

**POEMS DRAMATIC
AND LYRICAL:
SECOND SERIES**

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Poems Dramatic and Lyrical: Second Series by Lord De Tabley

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LORD DE TABLEY

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AND LYRICAL:
SECOND SERIES**

POEMS DRAMATIC
AND LYRICAL
SECOND SERIES

Uniform with this in Size and Binding

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First Series. By LORD DE TABLEY.

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P O E M S
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LORD DE TABLEY

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PREFATORY NOTE

WITH the exception of *Orpheus in Hades*, nothing in this volume has ever been printed or published before. *Orpheus* appeared in *The Nineteenth Century* of November 1893, and the poem is now reprinted with the kind permission of Mr. James Knowles, the editor of that Review.

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AN INVOCATION

AN invocation for the queenly one,
The ruler of my days and my desire :
A burning incense to my radiant sun,
A music mounting in a shaft of fire :

An adoration and a sacrifice,
An aureole outrayed upon her brow,
As in a silver saint of Paradise :
A pearly necklace round a throat of snow—

Turn not the splendour of thine eyes aside,
Though night and all her shadows are
deceased ;
Thy glance is as the morning's to divide
The pillared chambers of the glowing east.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice.

2. The second part outlines the procedures for handling discrepancies between the recorded amounts and the actual cash received. It suggests a systematic approach to identify the source of the error.

3. The third part details the process of reconciling the accounts at the end of each month. It includes a checklist of items to verify, such as bank statements and outstanding invoices.

4. The fourth part provides guidelines for the safekeeping of financial documents. It recommends using fireproof safes and maintaining digital backups of all records.

5. The fifth part discusses the role of internal controls in preventing fraud and ensuring the integrity of the financial data. It highlights the need for segregation of duties and regular audits.

6. The sixth part covers the requirements for reporting financial performance to stakeholders. It stresses the importance of transparency and providing clear, concise summaries.

7. The seventh part addresses the legal obligations of the organization regarding tax compliance and record retention. It advises consulting with legal counsel for specific requirements.

8. The eighth part offers practical tips for streamlining the accounting process. It suggests using accounting software and automating repetitive tasks to reduce errors and save time.

9. The ninth part discusses the impact of technology on modern accounting practices. It mentions the use of cloud-based systems and data analytics for better financial insights.

10. The tenth and final part concludes with a summary of the key points and a call to action for all staff members to adhere to the established financial policies.

This document is a confidential internal policy and should not be distributed outside the organization.