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VICTORIA
GOVERNMENT GAZETTE.

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MONDAY, JUNE 22.

[1936

MINISTERS OF THE CROWN.

HIS Excellency the Governor of the State of Victoria, in the Commonwealth of Australia, has this day accepted the resignation by—

Brigadier The Honorable MURRAY WILLIAM JAMES BOURCHIER, C.M.G., D.S.O., V.D., M.L.A., of the offices of Chief Secretary, and Minister of Labour (without salary).

And His Excellency has this day been pleased to appoint—

The Honorable HENRY STEPHEN BAILEY, M.L.A., to be Chief Secretary, and Minister of Labour (without salary); and

HERBERT JOHN THORNHILL HYLAND, Esq., M.L.A., to be Minister without portfolio.

By His Excellency's Command,

C. W. KINSMAN,
Official Secretary.

The Governor's Office,
Melbourne, 22nd June, 1936.

EXECUTIVE COUNCILLOR.

HIS Excellency the Governor of the State of Victoria, in the Commonwealth of Australia, has been pleased to appoint—

The Honorable HERBERT JOHN THORNHILL HYLAND, M.L.A.,

to be a Member of the Executive Council of the said State.

It is hereby notified that Mr. Hyland has this day taken the necessary oath and his seat at the Council Table accordingly.

C. W. KINSMAN,
Clerk of the Executive Council.

At the Executive Council Chamber,
Melbourne, the 22nd June, 1936.

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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 not only helps in tracking expenses but also ensures compliance with tax regulations.

In the second section, the author outlines the process of reconciling bank statements with the company's ledger. This involves comparing the opening and closing balances, as well as identifying any discrepancies between the two records. Regular reconciliation is crucial for detecting errors and preventing fraud.

The third section focuses on the management of accounts payable and receivable. It provides tips on how to efficiently handle invoices, track payments, and maintain good relationships with suppliers and customers. Timely payments can lead to better terms and discounts, while prompt collection of receivables improves cash flow.

Finally, the document concludes with a summary of key financial management practices. It stresses the need for transparency, regular reporting, and a proactive approach to financial planning. By following these guidelines, businesses can ensure their financial health and long-term success.