



VICTORIA
GOVERNMENT GAZETTE.

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[1933

PROROGUING THE PARLIAMENT OF VICTORIA.

PROCLAMATION

By His Excellency the Lieutenant-Governor of the State of Victoria and its Dependencies in the Commonwealth of Australia, &c., &c., &c.

WHEREAS The Parliament of Victoria stands adjourned until Wednesday, the eighteenth day of January, 1933 :
Now I, the Lieutenant-Governor of the State of Victoria, in the Commonwealth of Australia, do by this my Proclamation prorogue the said Parliament of Victoria until Tuesday, the fourteenth day of March, 1933.

Given under my Hand and the Seal of the State of Victoria aforesaid, at Melbourne, this seventeenth day of January, in the year of our Lord One thousand nine hundred and thirty-three, and in the twenty-third year of the reign of His Majesty King George V.

(L.S.)

W. H. IRVINE.

By His Excellency's Command,

STANLEY S. ARGYLE.

GOD SAVE THE KING!

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. The text notes that without reliable records, it would be difficult to track the flow of funds and identify any irregularities.

2. The second part of the document outlines the specific procedures that should be followed when recording transactions. It details the steps from the initial receipt of funds to the final entry in the accounting system. The procedures include verifying the source of the funds, recording the date and amount, and ensuring that the entry is properly classified and balanced.

3. The third part of the document discusses the role of internal controls in the record-keeping process. It explains how internal controls can help to minimize the risk of errors and fraud by separating duties, requiring approvals, and performing regular reconciliations. The text stresses that a strong internal control system is a key component of any organization's financial management strategy.

4. The fourth part of the document addresses the importance of regular audits and reviews. It notes that periodic audits can help to ensure that the records are accurate and that the internal controls are effective. The text also discusses the role of external auditors in providing an independent assessment of the organization's financial statements.

5. The fifth part of the document discusses the importance of transparency and communication in the financial reporting process. It emphasizes that clear and concise reporting is essential for stakeholders to understand the organization's financial performance and to make informed decisions. The text also notes that transparency is a key factor in building trust and confidence in the organization.

6. The sixth part of the document discusses the importance of maintaining the confidentiality of financial information. It notes that financial data is often sensitive and can be a target for theft or misuse. The text outlines the steps that should be taken to protect this information, including the use of secure communication channels and the implementation of access controls.

7. The seventh part of the document discusses the importance of staying up-to-date on changes in financial reporting standards and regulations. It notes that the financial reporting environment is constantly evolving, and organizations must stay current to ensure compliance and the accuracy of their reports. The text also discusses the role of professional organizations and industry associations in providing guidance and support.

8. The eighth part of the document discusses the importance of investing in the training and development of financial staff. It notes that a well-trained and skilled workforce is essential for the effective implementation of financial reporting procedures. The text outlines the key areas of training, including accounting principles, software proficiency, and fraud prevention.

9. The ninth part of the document discusses the importance of maintaining a strong relationship with external stakeholders, including investors, creditors, and regulatory agencies. It notes that clear communication and transparency are key to building trust and confidence with these groups. The text also discusses the role of financial reporting in providing the information that these stakeholders need to make decisions.

10. The tenth part of the document discusses the importance of maintaining a strong internal control system as a key component of the organization's risk management strategy. It notes that internal controls can help to identify and mitigate risks before they become a problem. The text also discusses the role of internal controls in ensuring the accuracy and reliability of financial reporting.