

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

| 1 | C | 1 2 3 4 5 6 7 8 9 10 11 12 | 1 |
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| 2 | C | 1 2 3 4 5 6 7 8 9 10 11 12 | 1 |
| 3 | C | 1 2 3 4 5 6 7 8 9 10 11 12 | 1 |