

職場無歧視，

展現真本事



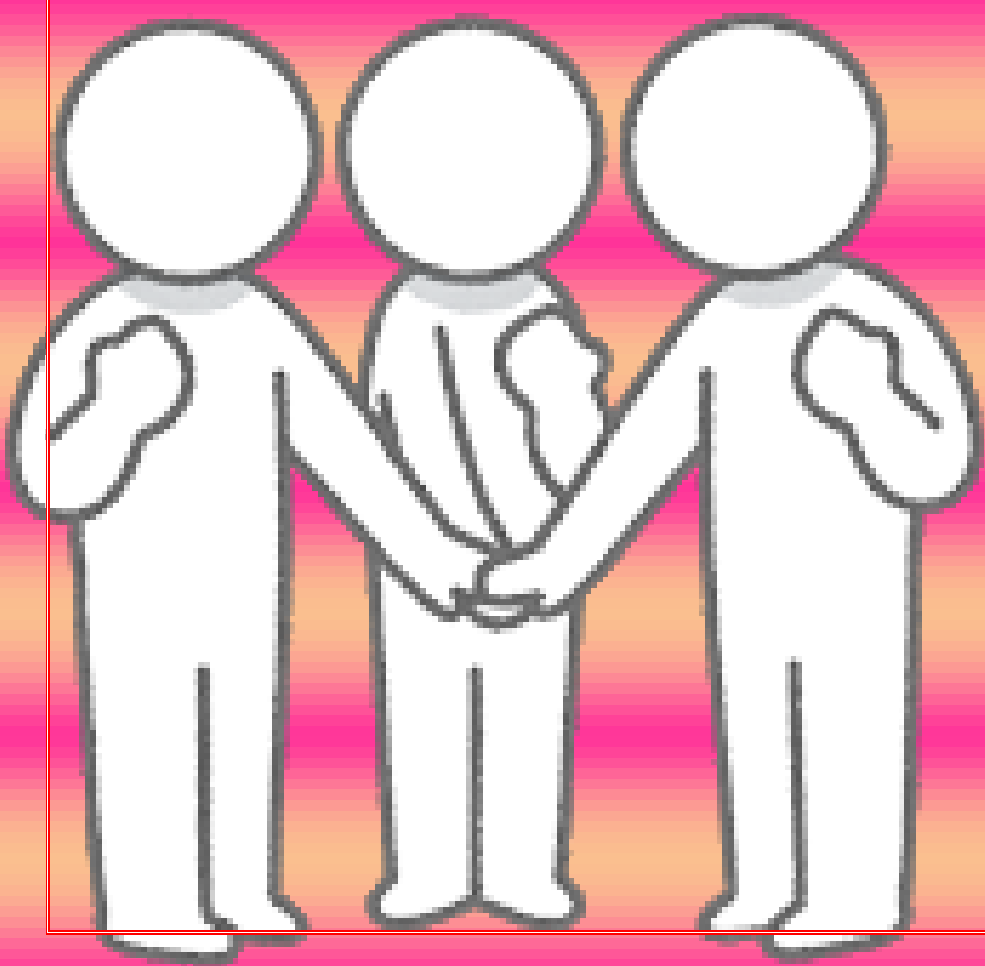
男孩女孩跨性別，

各式各樣有特色



更多認識

不再歧視



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers. The document also highlights the need for regular reconciliation of bank statements and the company's records to identify any discrepancies early on.

Next, the document covers the process of budgeting and forecasting. It explains how a well-defined budget can help management make informed decisions about resource allocation and identify potential areas of concern before they become major issues. The document provides a step-by-step guide to developing a budget, from setting goals and objectives to monitoring performance and adjusting the budget as needed.

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