

**PERSONAL HISTORY AND
REMINISCENCES WITH PERSONAL
OPINIONS ON CONTEMPORARY
EVENTS 1845-1921**

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Personal History and Reminiscences with Personal Opinions on Contemporary Events 1845-1921 by Henry Root

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HENRY ROOT

**PERSONAL HISTORY AND
REMINISCENCES WITH PERSONAL
OPINIONS ON CONTEMPORARY
EVENTS 1845-1921**

Presented to Dorman Bridgman Eaton Kent
with compliments of Henry Root
March 15th 1922
1707 Fremont Way
Oakland
California



HENRY ROOT
San Francisco
1920

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 statements and for providing a clear audit trail. The text notes that any discrepancies or errors in the records can lead to significant complications during an audit and may result in the disallowance of certain expenses.

2. The second part of the document outlines the specific requirements for record-keeping. It states that all receipts, invoices, and other supporting documents must be retained for a minimum of three years. Furthermore, it is required that these records be organized in a systematic and accessible manner, such as by date or by category, to facilitate the audit process. The document also mentions that digital records are acceptable, provided they are secure and can be easily accessed and verified.

3. The third part of the document provides guidance on how to handle common situations that may arise during the record-keeping process. For example, it addresses the issue of lost receipts, suggesting that a copy of the receipt should be made and the original should be replaced as soon as possible. It also discusses the treatment of cash transactions, noting that these should be recorded in a separate ledger and supported by bank statements or other reliable evidence.

4. The final part of the document concludes by reiterating the importance of thorough and honest record-keeping. It states that the primary goal is to ensure that all financial activity is accurately and transparently documented. This not only helps in the preparation of accurate financial statements but also demonstrates a commitment to financial responsibility and compliance with applicable laws and regulations.

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HENRY ROOT
Surveyor, Engineer and Inventor

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Personal History
and
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1845 - 1921

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Little 6 Jan. 1943

