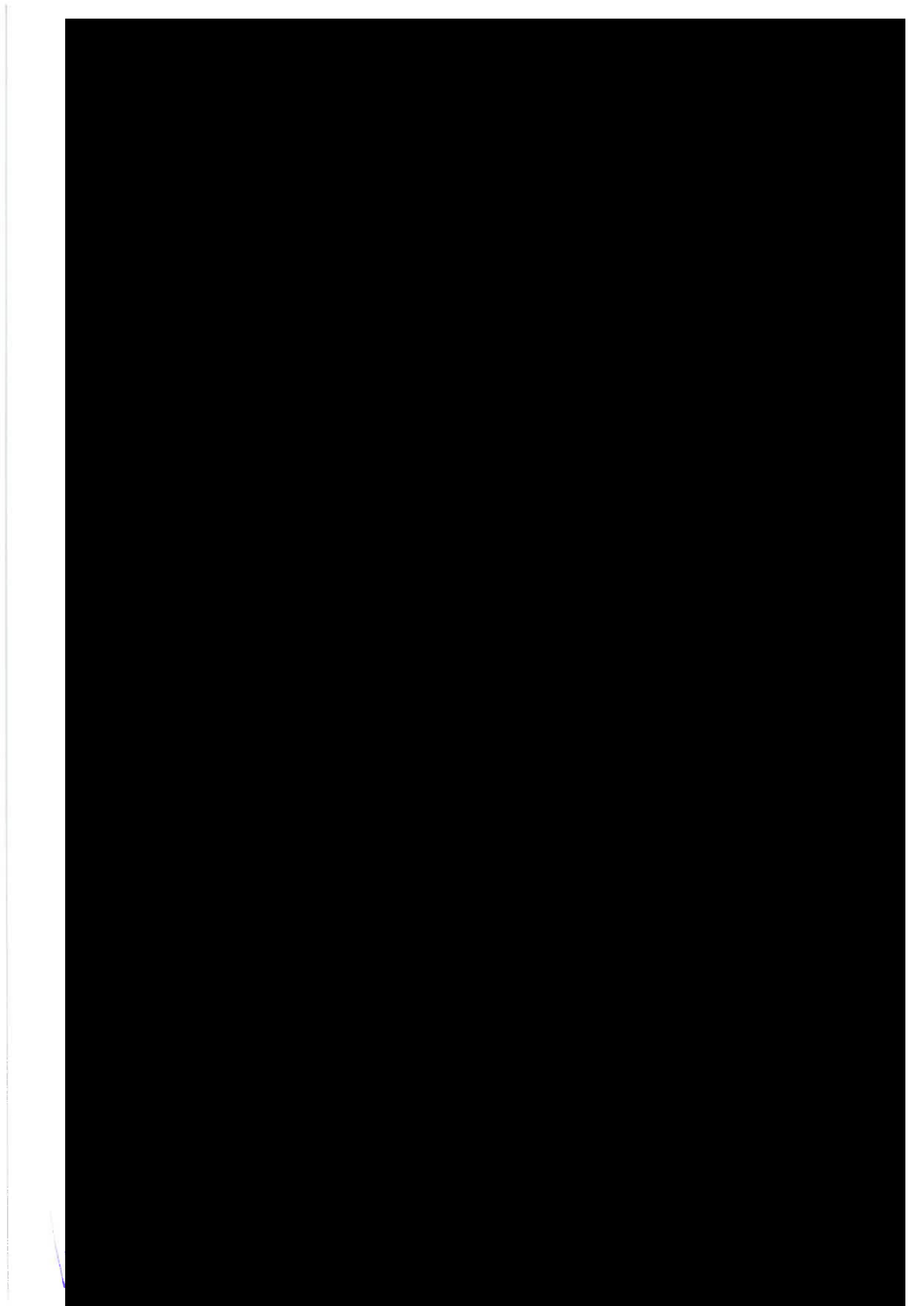


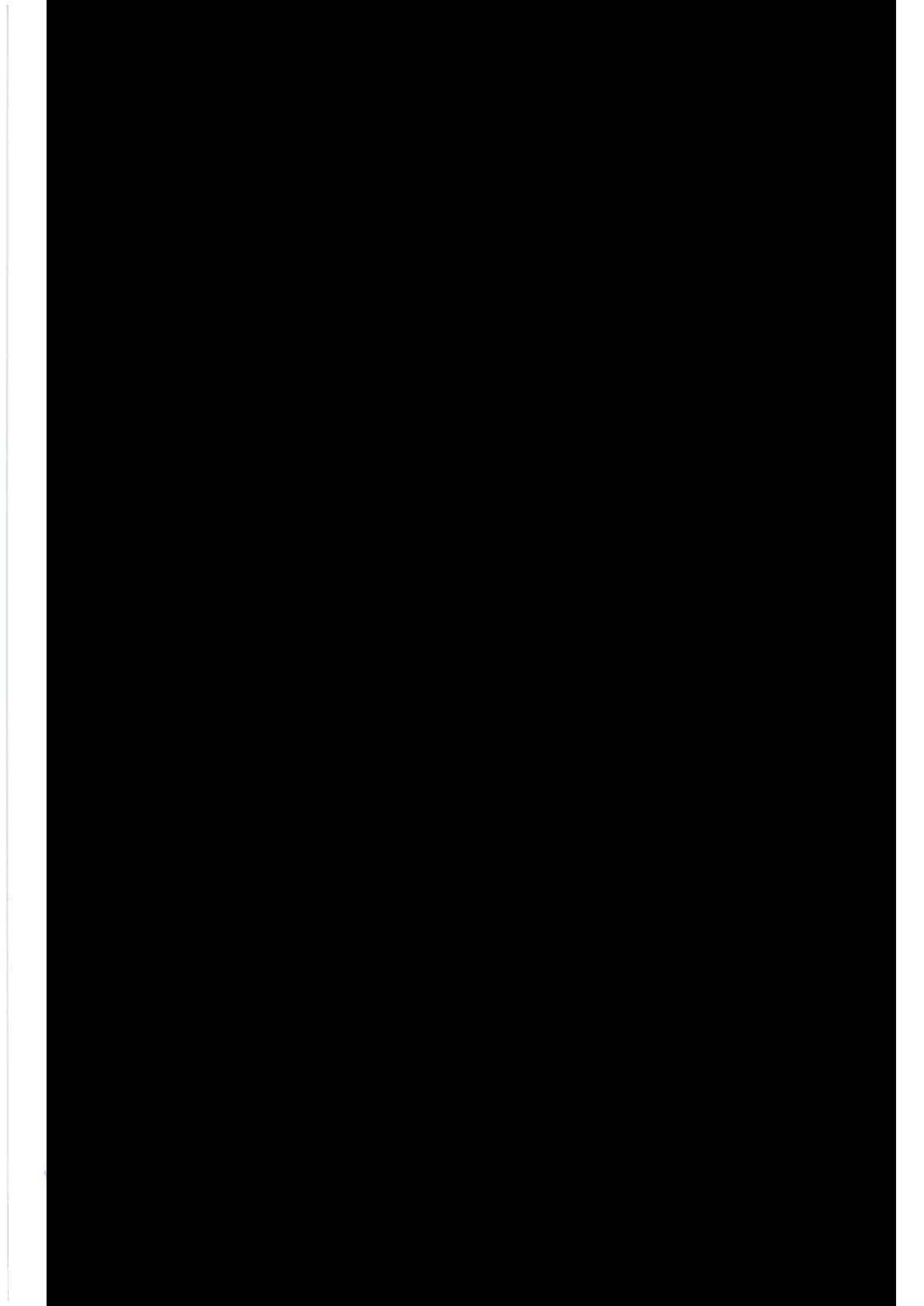


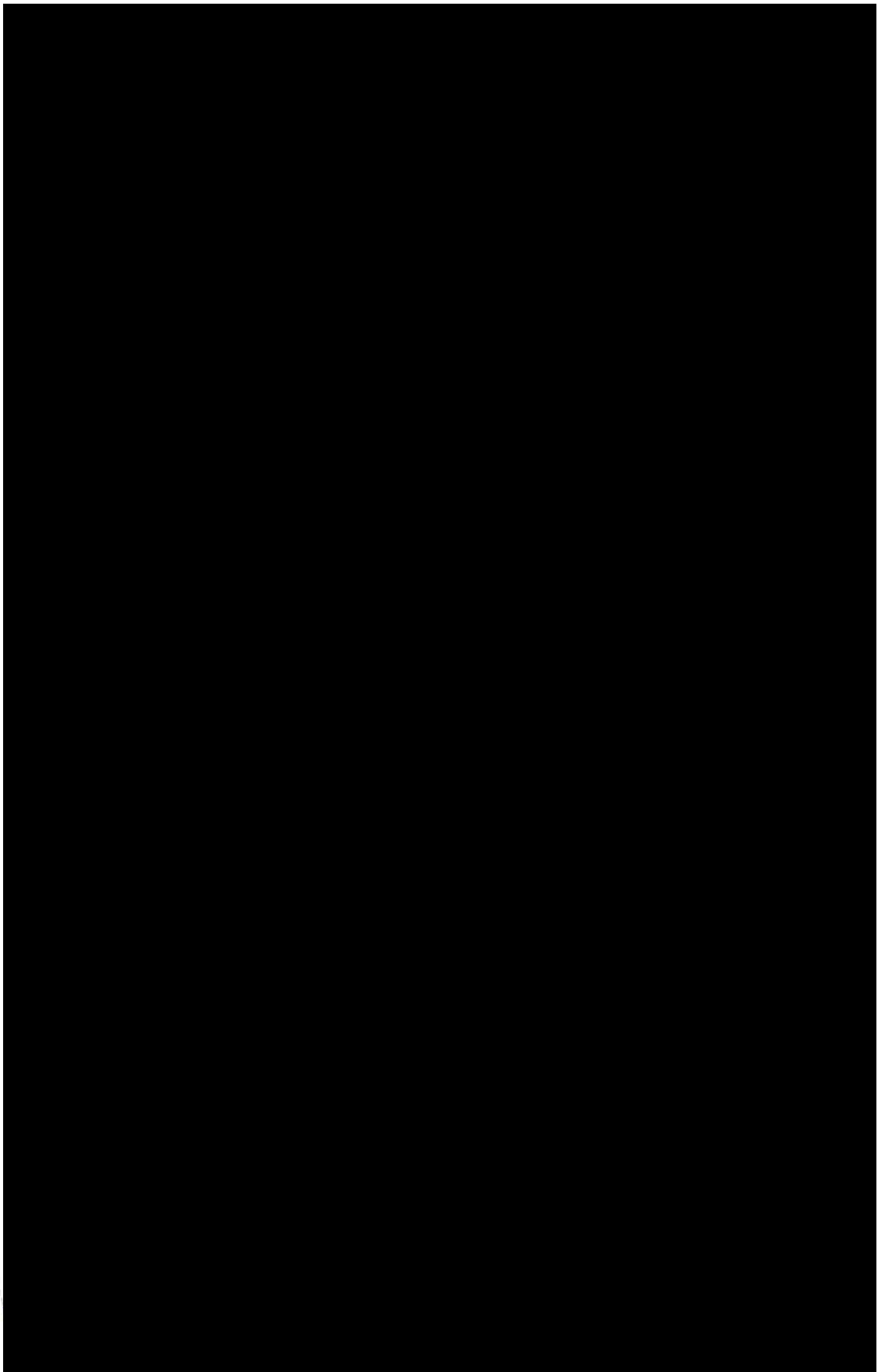


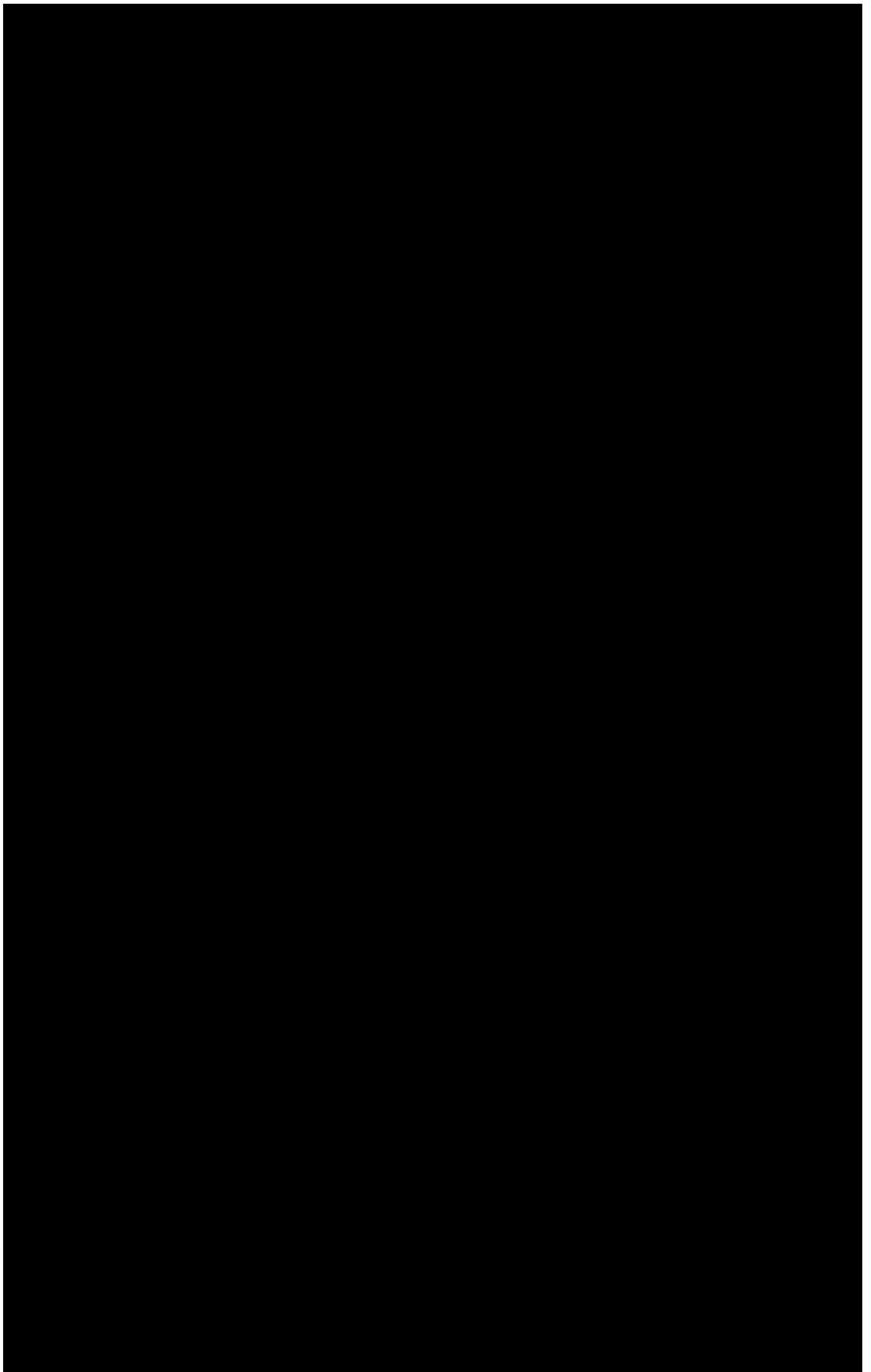


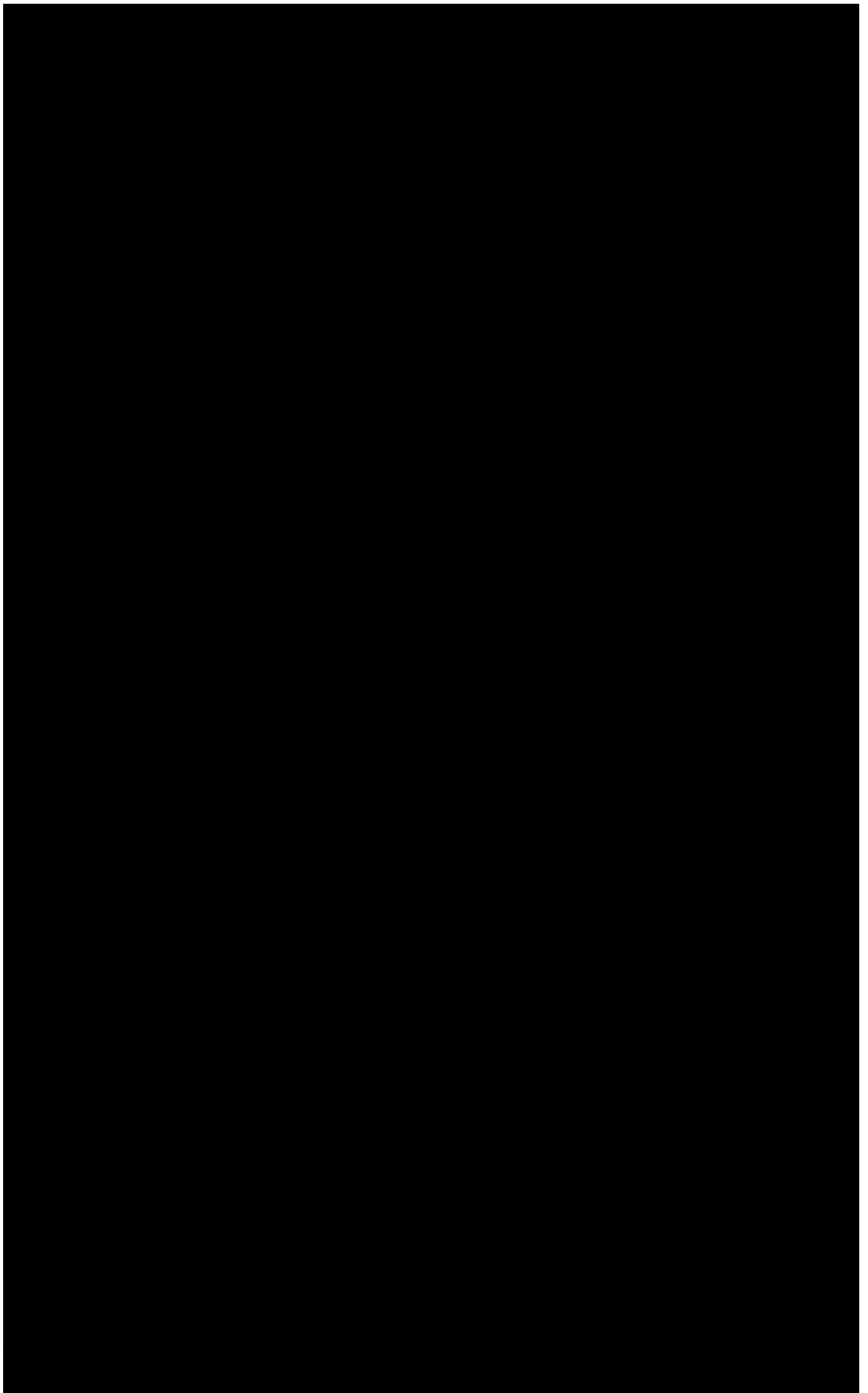


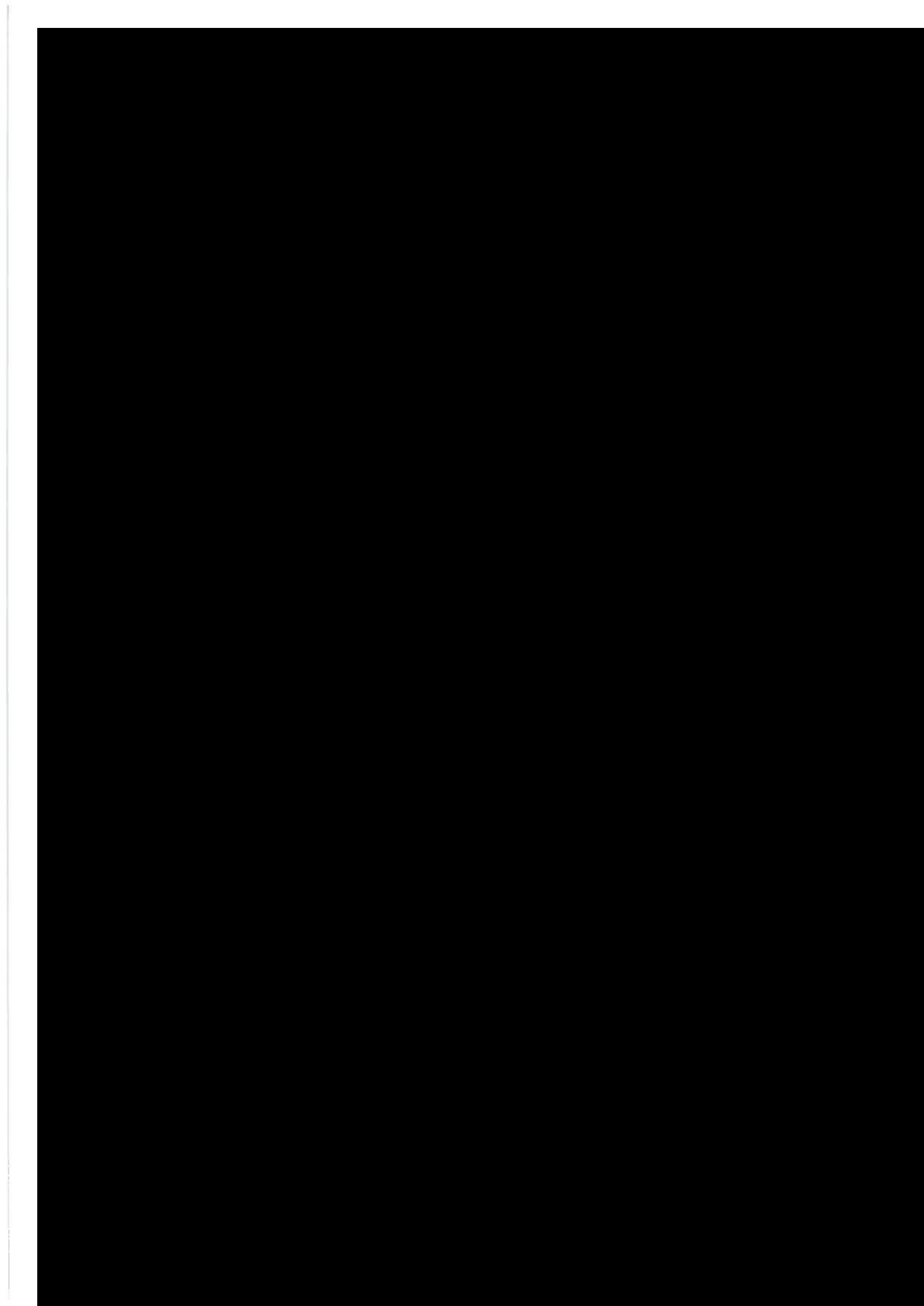


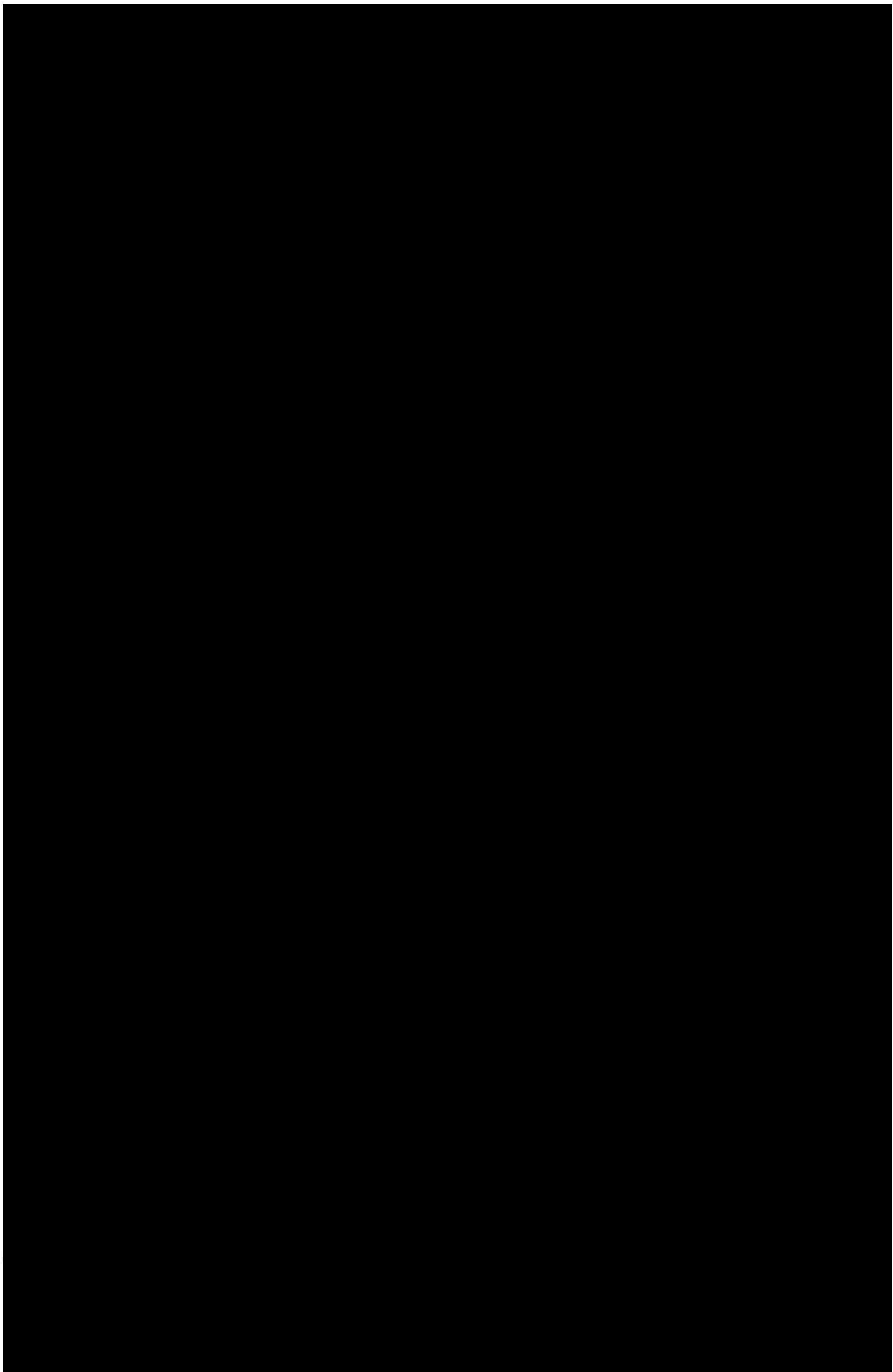




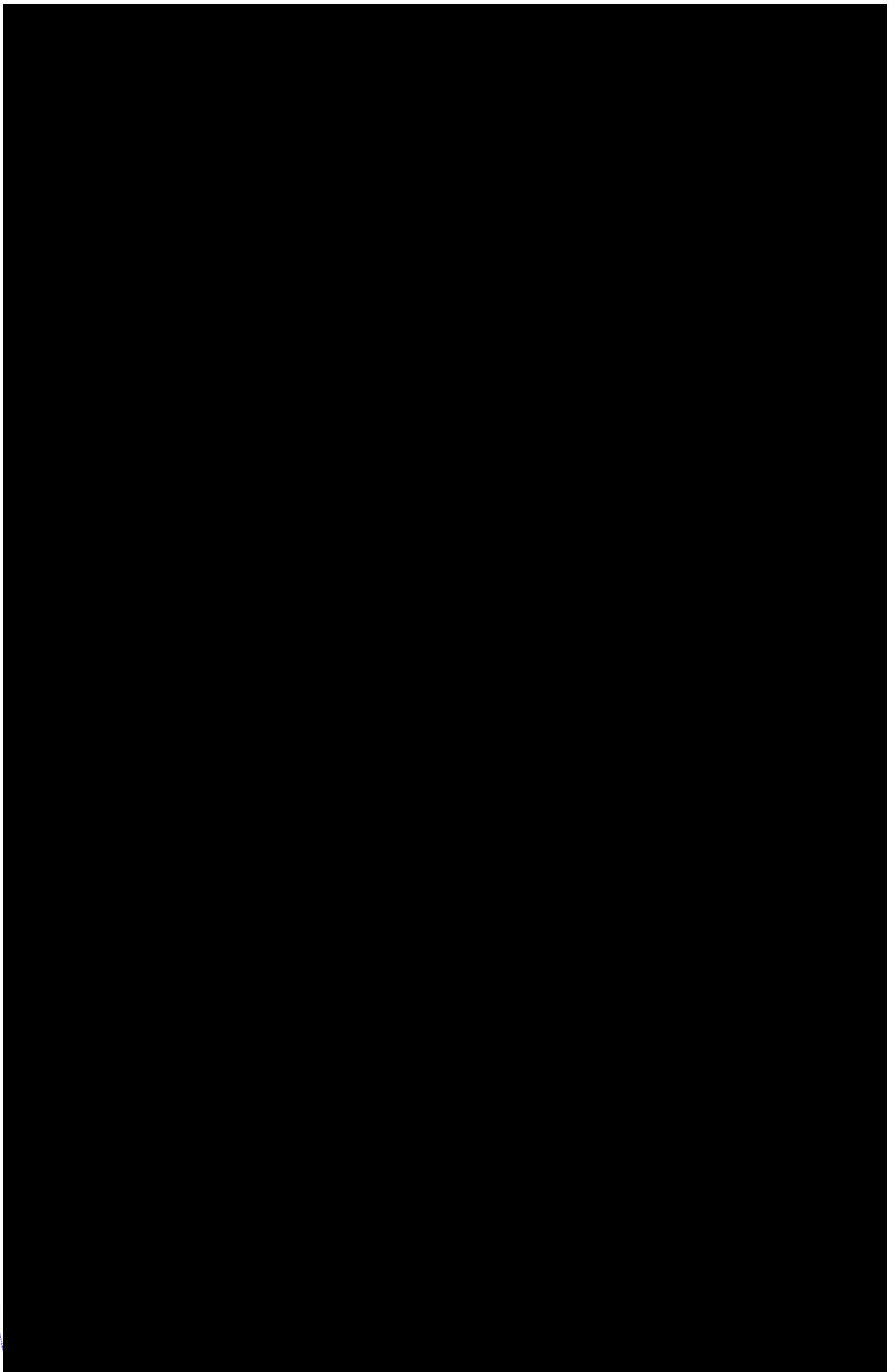


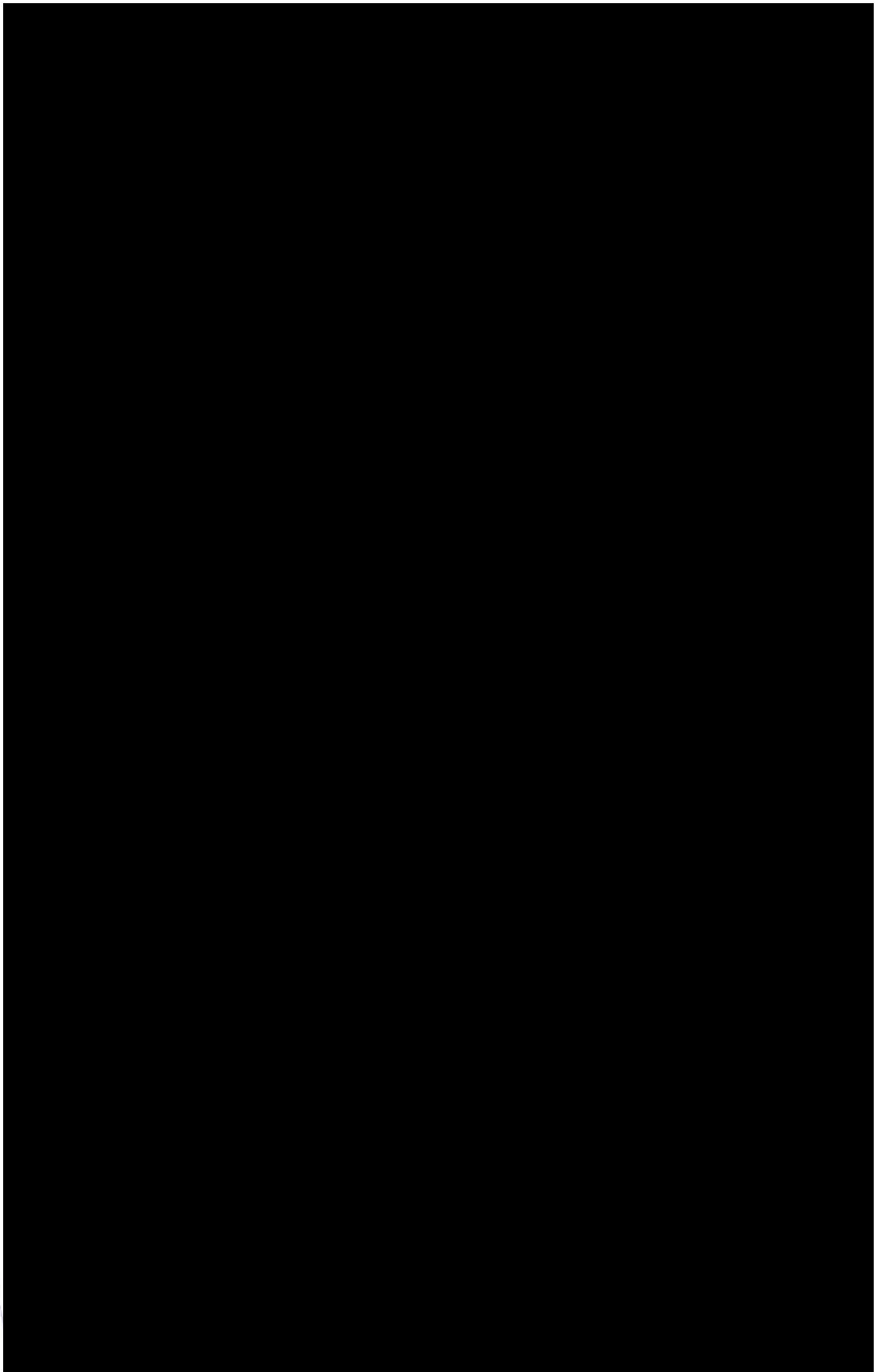


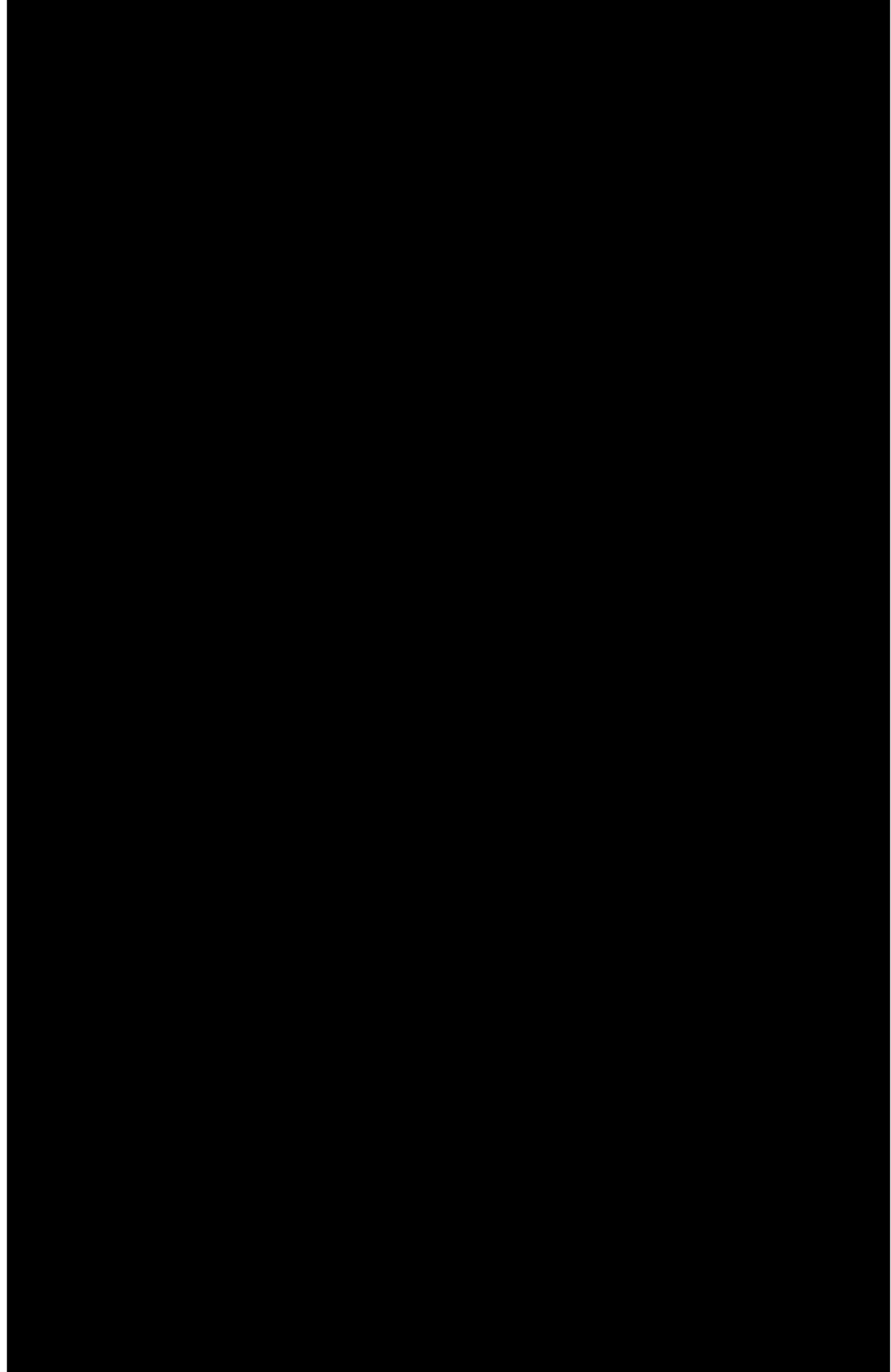


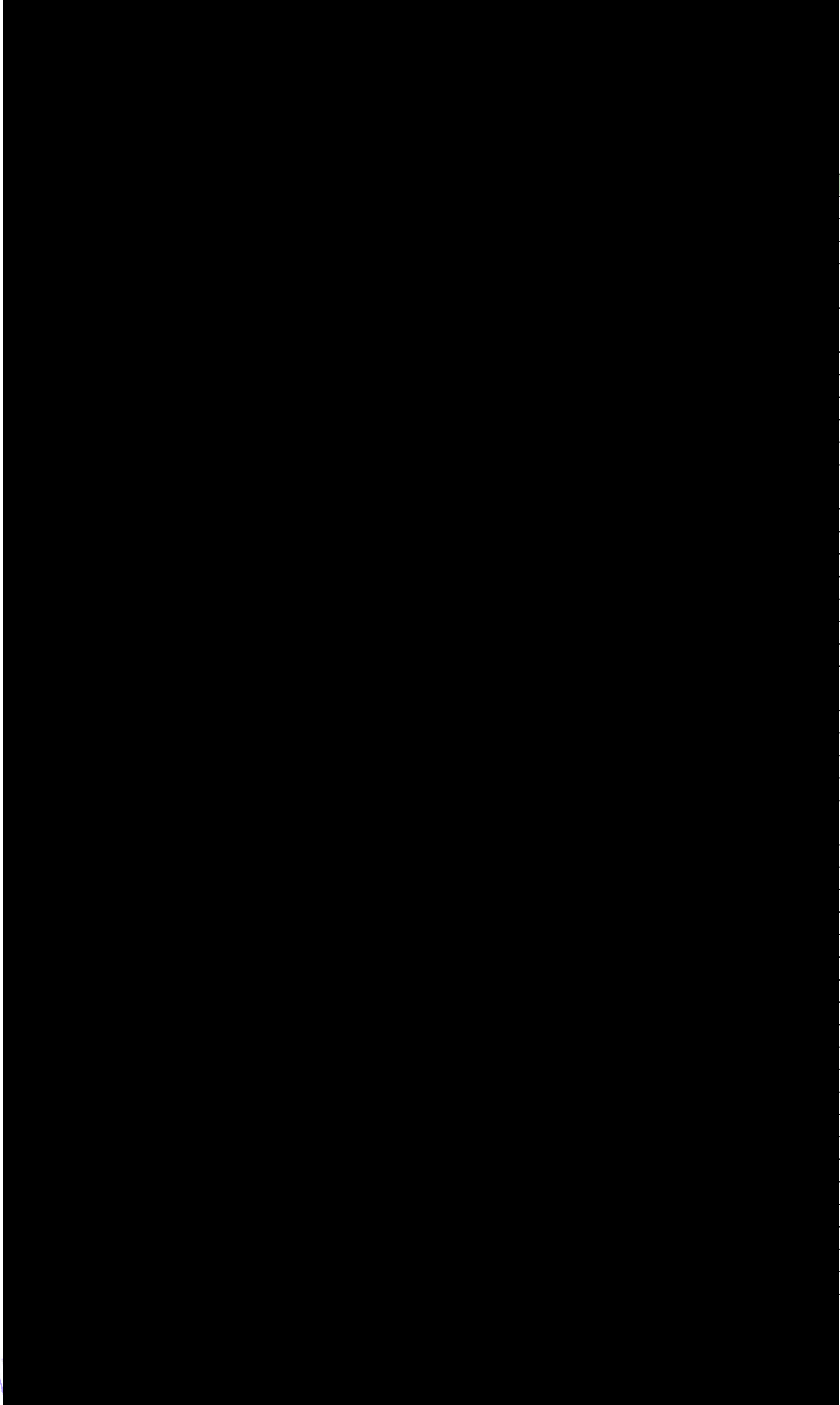


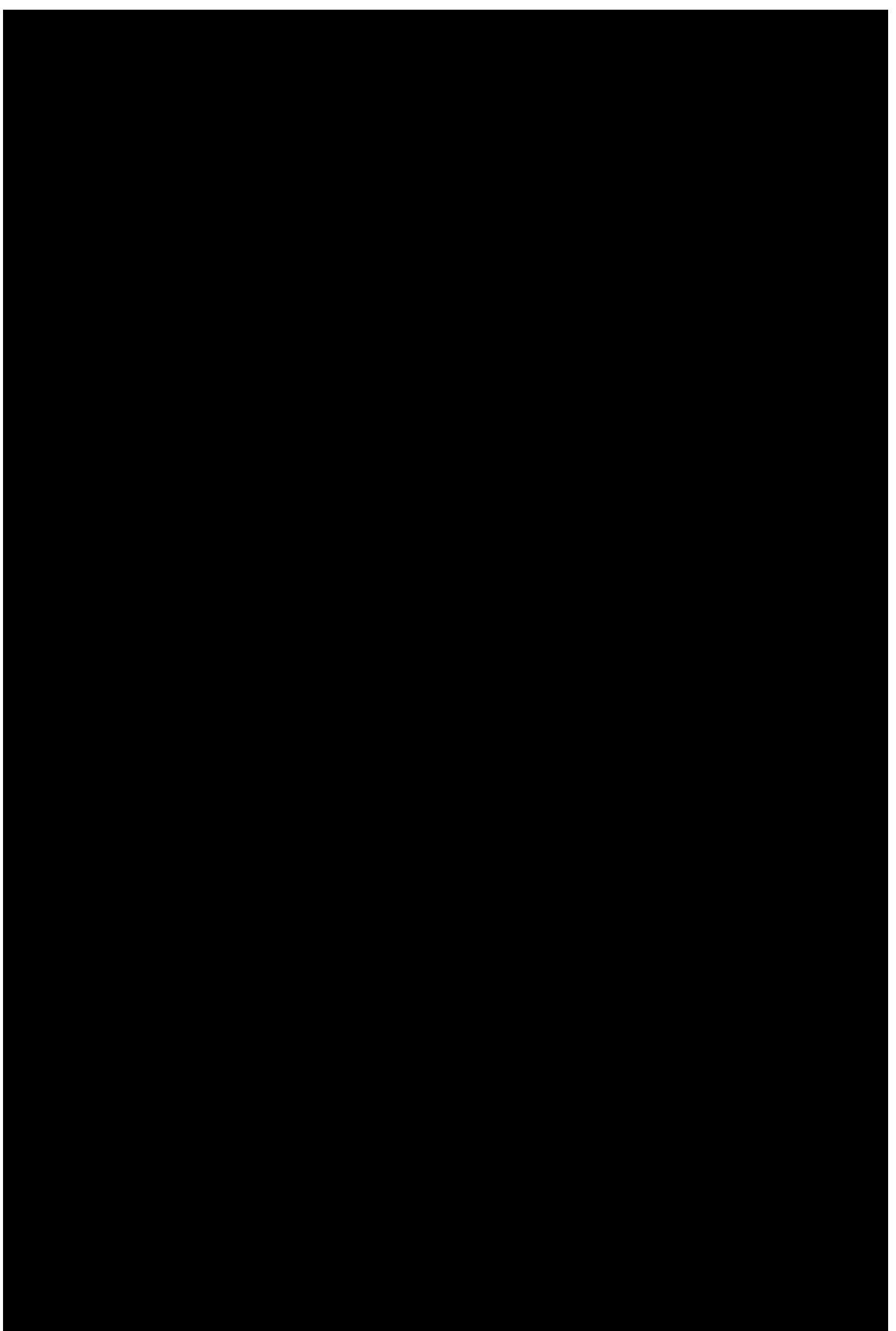


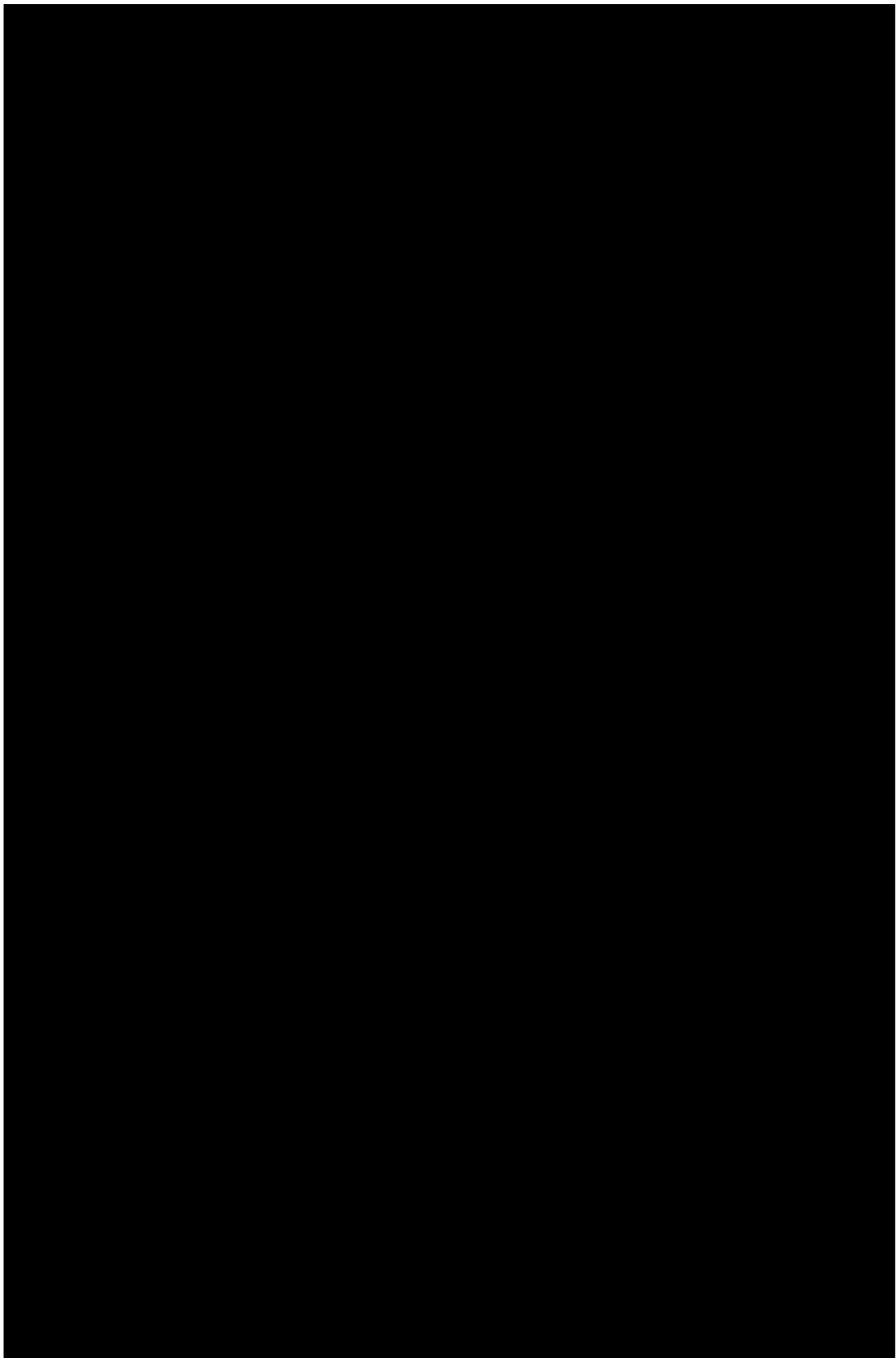


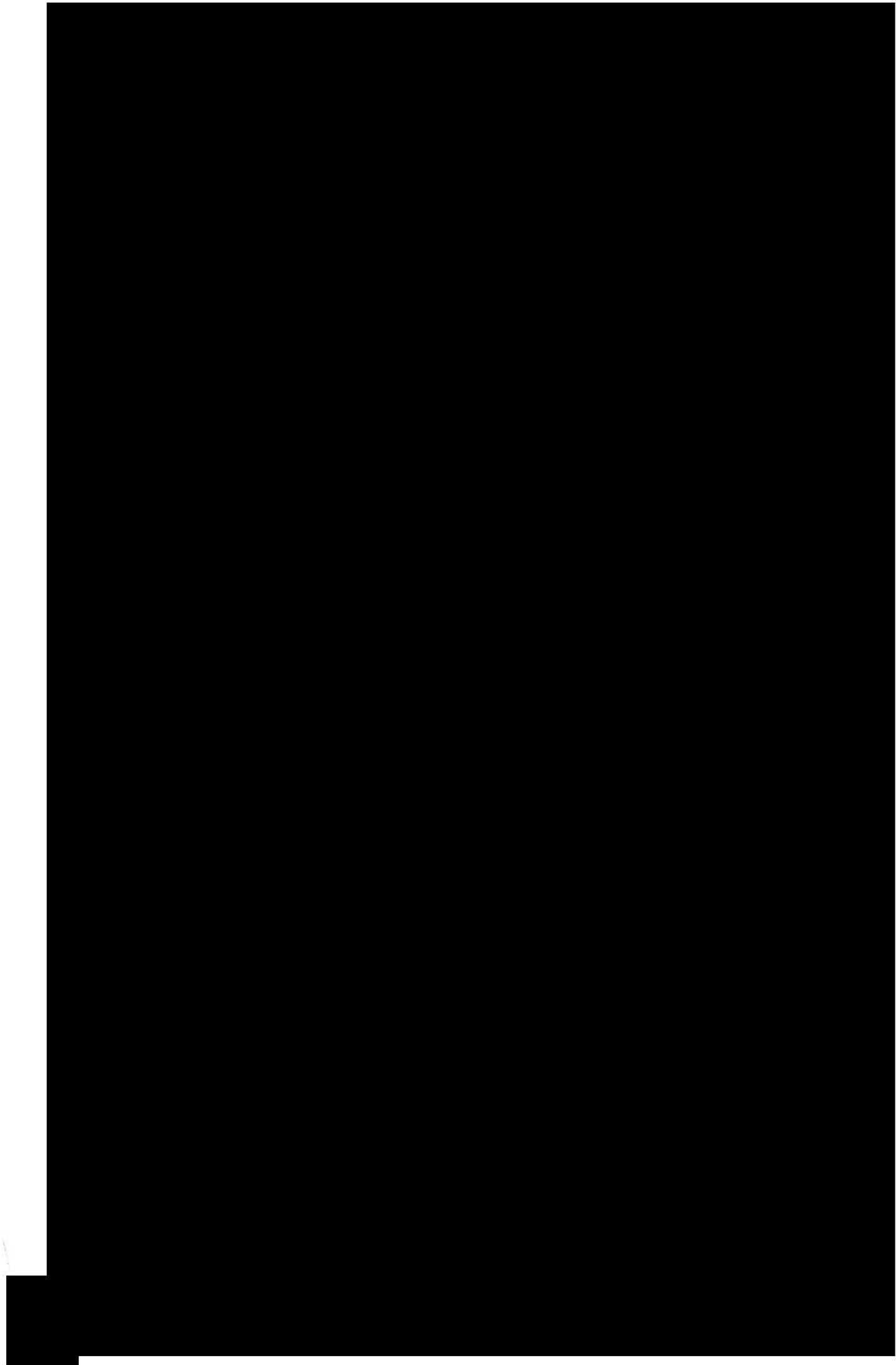


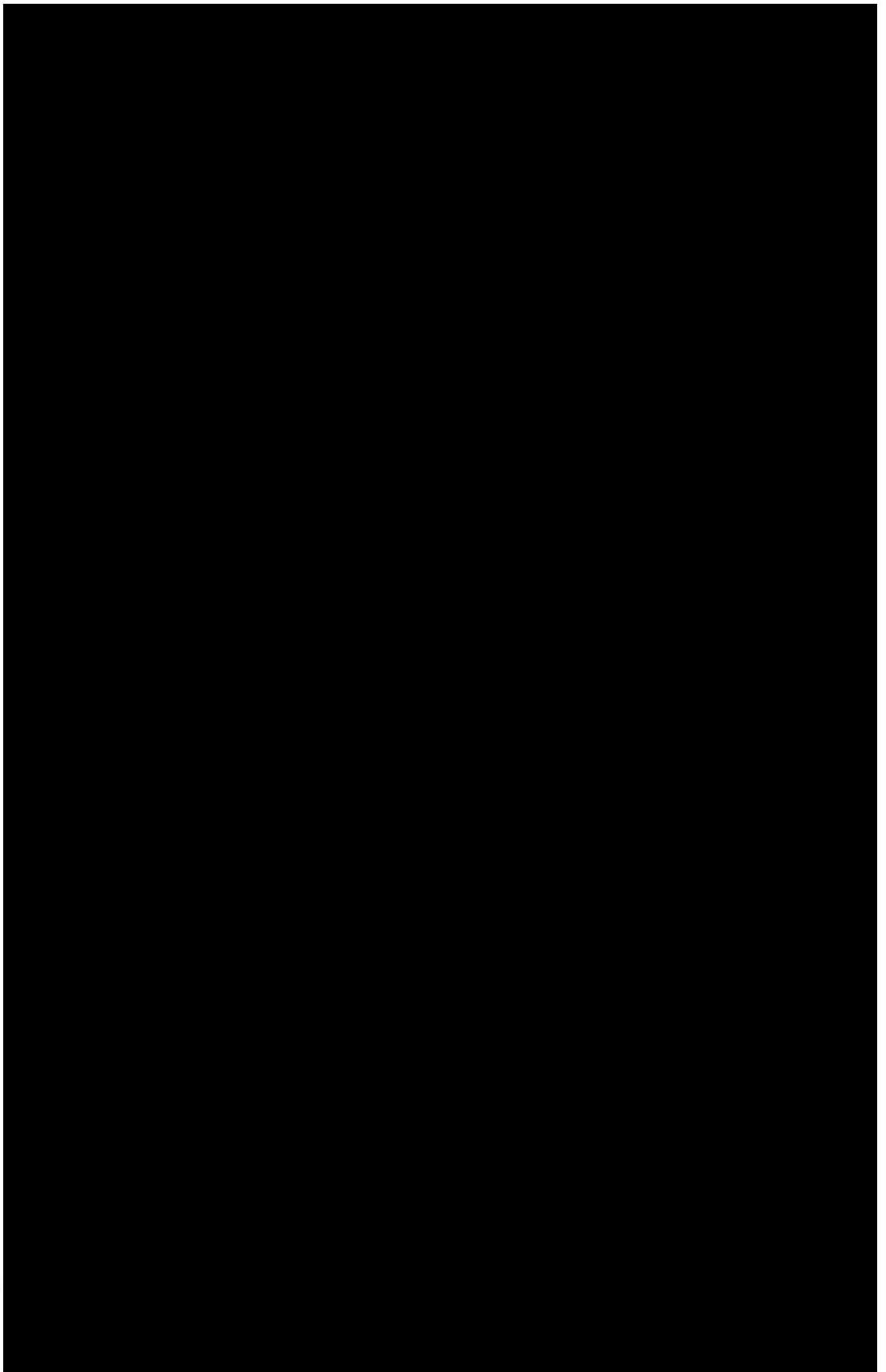




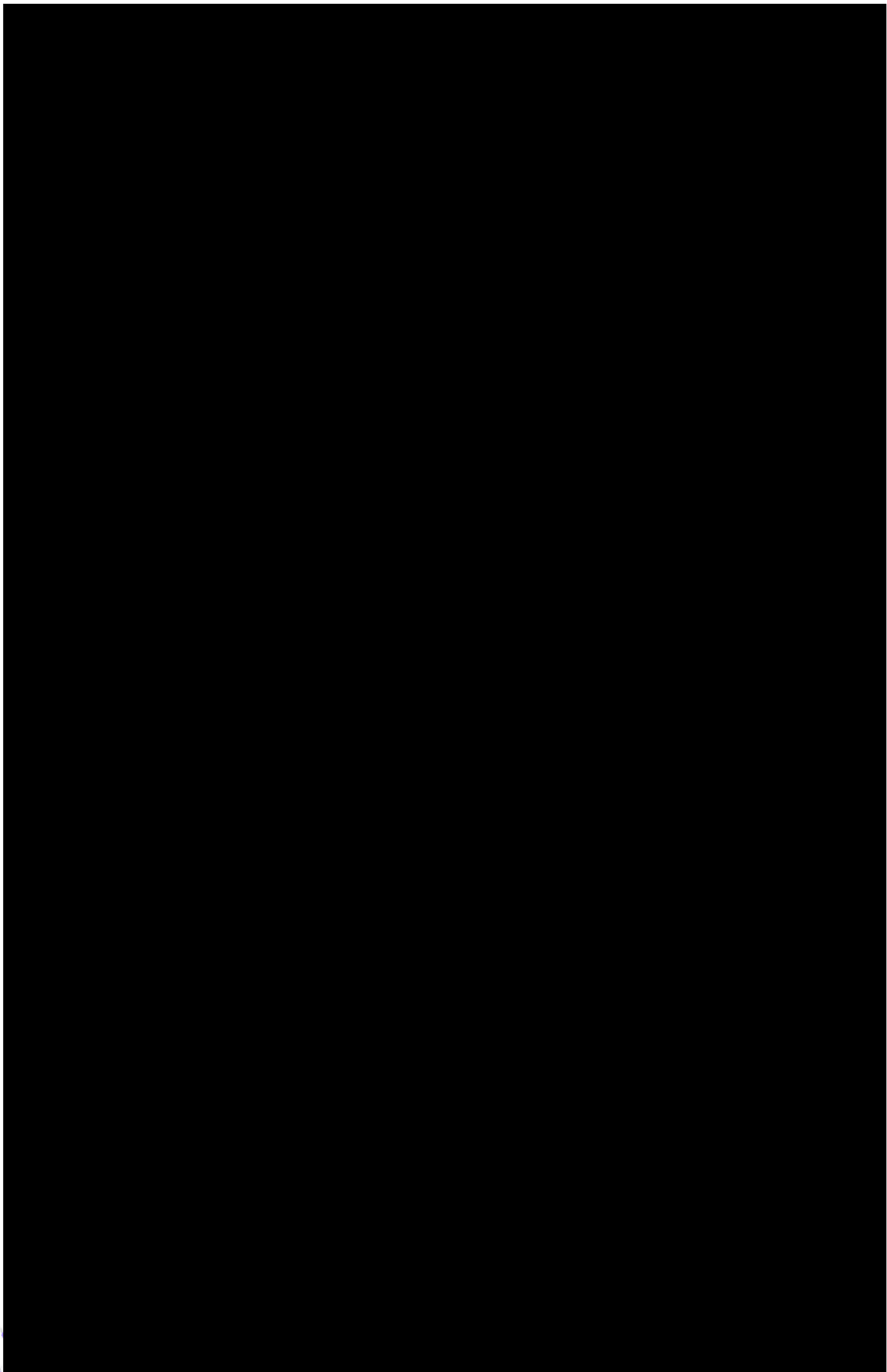


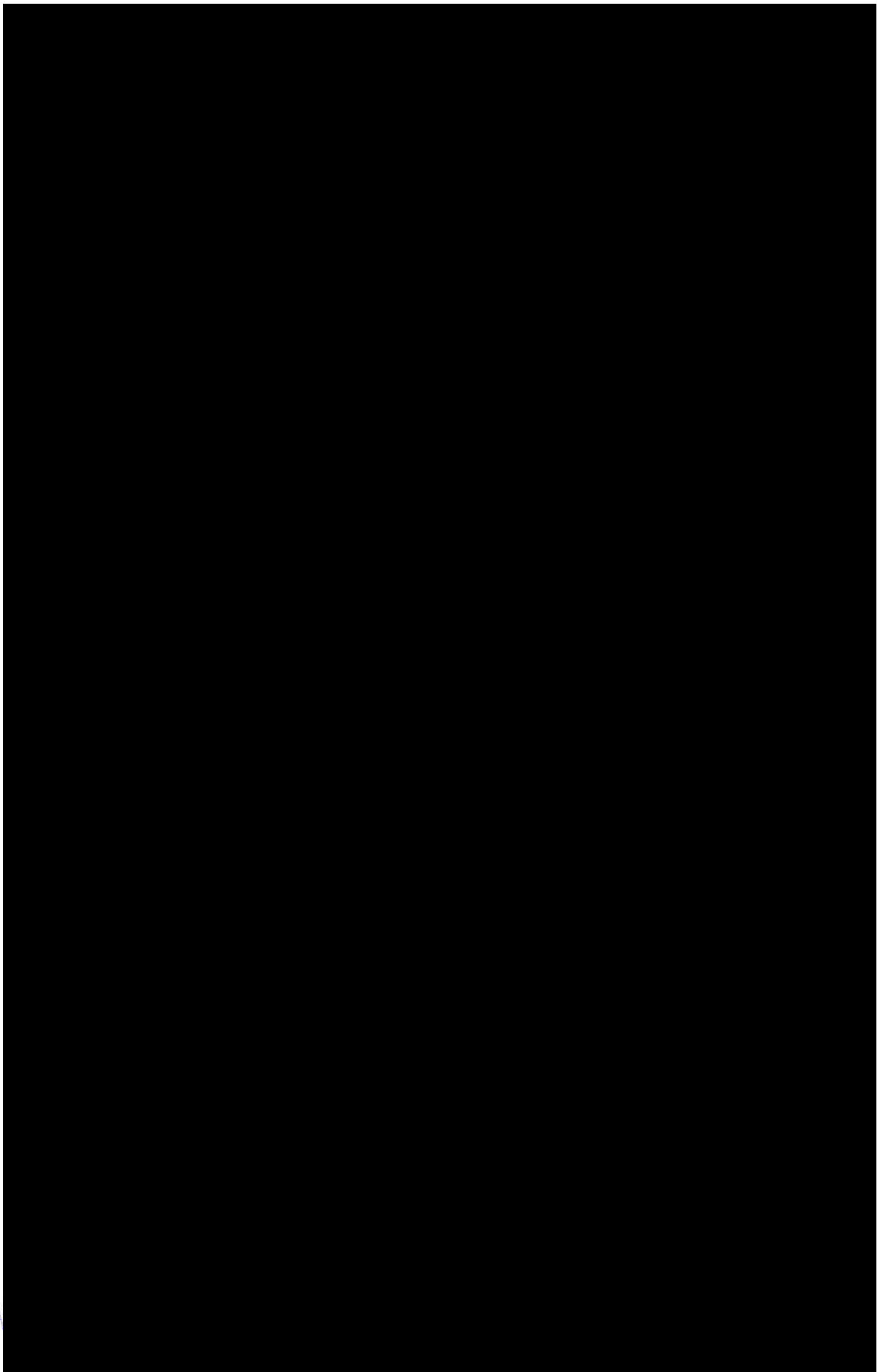


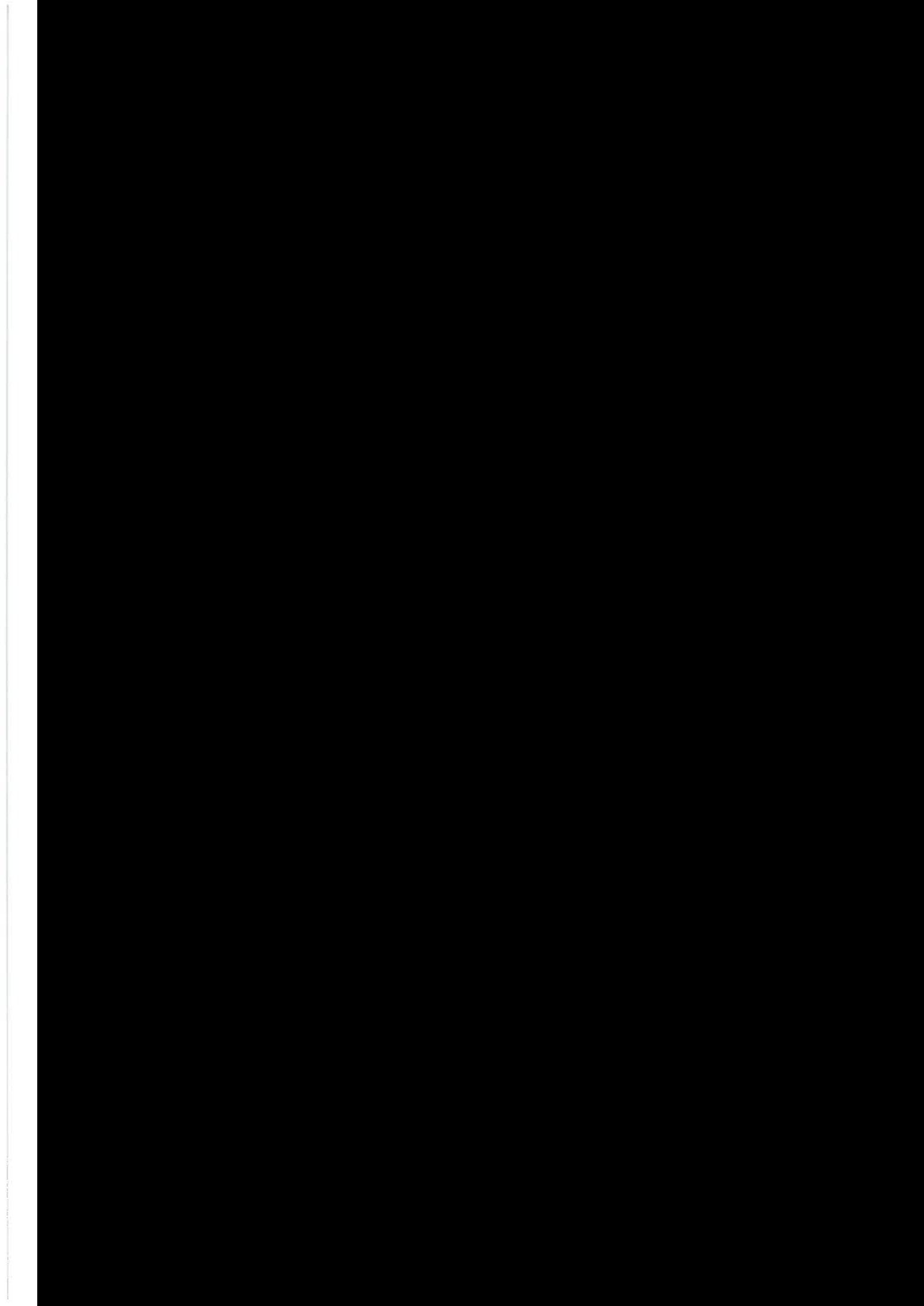


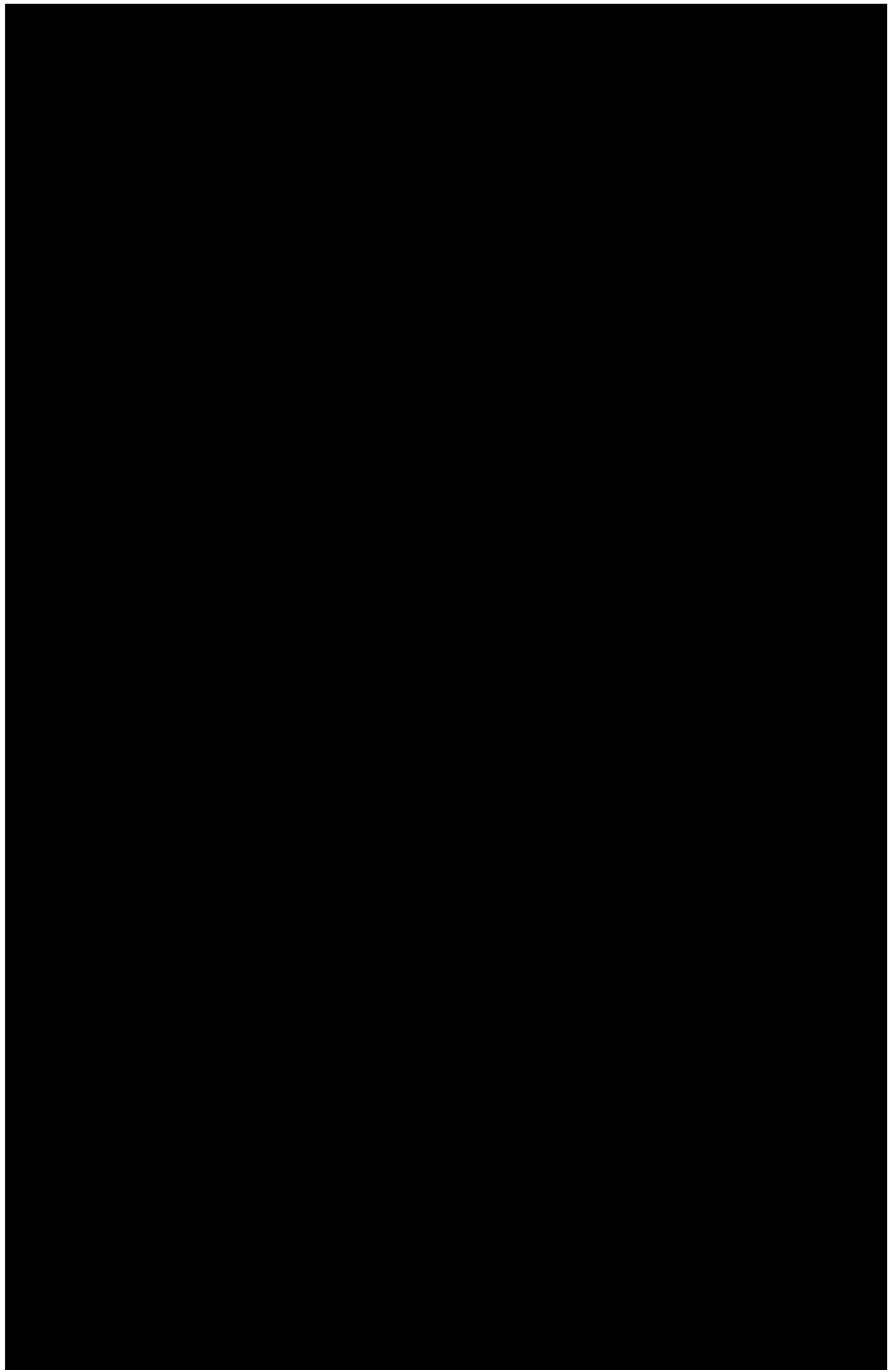


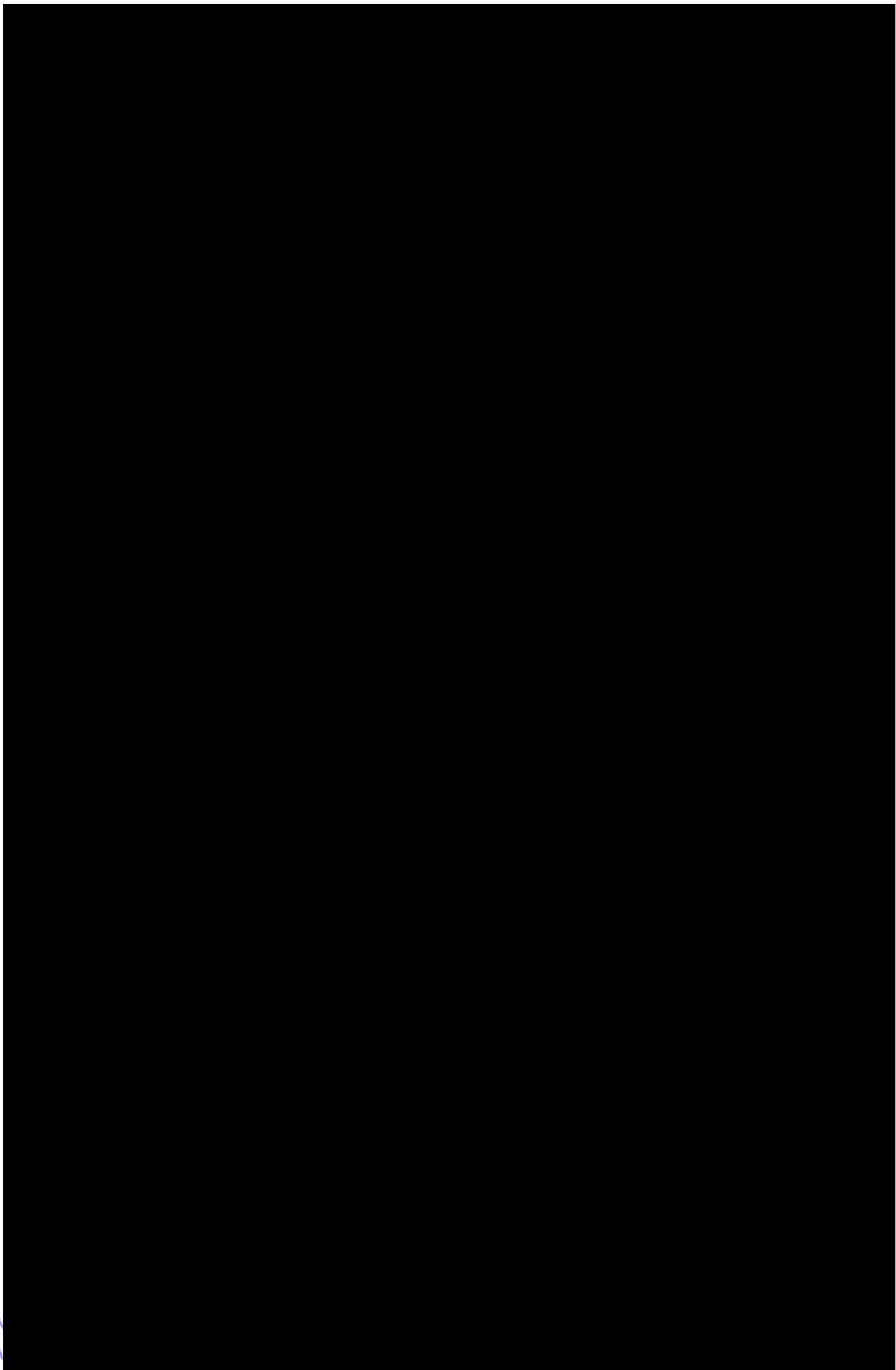


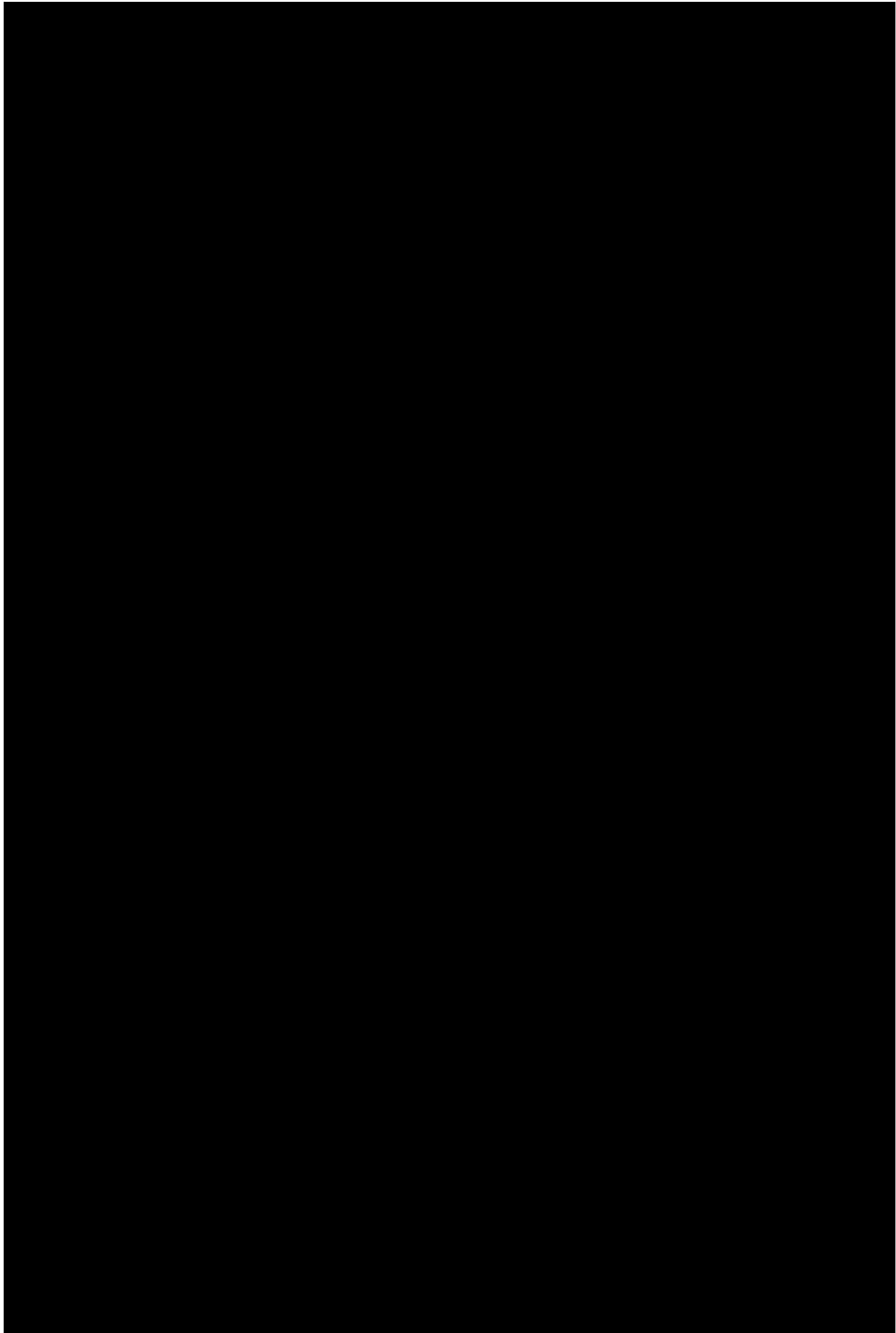


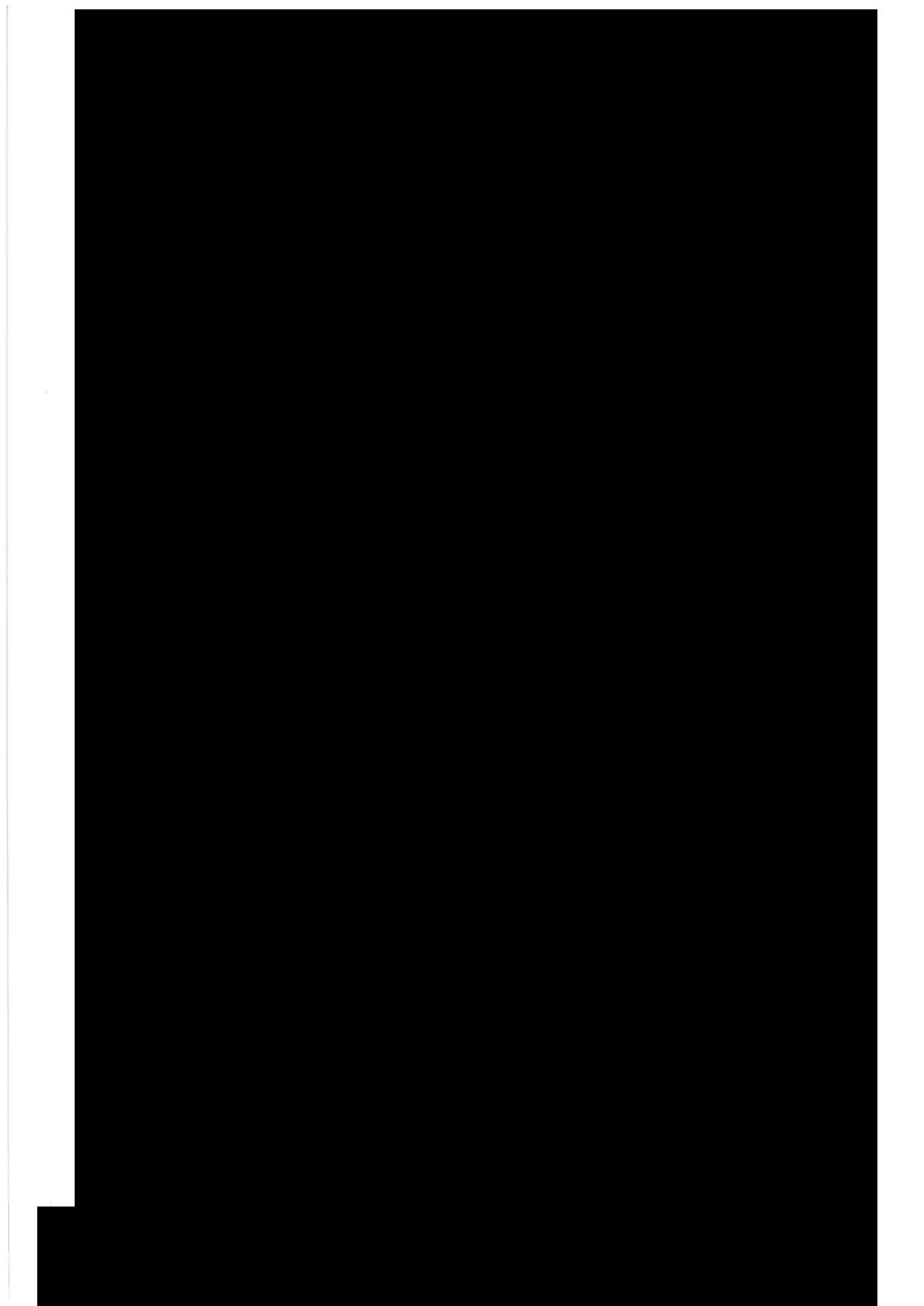






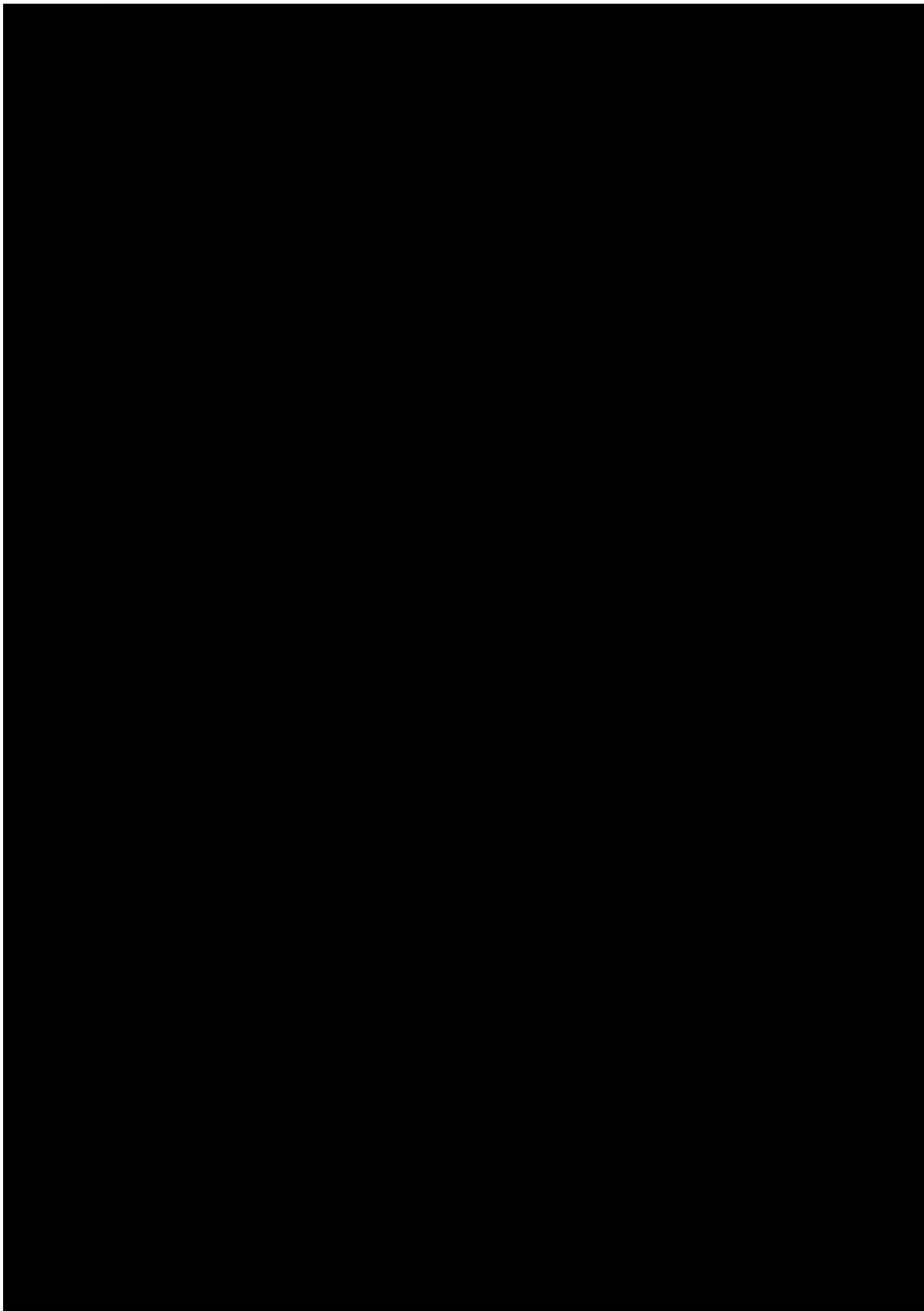


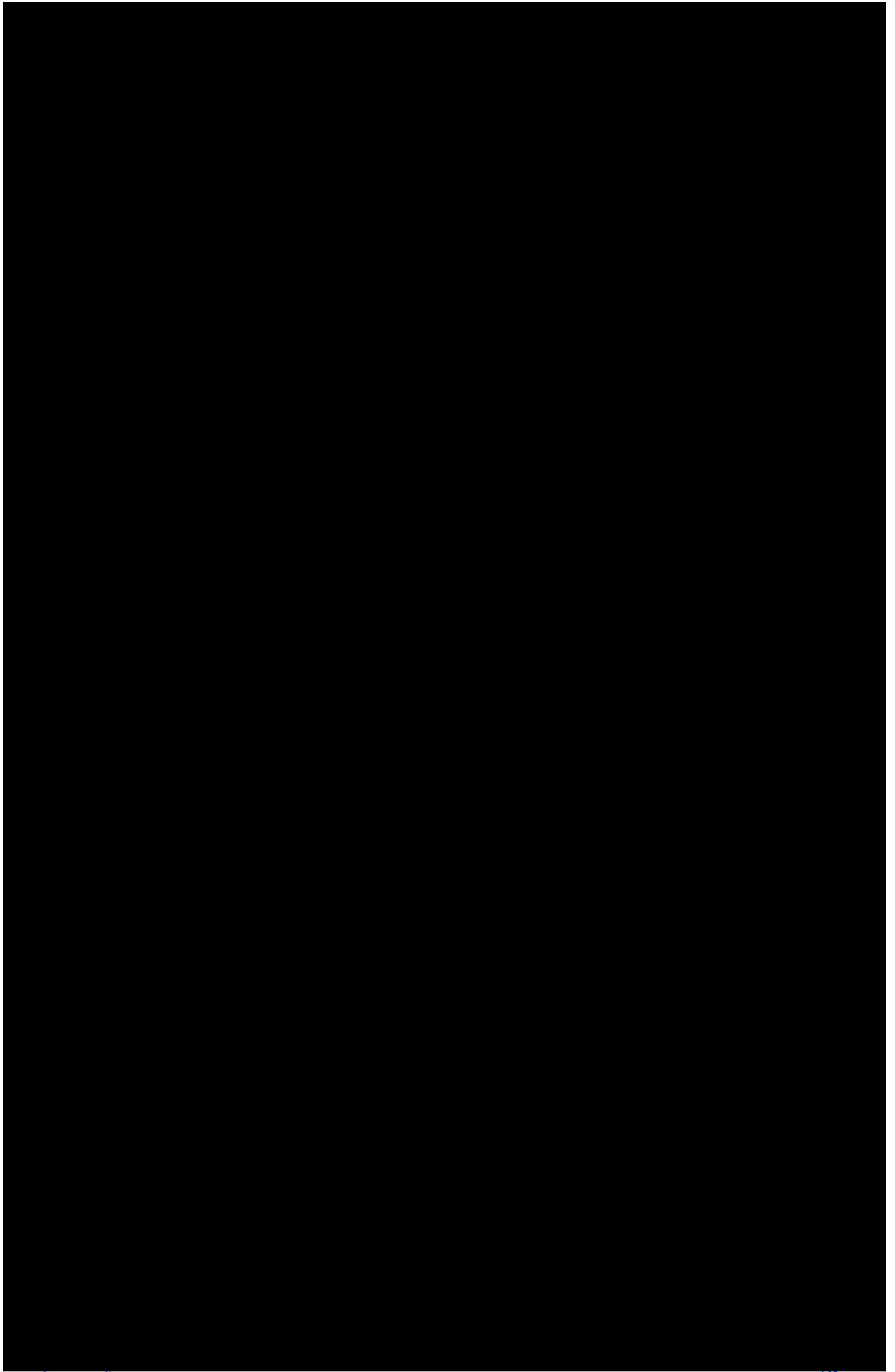






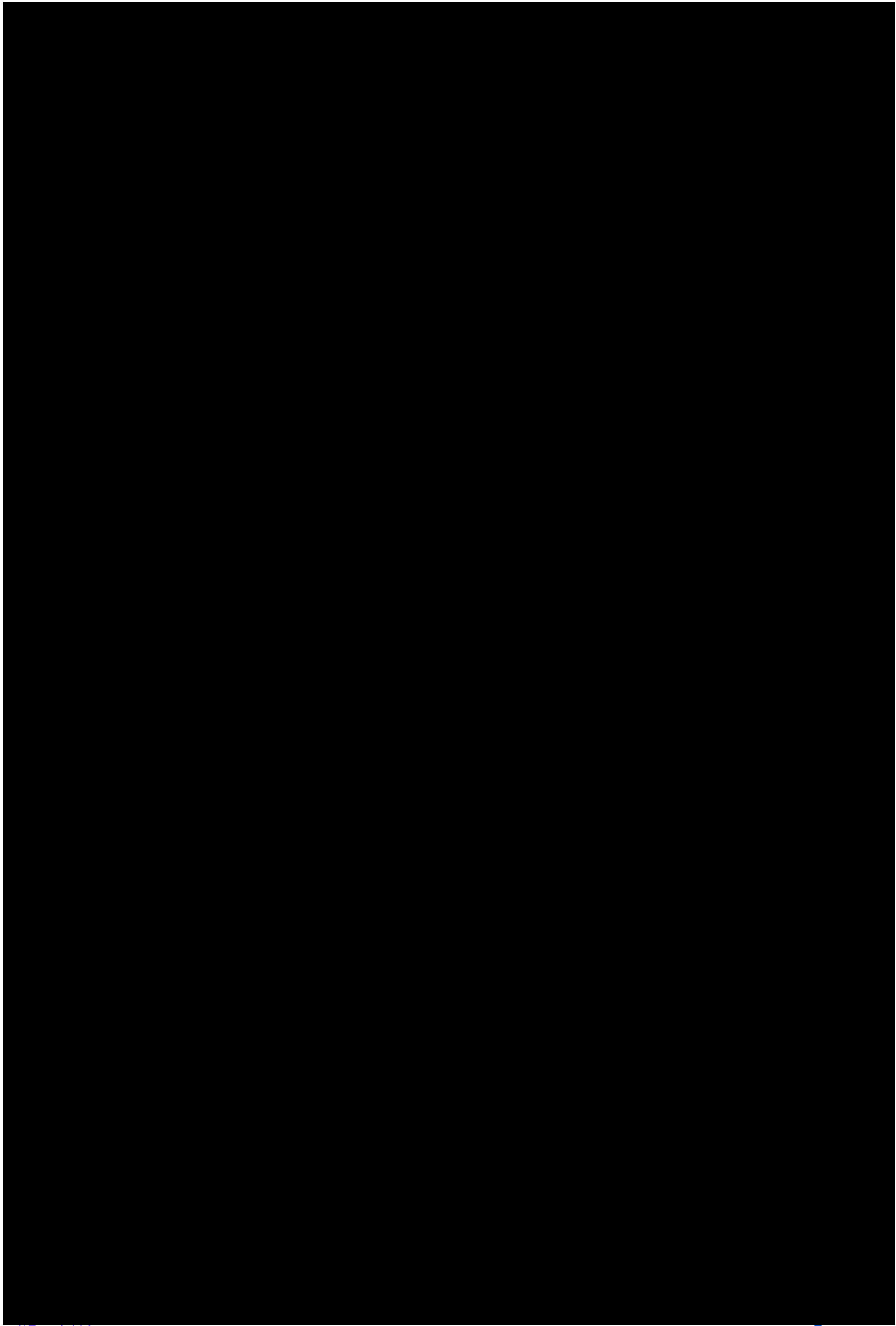






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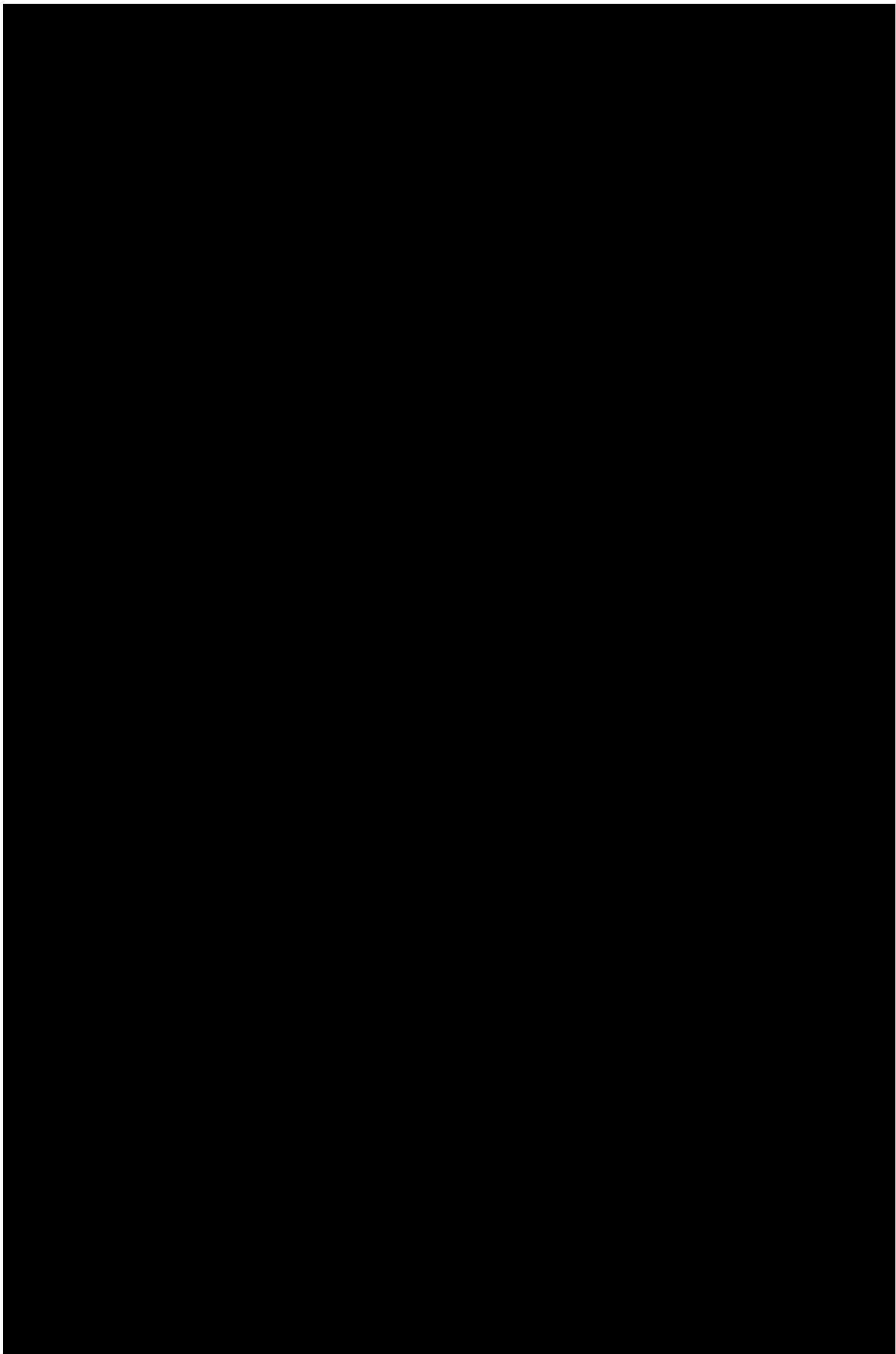
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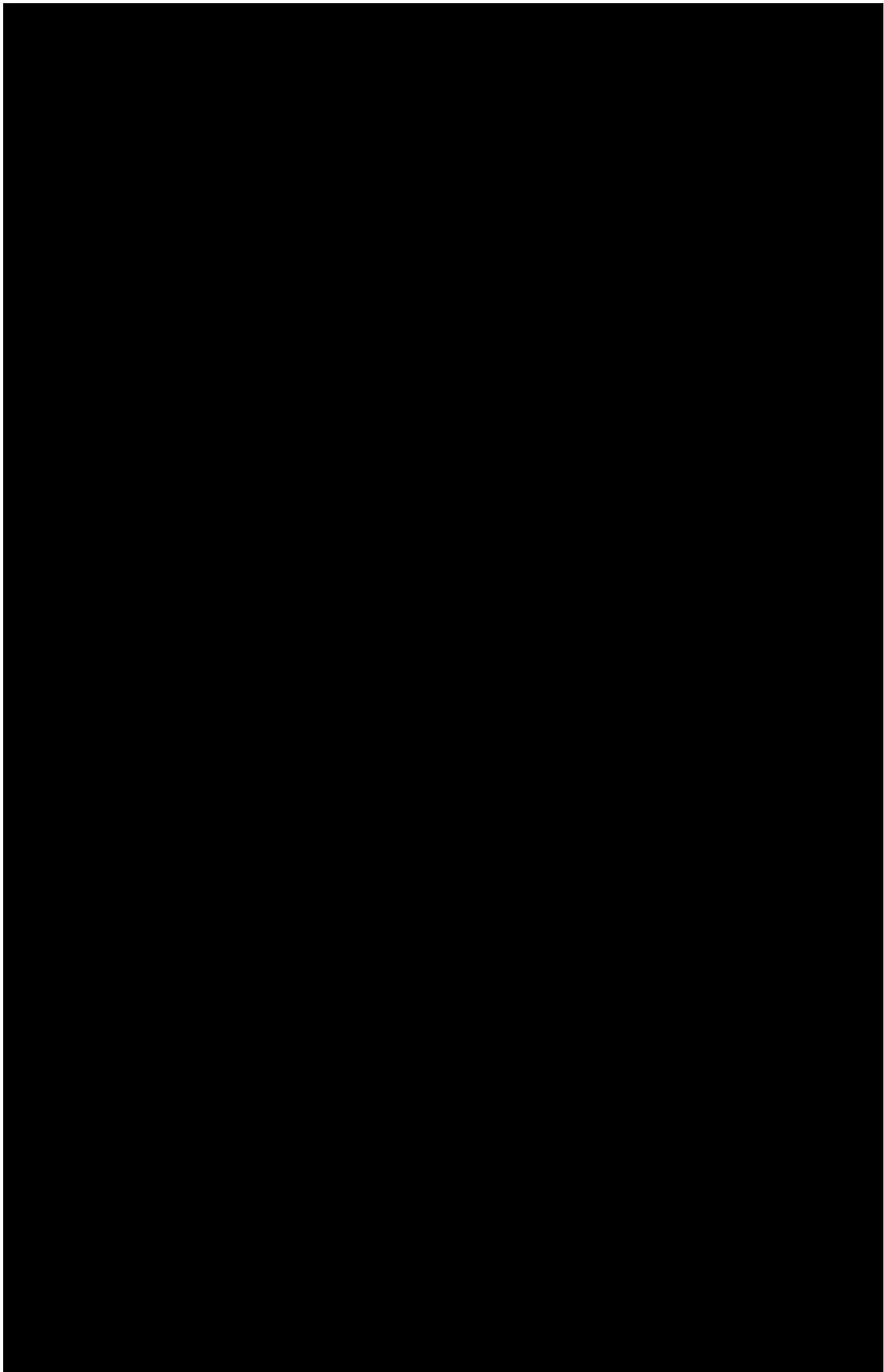
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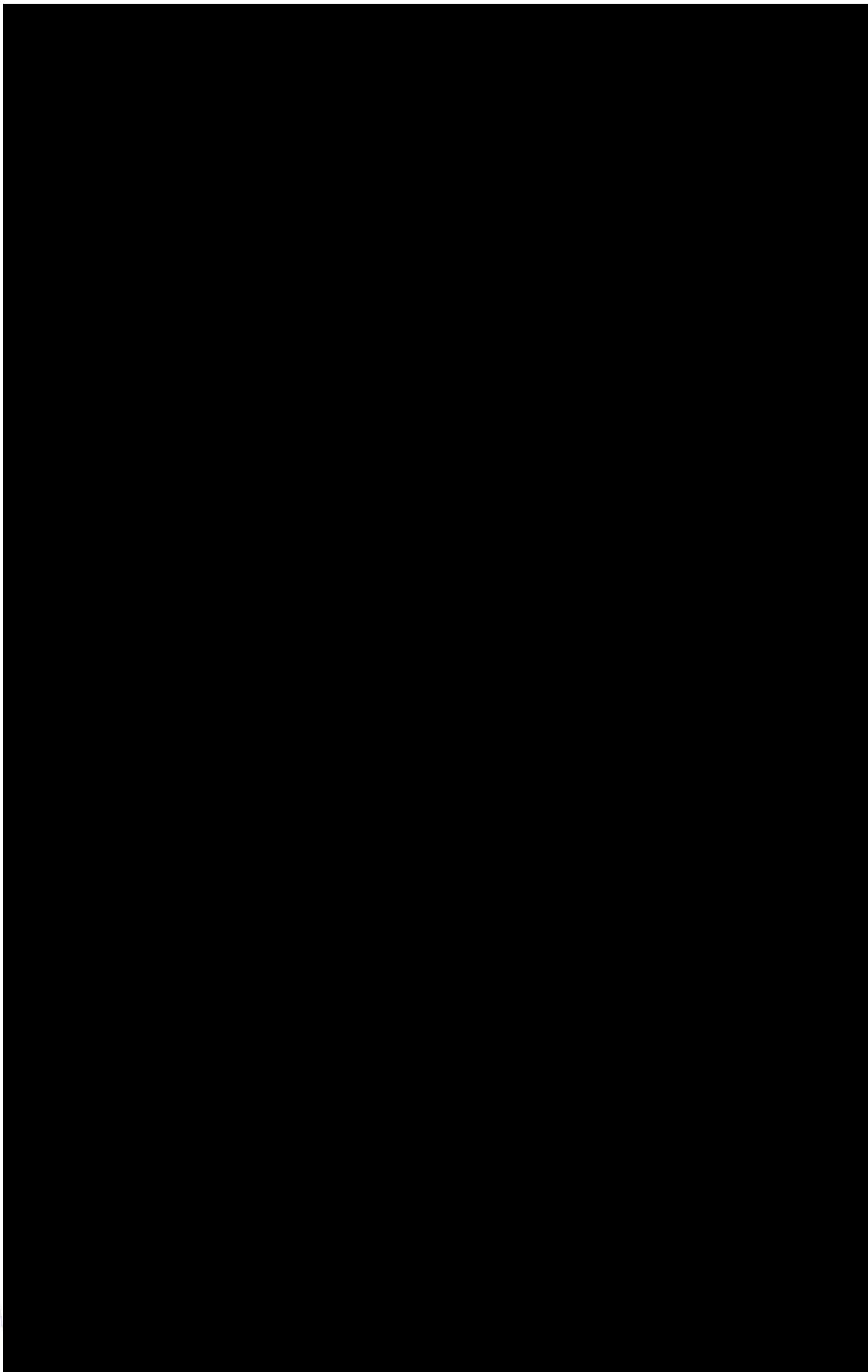
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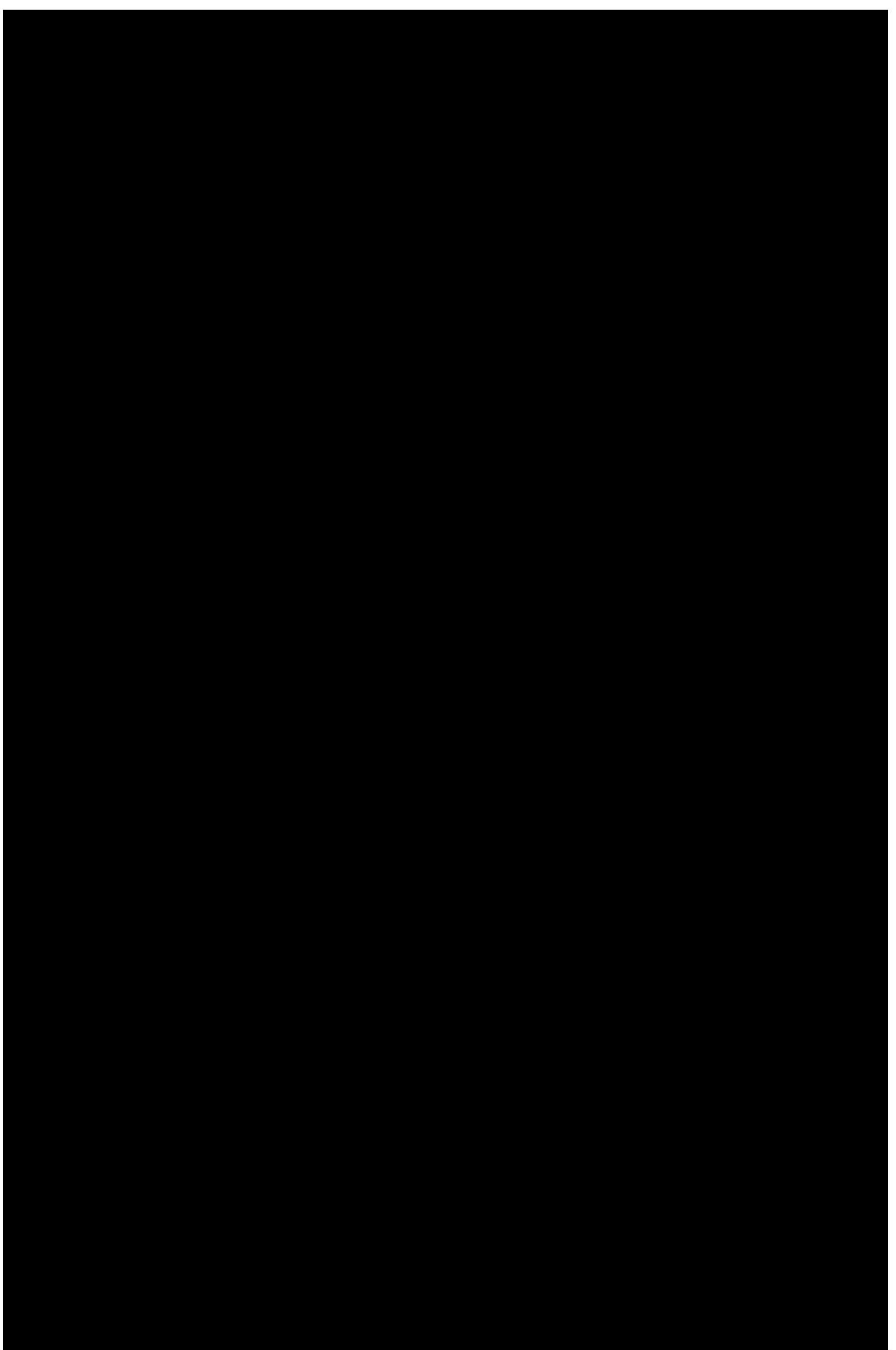
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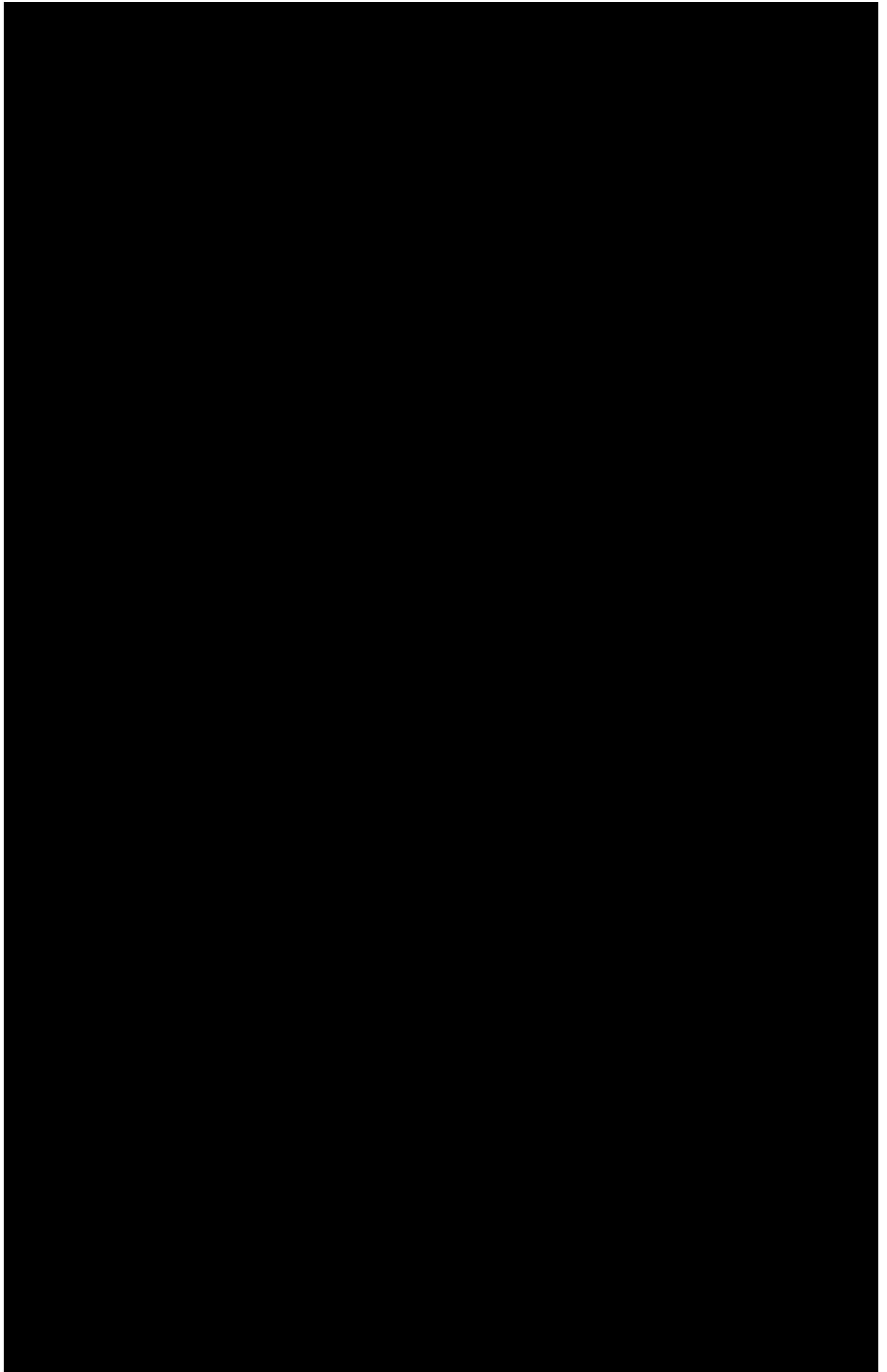


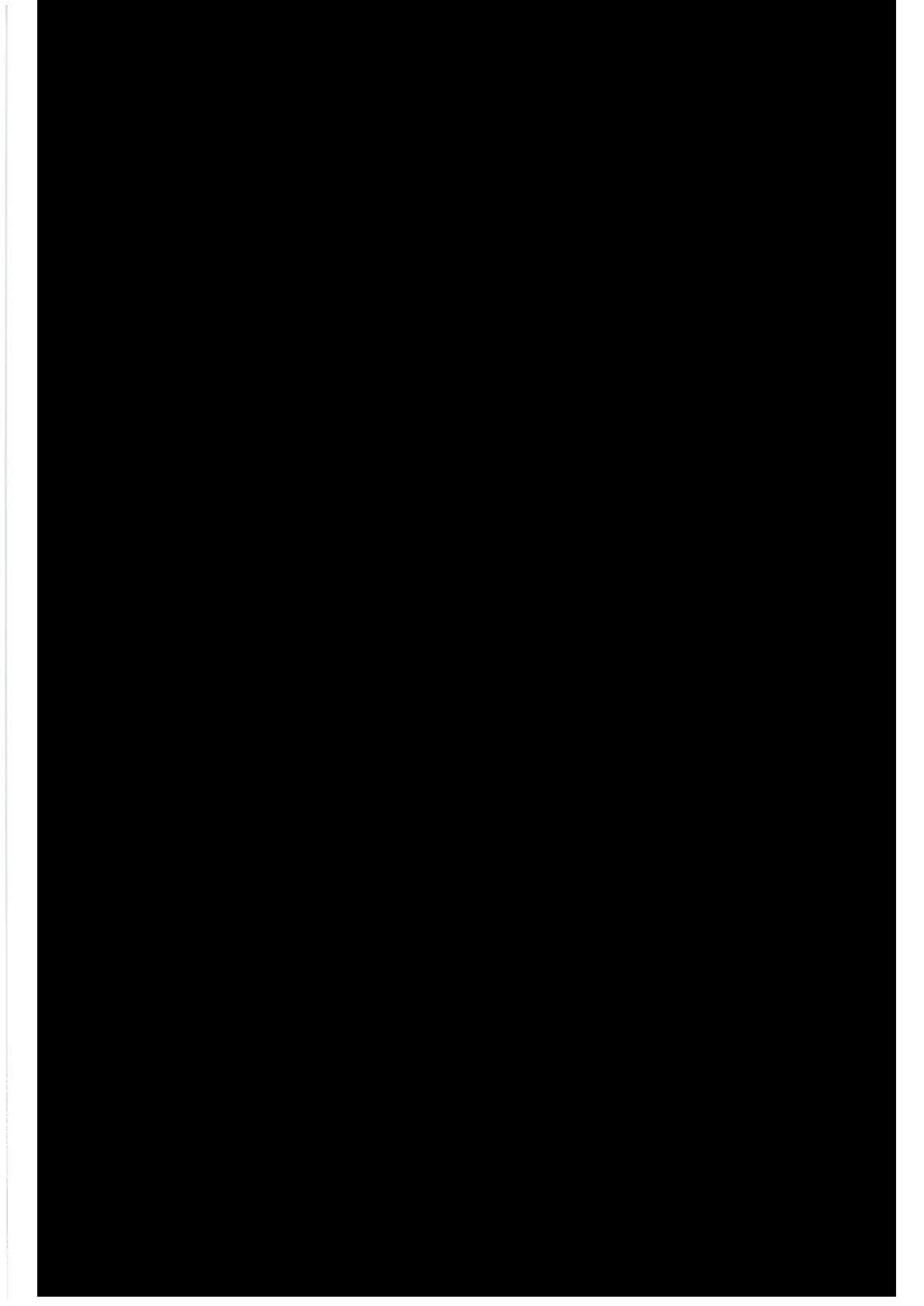


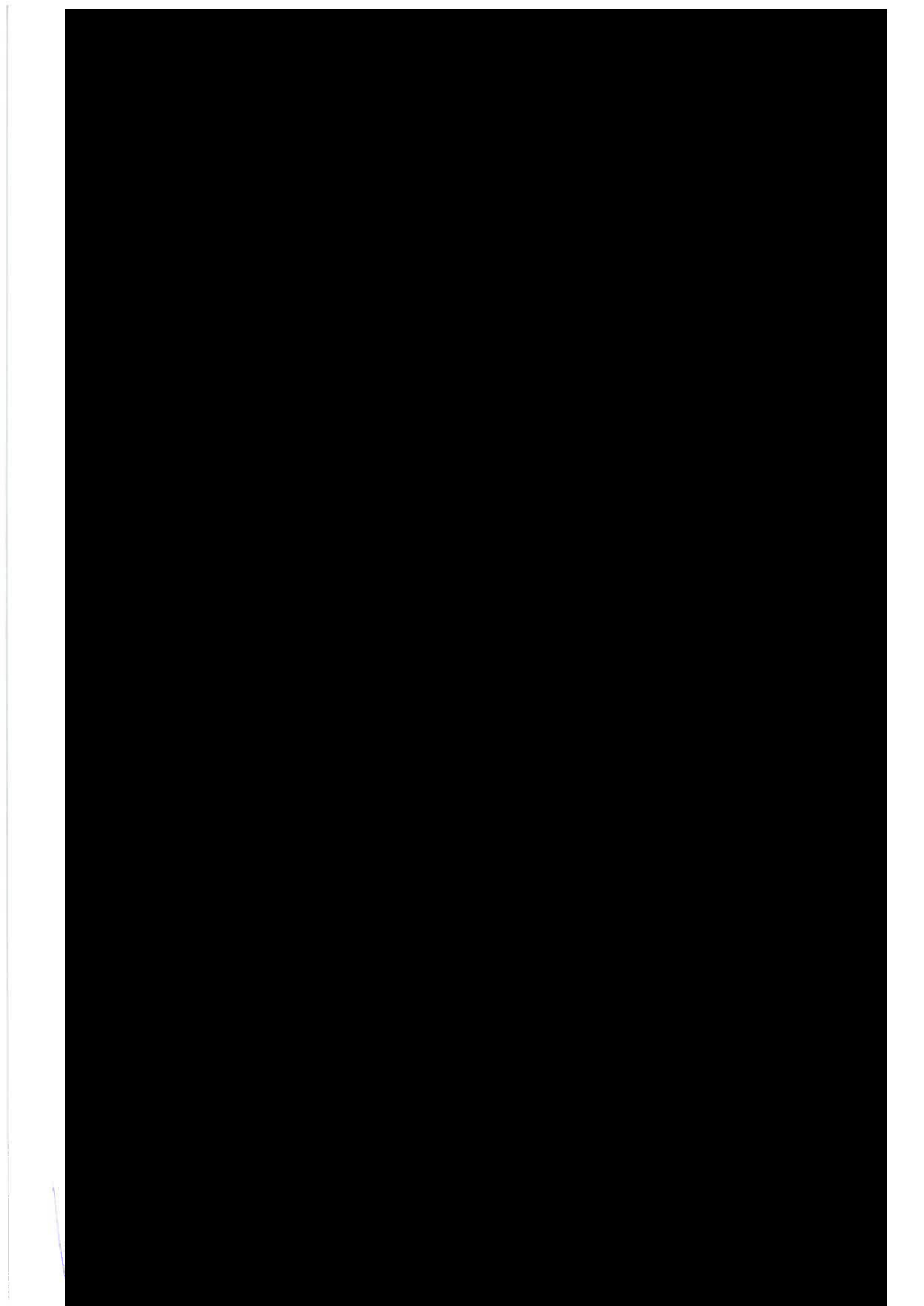




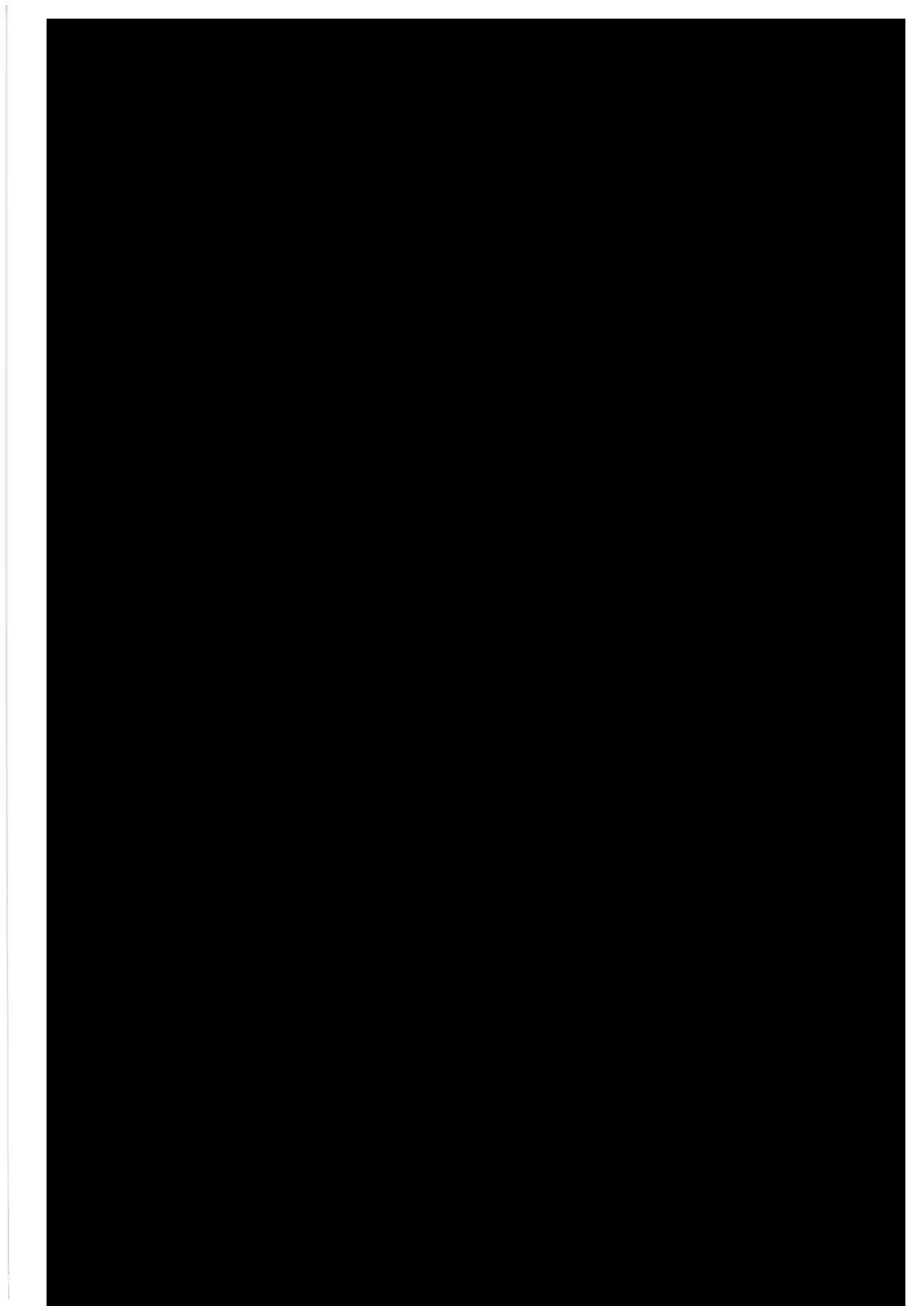








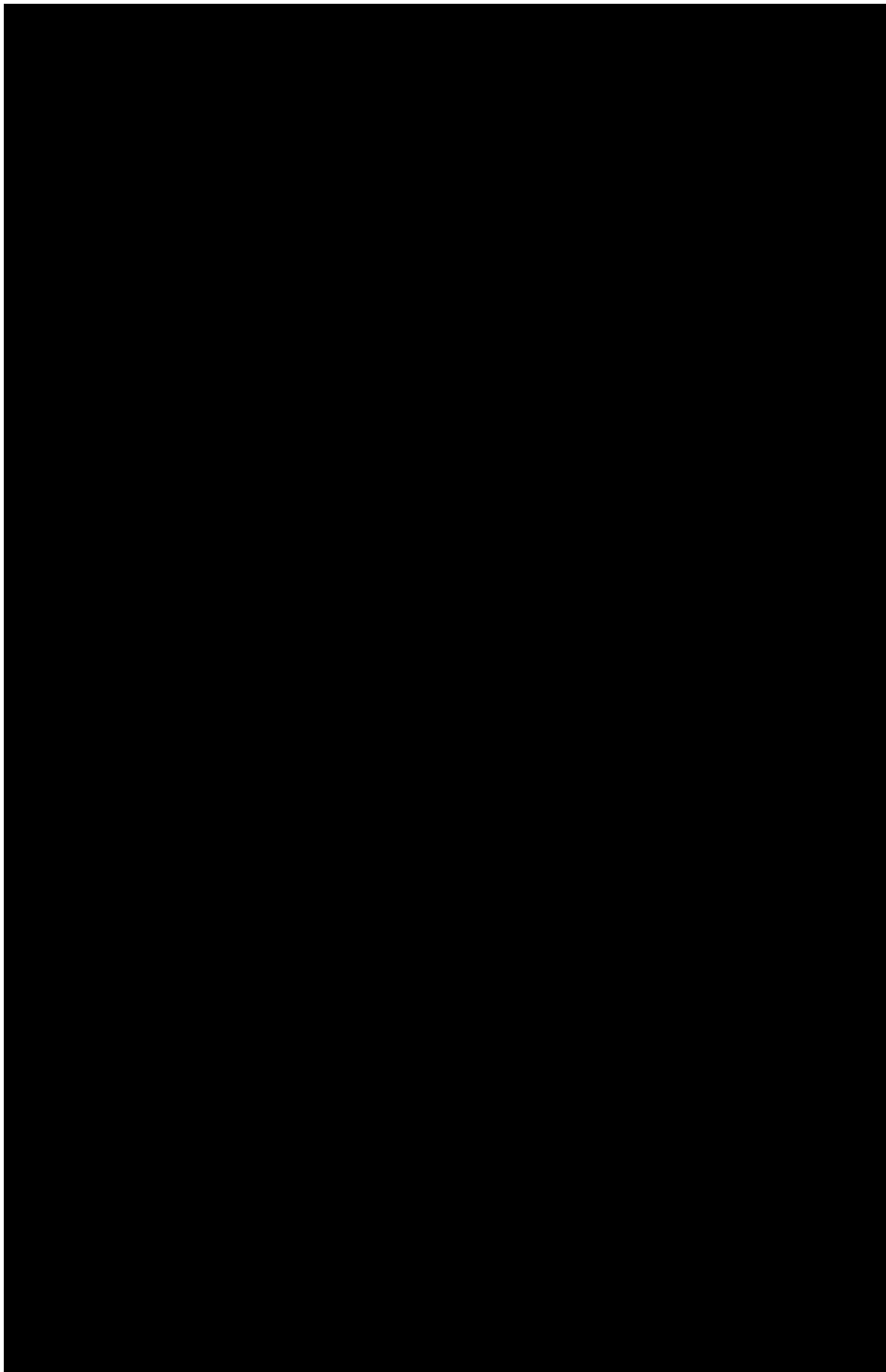


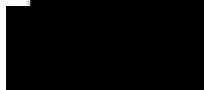


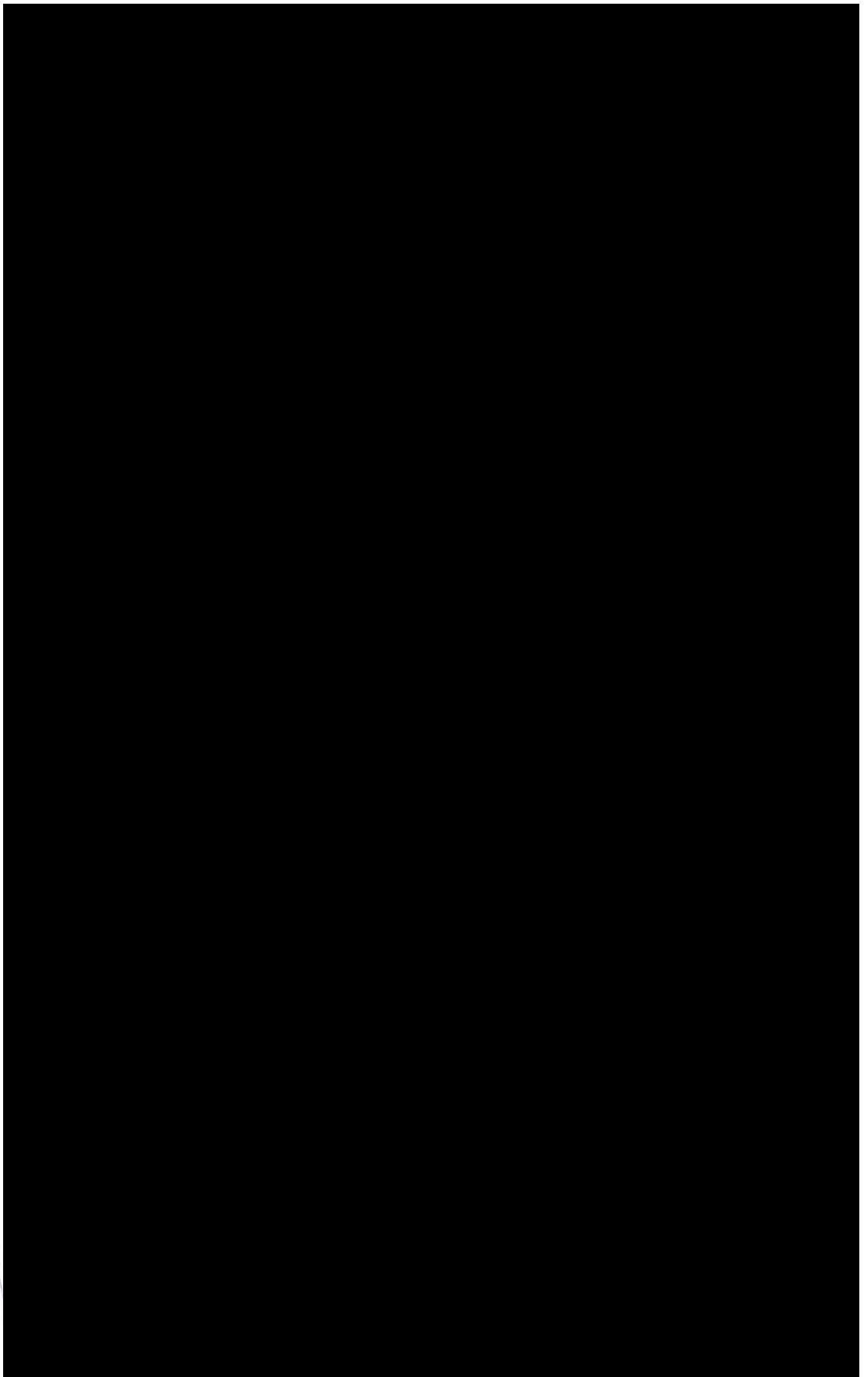


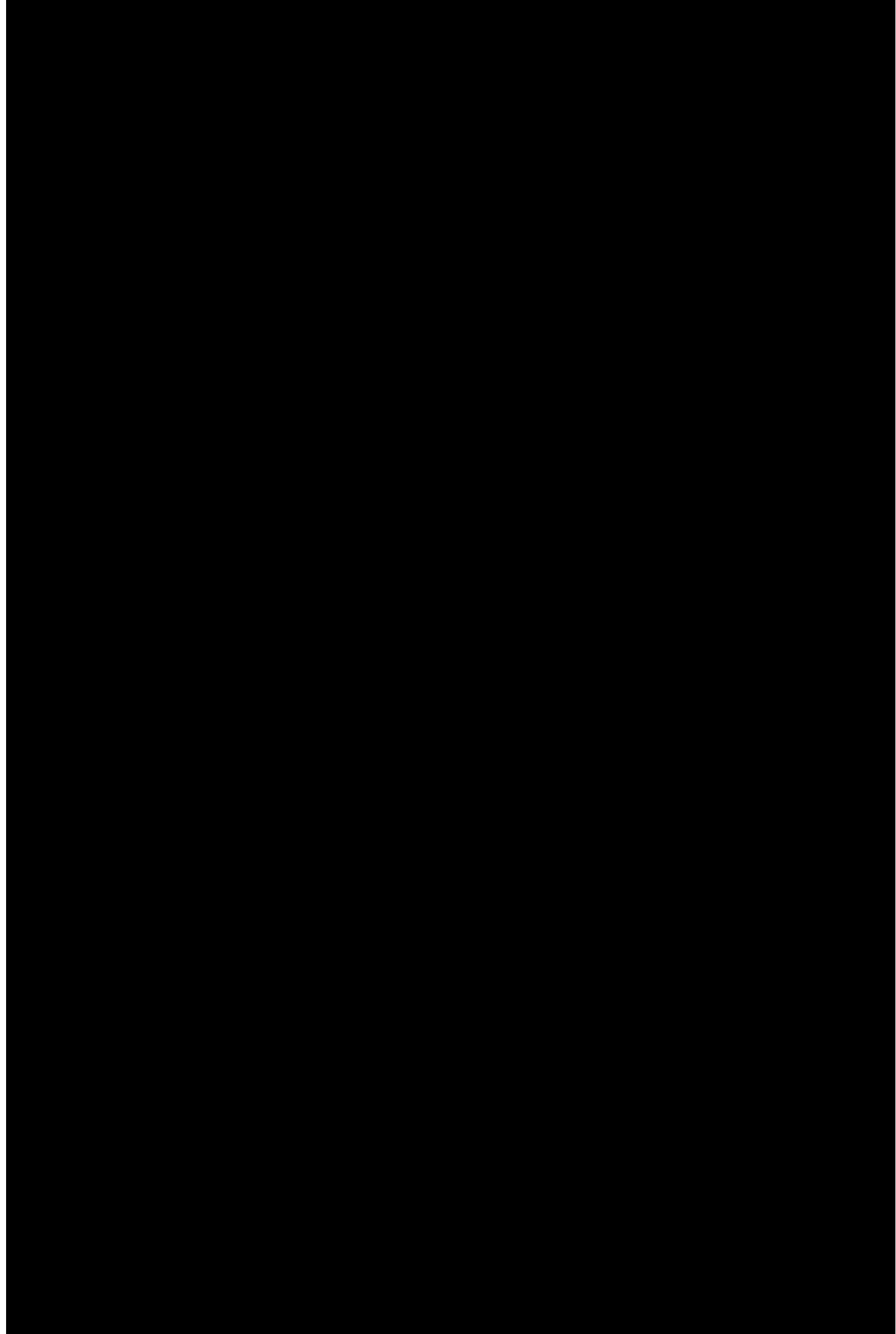


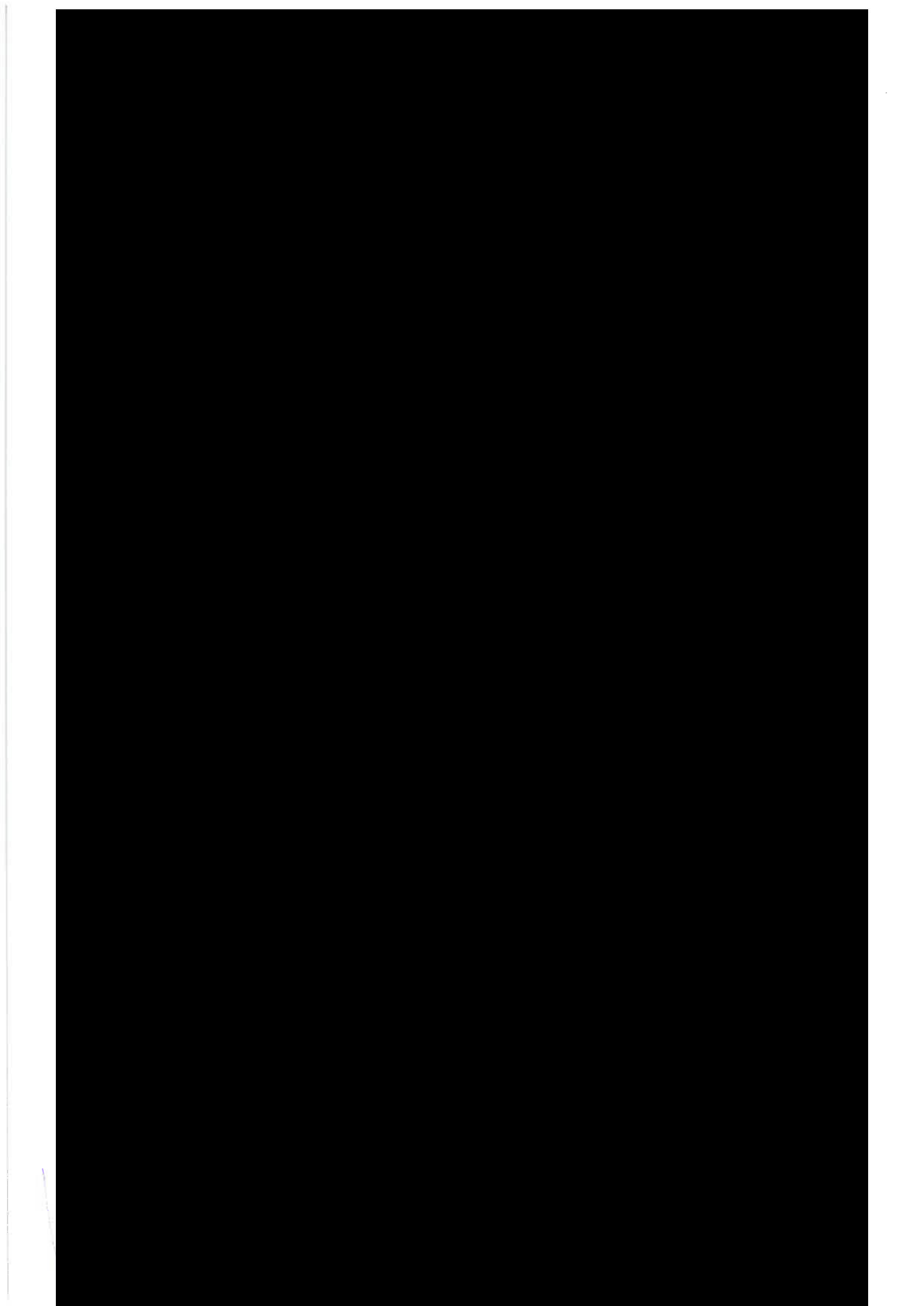


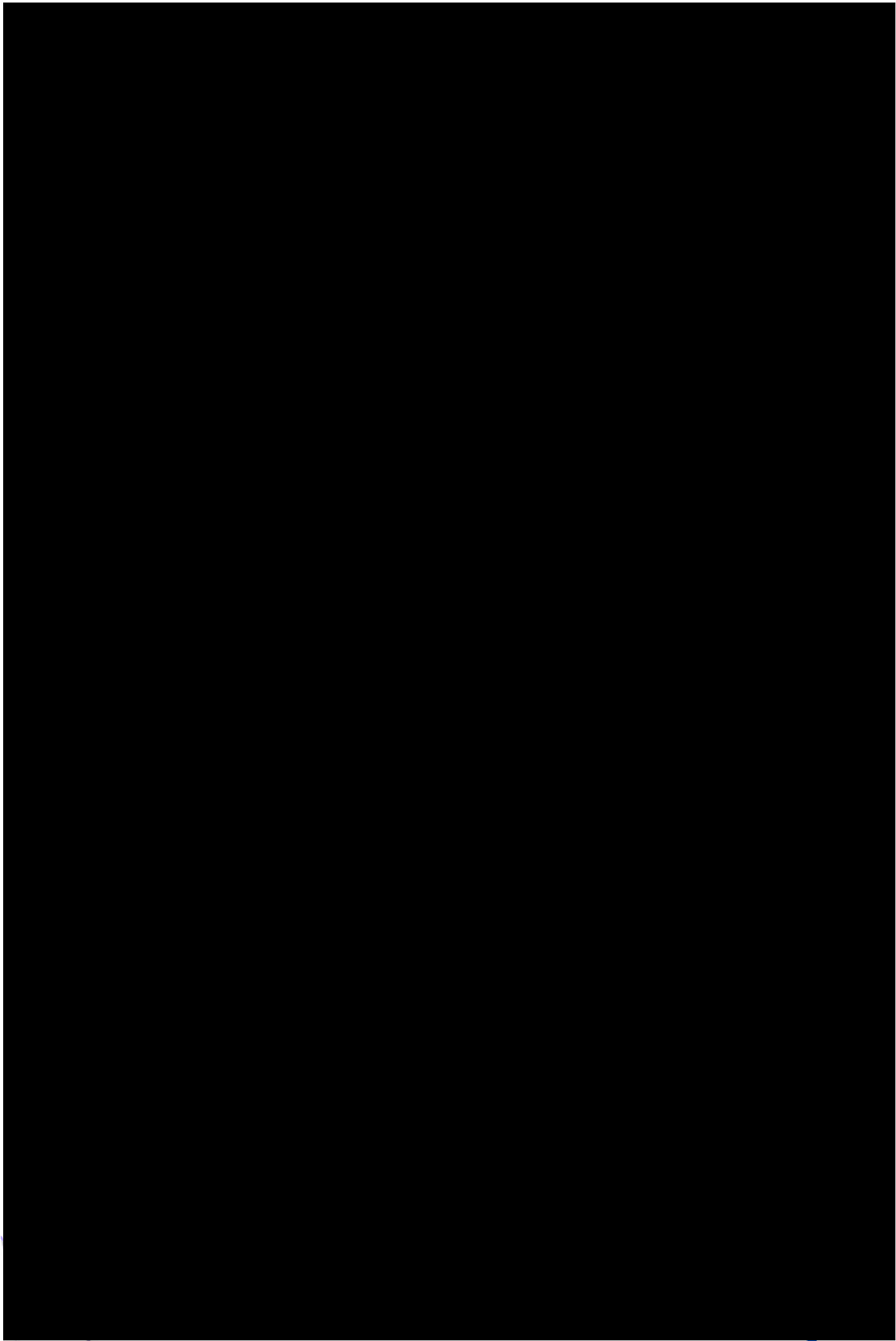






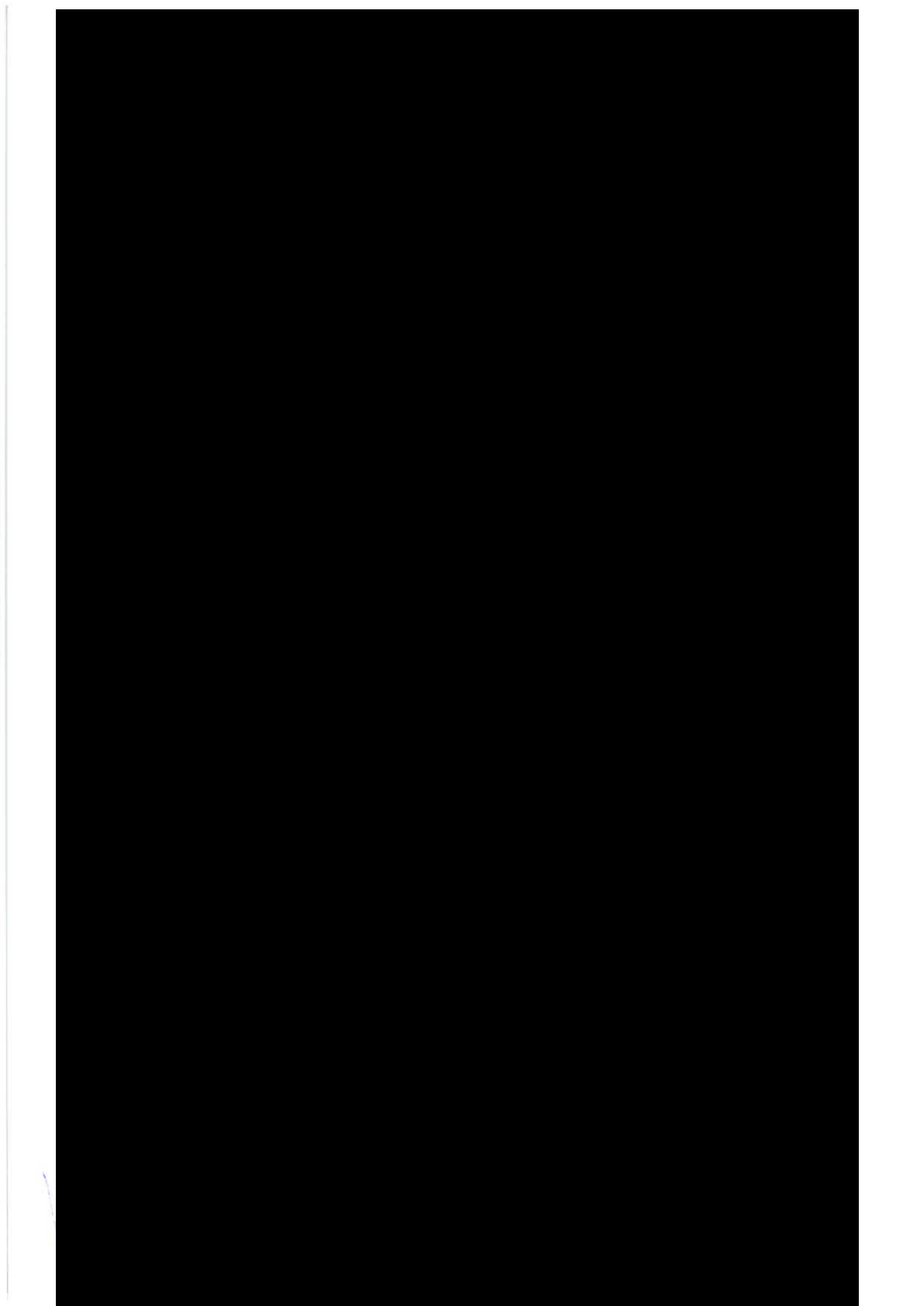


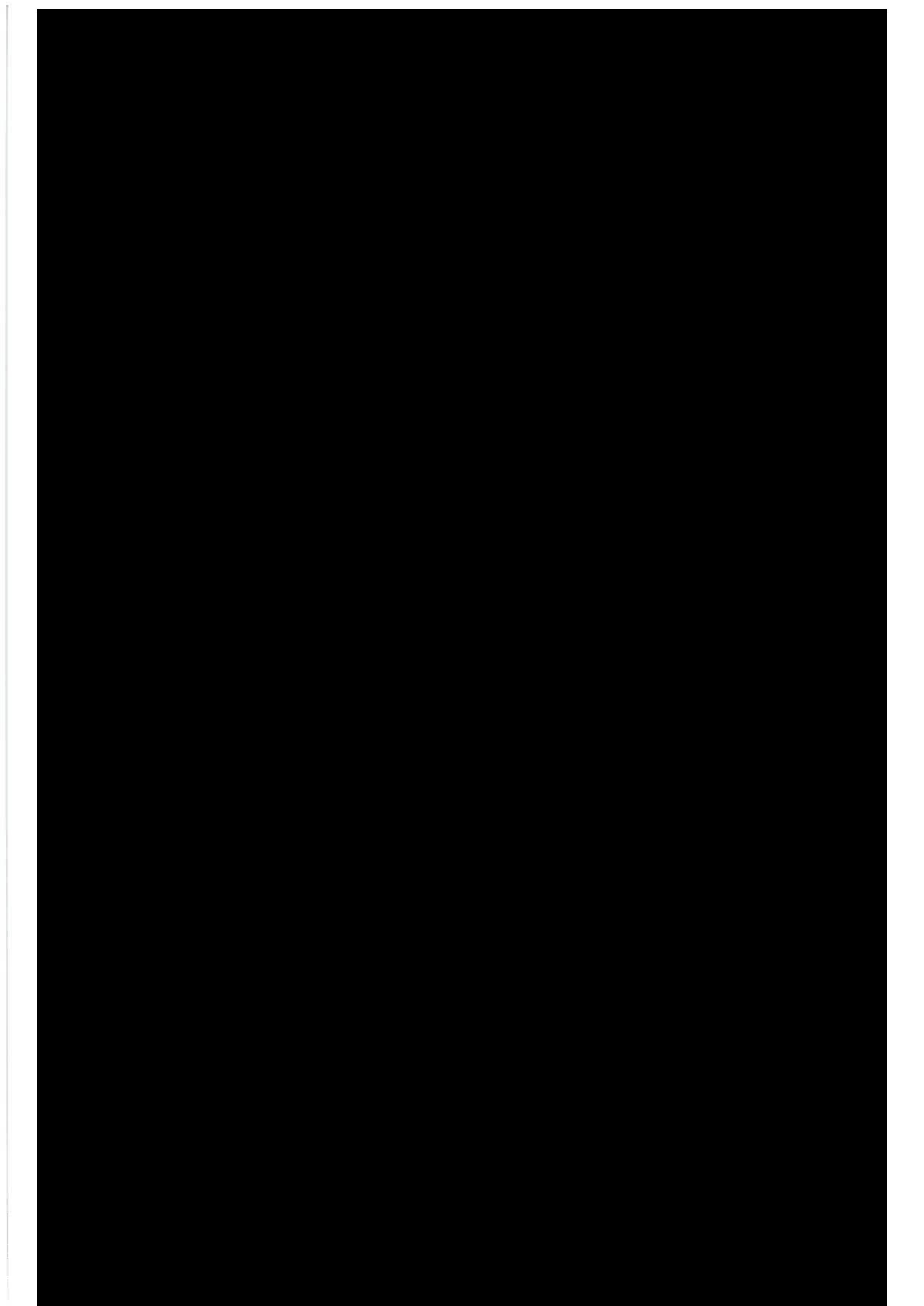




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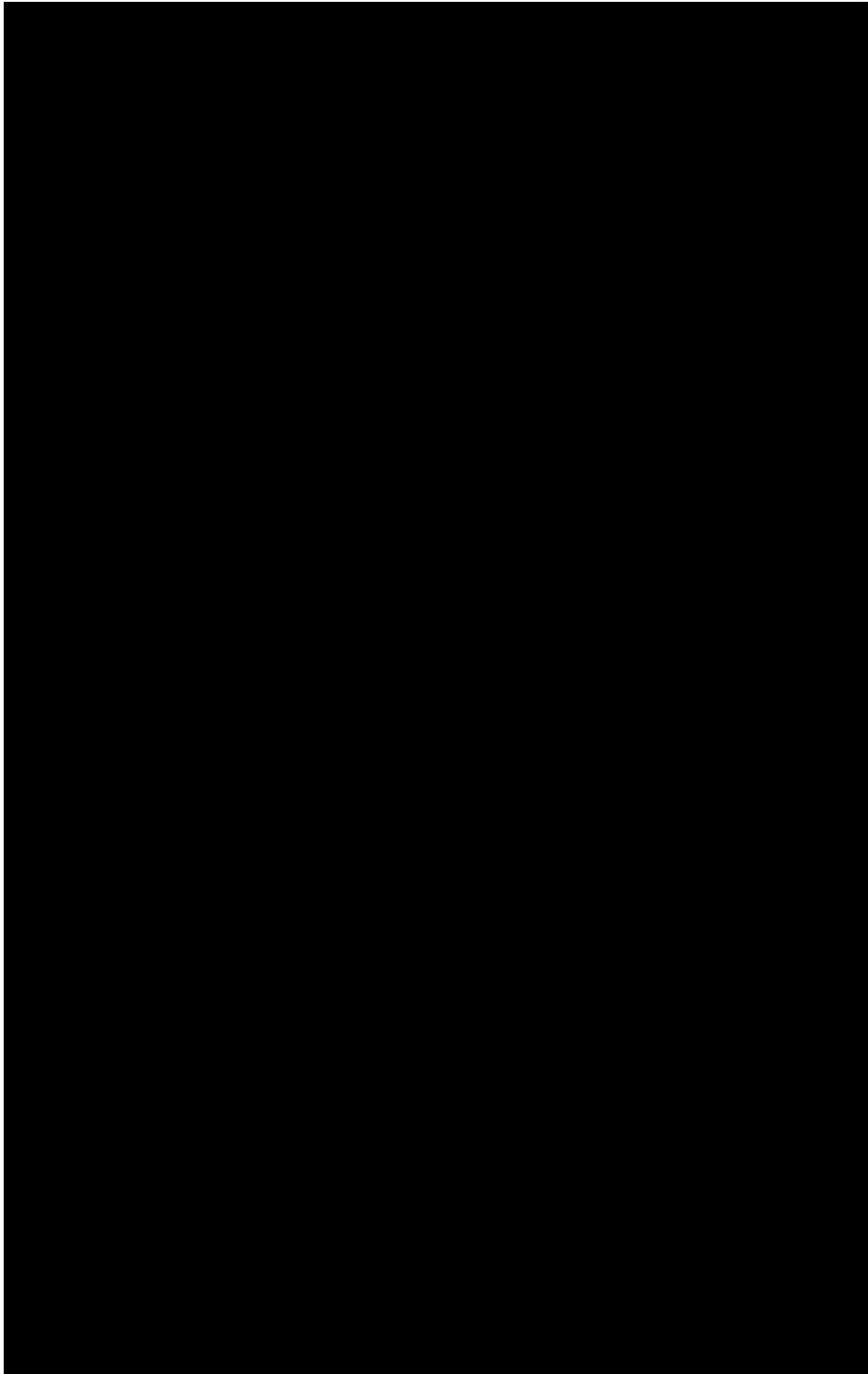


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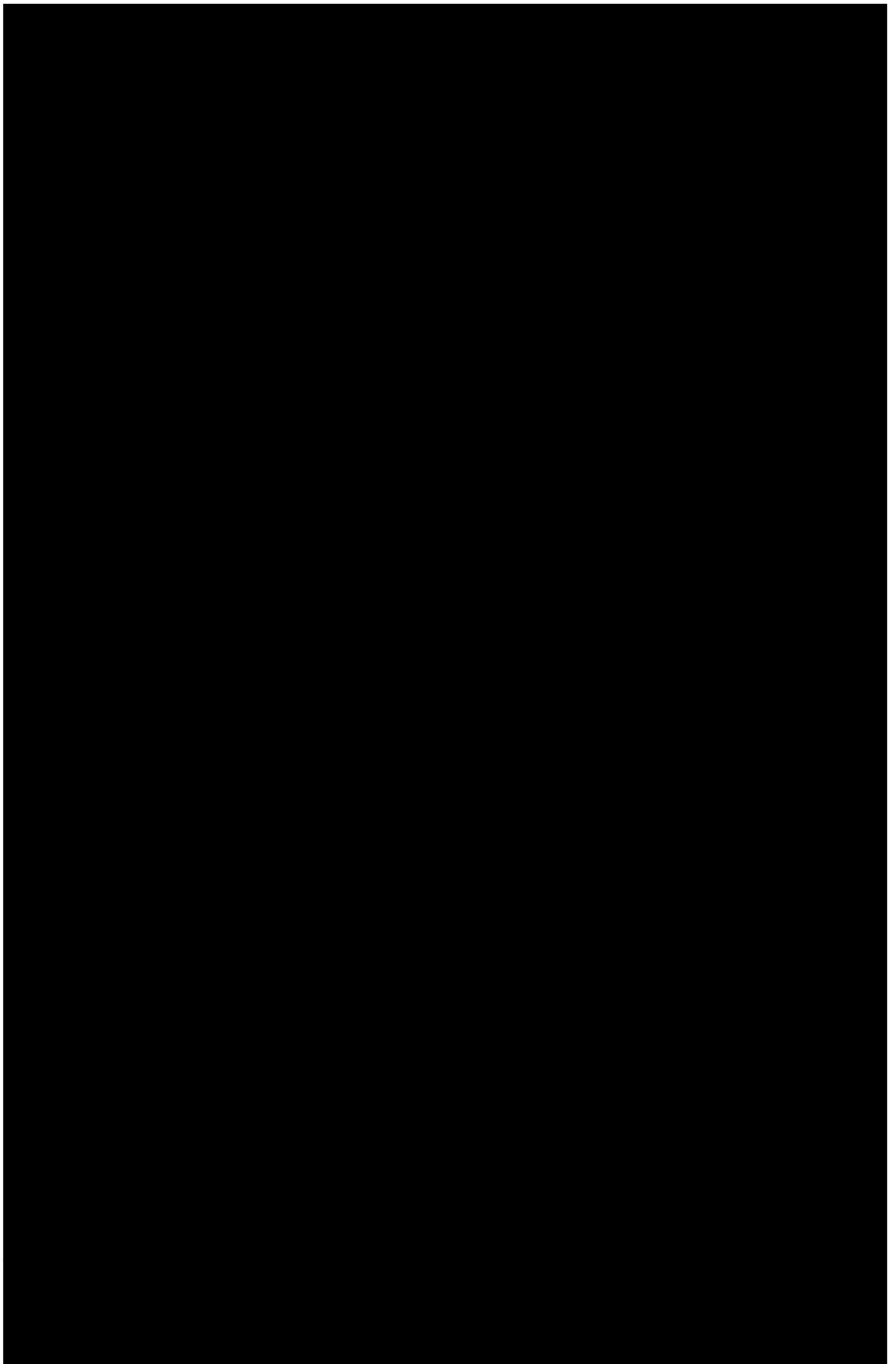












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