



SUPPLEMENT
TO THE
NEW ZEALAND GAZETTE

OF
THURSDAY, OCTOBER 24, 1940.

Published by Authority.

WELLINGTON, FRIDAY, OCTOBER 25, 1940.

Notice under the Regulations Act, 1936.

NOTICE is hereby given in pursuance of the Regulations Act, 1936, of the making of regulations and orders as under:—

Authority for Enactment.	Short Title or Subject-matter.	Serial Number.	Date of Enactment.	Price (Postage, Id. extra).
The Industrial Efficiency Act, 1936	The Licensed Industries General Regulations 1940	1940/279	24/10/40	9d.

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Price 6d.]

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. This ensures transparency and allows for easy verification of the data.

Additionally, it is noted that the records should be kept in a secure and accessible format. Regular backups are recommended to prevent data loss in the event of a system failure or disaster.

The second section focuses on the process of reconciling accounts. It describes how to compare the internal records with the bank statements to identify any discrepancies. This process is crucial for detecting errors or potential fraud.

It is advised that any differences should be investigated immediately and resolved. Once reconciled, the accounts should be closed for the period, and the results should be documented for future reference.

The final part of the document provides a summary of the key points discussed. It reiterates the importance of accuracy, security, and regular reconciliation in financial management.

The document concludes with a statement of intent to continue monitoring the system and making necessary adjustments to improve efficiency and accuracy.