

The first part of the document discusses the importance of maintaining accurate records of all transactions. This includes not only sales and purchases but also any transfers between accounts. Proper record-keeping is essential for ensuring the integrity of the financial statements and for identifying any discrepancies or errors.

In addition to maintaining records, it is also important to regularly reconcile the accounts. This involves comparing the company's internal records with the bank statements to ensure that they match. Any differences should be investigated and corrected immediately to prevent any potential issues.

Account Reconciliation		
Date	Company Balance	Bank Balance
01/01/2023	1000.00	1000.00
02/01/2023	1500.00	1500.00
03/01/2023	2000.00	2000.00
04/01/2023	2500.00	2500.00
05/01/2023	3000.00	3000.00
06/01/2023	3500.00	3500.00
07/01/2023	4000.00	4000.00
08/01/2023	4500.00	4500.00
09/01/2023	5000.00	5000.00
10/01/2023	5500.00	5500.00
11/01/2023	6000.00	6000.00
12/01/2023	6500.00	6500.00

## FINANCIAL STATEMENTS

The financial statements provide a comprehensive overview of the company's financial performance over a specific period. They consist of the Income Statement, Balance Sheet, and Cash Flow Statement. Each statement provides different insights into the company's operations and financial health.

Income Statement		
Item	2023	2022
Sales	10000	9000
Cost of Goods Sold	(6000)	(5500)
Gross Profit	4000	3500
Operating Expenses	(2500)	(2200)
Operating Income	1500	1300
Other Income	500	400
Net Income	2000	1700