

**DRAMATIC IDYLS.
FIRST
SERIES; PP. 1-142**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649484898

Dramatic Idyls. First Series; pp. 1-142 by Robert Browning

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ROBERT BROWNING

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DRAMATIC IDYLS

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First Series

BY

ROBERT BROWNING

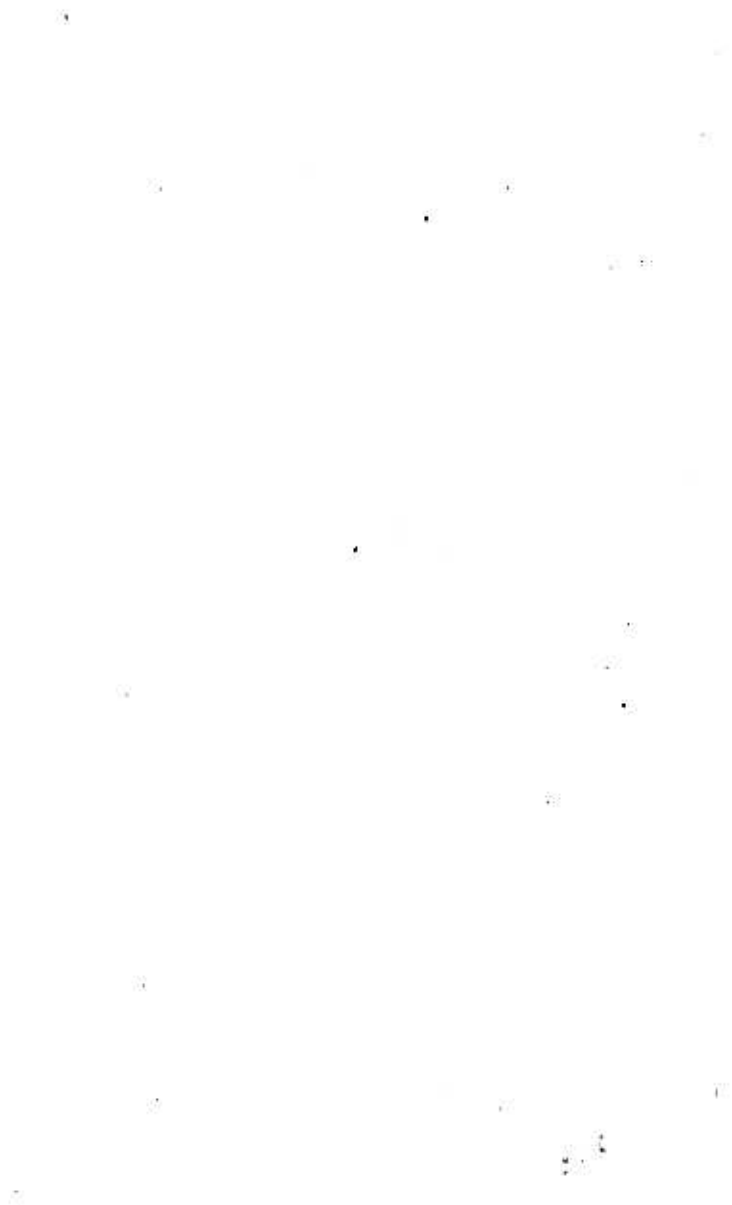
SECOND EDITION

LONDON

SMITH, ELDER, & CO., 15 WATERLOO PLACE

1882

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MARTIN RELPH

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

2. The second part of the document outlines the specific requirements for record-keeping, including the need to maintain original documents and to keep copies of all records for a minimum of seven years. It also discusses the importance of ensuring that records are accessible and retrievable.

3. The third part of the document discusses the role of the auditor in verifying the accuracy of the records. It emphasizes that the auditor must exercise due diligence and must be satisfied that the records are complete and accurate.

4. The fourth part of the document discusses the consequences of failing to maintain accurate records. It notes that failure to do so can result in the disallowance of tax deductions and penalties.

5. The fifth part of the document discusses the importance of internal controls in ensuring the accuracy of the records. It notes that internal controls should be designed to prevent errors and to detect and prevent fraud.

6. The sixth part of the document discusses the importance of training and education in ensuring the accuracy of the records. It notes that all personnel involved in the financial system should be trained and educated in the proper record-keeping procedures.

7. The seventh part of the document discusses the importance of the audit trail in ensuring the accuracy of the records. It notes that the audit trail should be maintained and should be accessible to the auditor.

8. The eighth part of the document discusses the importance of the reconciliation process in ensuring the accuracy of the records. It notes that all accounts should be reconciled and that any discrepancies should be investigated and resolved.

9. The ninth part of the document discusses the importance of the review process in ensuring the accuracy of the records. It notes that all records should be reviewed and approved by the appropriate personnel.

10. The tenth part of the document discusses the importance of the reporting process in ensuring the accuracy of the records. It notes that all records should be reported and that any discrepancies should be reported to the appropriate personnel.