



---

• • • • •

---

• • • • •

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 records should be kept for a minimum of seven years and should be accessible to authorized personnel at all times.

2. The second part of the document outlines the specific requirements for record-keeping. It states that all transactions must be recorded in a clear and concise manner, using a standardized format. The records should include the date, amount, and description of the transaction, as well as the names of the parties involved. It also requires that all records be signed and dated by the responsible party.

3. The third part of the document discusses the role of the auditor in verifying the accuracy of the records. It states that the auditor should perform a thorough review of the records to ensure that they are complete and accurate. The auditor should also verify that the records are properly maintained and accessible. The text notes that the auditor should report any discrepancies or irregularities to the appropriate authorities.

4. The fourth part of the document discusses the consequences of failing to maintain accurate records. It states that failure to do so can result in severe penalties, including fines and imprisonment. The text notes that the consequences are particularly severe for those who engage in fraudulent activities. It also states that failure to maintain accurate records can damage the reputation of the individual or organization involved.

5. The fifth part of the document discusses the importance of training and education in record-keeping. It states that all personnel involved in record-keeping should receive appropriate training and education. The text notes that this training should cover the specific requirements for record-keeping and the consequences of failing to do so. It also states that training should be provided regularly to ensure that personnel are up-to-date on the latest requirements.

6. The sixth part of the document discusses the importance of internal controls in record-keeping. It states that internal controls are essential for ensuring the accuracy and integrity of the records. The text notes that internal controls should be designed to prevent errors and fraud, and should be reviewed and updated regularly. It also states that internal controls should be documented and communicated to all personnel involved in record-keeping.

7. The seventh part of the document discusses the importance of external audits in record-keeping. It states that external audits are essential for providing an independent and objective assessment of the accuracy and integrity of the records. The text notes that external audits should be performed by qualified and independent auditors, and should be conducted regularly. It also states that the results of the audits should be reported to the appropriate authorities.

8. The eighth part of the document discusses the importance of transparency in record-keeping. It states that transparency is essential for building trust and confidence in the financial system. The text notes that transparency requires that all transactions be recorded and reported in a clear and accessible manner. It also states that transparency requires that the records be available to the public, where appropriate.

9. The ninth part of the document discusses the importance of accountability in record-keeping. It states that accountability is essential for ensuring that all personnel involved in record-keeping are held responsible for their actions. The text notes that accountability requires that all personnel be clearly defined in their roles and responsibilities, and that they be held accountable for any failures or irregularities. It also states that accountability requires that there be a clear process for reporting and investigating any failures or irregularities.

10. The tenth part of the document discusses the importance of continuous improvement in record-keeping. It states that continuous improvement is essential for ensuring that the record-keeping process remains effective and efficient. The text notes that continuous improvement requires that the record-keeping process be regularly reviewed and updated to reflect changes in requirements and technology. It also states that continuous improvement requires that personnel be encouraged to identify and report any areas for improvement.

→fhgEXgXTg; bhfXžBf[ ^bf[ Ž  
J VVbaf YaŽVbfXef Fc'eghT\_~  
XaeM` XagebbgMwa ğ X: bfž  
cXfžg X6Tđ b\_VgT Wđba TaW  
đ Xfc'eghT\_đ bYFg ZaTđhf  
bY?d b\_T!

Our ministry is dedicated to creating a rich variety of retreat experiences and providing an atmosphere of quiet, peace and prayer in which men and women of all faiths are encouraged to discover and respond generously to God's personal invitation to wholeness and



Retreatants finish the Rosary at the shrine to Mary on the grounds at Oshkosh.



The staff at the Jesuit Retreat House in Oshkosh: Fr. John Schwantes, Fr. Bob Dufford, Fr. Gene Donahue and Sr. Kerry Larkin foster a welcoming environment