



# THE NEW ZEALAND GAZETTE EXTRAORDINARY

*Published by Authority*

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WELLINGTON: THURSDAY, 25 JULY 1985

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*Assumption of Office by the Administrator of the Government*

THE Right Honourable Sir Ronald Keith Davison, G.B.E., C.M.G., the Chief Justice of New Zealand, having taken on the 18th day of November 1983, the first occasion on which he was required to act as Administrator of the Government, the oaths directed to be taken by the Governor-General, announces that, as from 9.55 a.m. on the 25th day of July 1985, he has, following the departure of His Excellency the Governor-General for a visit to Fiji, assumed, under clause XII of the Letters Patent constituting the office of Governor-General, the office of Administrator of the Government. (By Command).

Dated at Wellington this 25th day of July 1985.

JAMES BROWN, Official Secretary.

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.

Furthermore, it is noted that regular audits are essential to identify any discrepancies or errors early on. This proactive approach helps in maintaining the integrity of the financial statements and prevents any potential issues from escalating.

In addition, the document highlights the need for clear communication between all stakeholders involved in the financial process. This includes providing timely updates to management and ensuring that all team members are aware of their responsibilities.

The second part of the document focuses on the implementation of robust internal controls. These controls are designed to minimize the risk of fraud and ensure that all financial activities are conducted in accordance with established policies and procedures.

It is also stressed that ongoing training and education for staff are crucial. Keeping employees up-to-date on the latest financial regulations and best practices helps in creating a culture of compliance and accountability.

Finally, the document concludes by reiterating the commitment to high standards of financial reporting. By adhering to these principles, the organization can ensure that its financial statements are reliable and provide a true and fair view of its financial position.

The document is signed by the Chief Financial Officer, who is responsible for overseeing the implementation and maintenance of these financial policies.