

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the specific procedures and protocols that must be followed when recording transactions. This includes details on how to handle receipts, invoices, and other financial documents, as well as the required frequency and format for reporting.

Appendix A: Record Keeping Requirements		
Item	Description	Frequency
1	Receipts	Monthly
2	Invoices	Quarterly
3	Bank Statements	Annually
4	Expense Reports	Bi-weekly
5	Inventory Records	Semi-annually

SECTION 2

The following section details the specific steps and procedures for implementing the record-keeping requirements outlined in the previous section. It provides a clear, step-by-step guide for staff members responsible for maintaining the organization's financial records.

1. The first step is to establish a central repository for all financial records. This should be a secure, accessible location where all receipts, invoices, and other documents are stored.