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VICTORIA
GOVERNMENT GAZETTE
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WEDNESDAY, SEPTEMBER 9.

[1863.

Chief Secretary's Office,
Melbourne, 9th September, 1863.

THE Ceremony of reading the Commission of SIR CHARLES HENRY DARLING, K.C.B., as Governor of Victoria, and administering the usual Oaths to His Excellency, will take place in front of the Government Offices, Melbourne, on Friday, the 11th instant, at Twelve o'clock noon.

The Chief Justice, the Members of the Executive Council, the Judges, Members of Parliament, Foreign Consuls, Representatives of Religious Denominations, Civil and Military Officers, the Mayors of Melbourne and Geelong, and Chairmen of Municipal Councils, and such other of the inhabitants as may think proper to attend, are invited to be present on the occasion.

J. McCULLOCH,
Chief Secretary.

Chief Secretary's Office,
Melbourne, 9th September, 1863.

THE Ceremony of reading the Governor's Commission and administering the Oaths to His Excellency SIR CHARLES HENRY DARLING, K.C.B., having been appointed to take place at Twelve o'clock noon on Friday, the 11th instant, public business will be suspended in the Government Offices from that hour, for the remainder of the day.

J. McCULLOCH.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as dates, amounts, and descriptions of each transaction. It also outlines the proper format for recording these entries, ensuring that they are clear and easy to read.

2. The second part of the document focuses on the process of reconciling the accounts. It explains how to compare the company's records with the bank statements to identify any discrepancies. This process is crucial for detecting errors and preventing fraud. The document provides a step-by-step guide to performing a reconciliation, including how to identify and investigate any differences between the two sets of records. It also discusses the importance of keeping a record of all reconciliations for future reference.

3. The third part of the document discusses the importance of regular audits. It explains that audits are necessary to ensure that the financial records are accurate and that all transactions are properly recorded. The document provides a list of items that should be audited, such as cash, accounts receivable, and accounts payable. It also outlines the proper procedure for conducting an audit, including how to select the items to be audited and how to document the results of the audit.

4. The fourth part of the document discusses the importance of maintaining proper documentation. It explains that all financial records should be supported by original documents, such as invoices, receipts, and contracts. The document provides a list of items that should be kept as supporting documentation, such as all bills, checks, and bank statements. It also outlines the proper procedure for organizing and storing these documents, ensuring that they are easily accessible when needed.