

**THE OPEN DOOR: OR, THE
SECRET OF JESUS: A KEY TO
SPIRITUAL EMANCIPATION,
ILLUMINATION AND MASTERY**

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The Open Door: Or, the Secret of Jesus: A Key to Spiritual Emancipation, Illumination and
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JOHN HAMLIN DEWEY

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THE OPEN DOOR

OR

THE SECRET OF JESUS

A KEY TO SPIRITUAL EMANCIPATION, ILLUMINATION AND MASTERY

BY

JOHN HAMLIN DEWEY, M.D.

AUTHOR OF THE CHRISTIAN THEOSOPHY SERIES—"THE WAY, THE TRUTH, AND
THE LIFE," "THE PATHWAY OF THE SPIRIT," ETC.

"I am the door: by me if any man enter in, he shall
be saved, and shall go in and out, and find pasture."
—JESUS, THE CHRIST

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TO THOSE WHO
LOOK, PRAY, AND WORK
FOR THE
SPIRITUAL EMANCIPATION AND TRANSFIGURATION
OF HUMANITY

THESE WORDS ARE LOVINGLY SPOKEN, BY

THE AUTHOR

06.14-32-4473

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 procedures that must be followed when recording transactions. It details the requirements for proper documentation, including the need for original receipts and invoices. It also discusses the importance of timely recording and the use of appropriate accounting methods to ensure that the records are consistent and reliable.

3. The third part of the document addresses the issue of expense allocation. It explains how certain expenses may need to be allocated to different departments or projects based on their relative use. The text provides guidance on how to determine the appropriate allocation method and how to document these allocations to ensure they are fair and reasonable.

4. The fourth part of the document discusses the importance of regular reviews and reconciliations. It emphasizes that these processes are essential for identifying and correcting errors in the records as soon as possible. The text also notes that regular reviews can help to ensure that the records are up-to-date and that any changes are properly documented.

5. The fifth part of the document discusses the importance of maintaining the records for the required period. It notes that the records must be kept for a minimum of six years from the date of the transaction. The text also discusses the importance of ensuring that the records are stored in a secure and accessible location to facilitate future audits.

6. The sixth part of the document discusses the importance of providing adequate training to all personnel involved in the recording of transactions. It emphasizes that all personnel must be familiar with the procedures and requirements outlined in the document to ensure that the records are accurate and complete. The text also notes that ongoing training and updates are necessary to keep personnel informed of any changes to the procedures.

7. The seventh part of the document discusses the importance of maintaining the confidentiality of the records. It notes that the records contain sensitive financial information and must be protected from unauthorized access. The text provides guidance on how to implement appropriate security measures to ensure the confidentiality of the records.

8. The eighth part of the document discusses the importance of providing a clear and concise summary of the records. It emphasizes that this summary is essential for providing a high-level overview of the transactions and for facilitating the audit process. The text provides guidance on how to prepare this summary and what information it should contain.

9. The ninth part of the document discusses the importance of maintaining the records in a format that is easy to access and search. It notes that the records should be organized in a logical and consistent manner to facilitate the audit process. The text also discusses the importance of maintaining backup copies of the records to ensure their availability in the event of a disaster.

10. The tenth part of the document discusses the importance of providing a clear and concise explanation of the records. It emphasizes that this explanation is essential for providing context and detail to the audit team. The text provides guidance on how to prepare this explanation and what information it should contain.

*With
Professor George J. Morley
6-13-1932*

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