





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 ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that regular audits are essential to identify any discrepancies or errors early on. By conducting these checks frequently, the organization can prevent small mistakes from escalating into larger financial issues.

In addition, the document highlights the need for clear communication between all departments involved in the financial process. This includes the accounting team, sales, and operations. When everyone is on the same page, the risk of miscommunication and subsequent errors is significantly reduced.

The second section of the document focuses on the implementation of robust internal controls. These controls are designed to safeguard the organization's assets and ensure the integrity of its financial reporting.

Key elements of these controls include the separation of duties, which prevents any single individual from having too much control over a financial process. This is particularly important in areas like cash handling and asset management.

Another critical component is the establishment of a strong approval hierarchy. All significant financial decisions should require the review and approval of multiple levels of management. This helps to ensure that all transactions are justified and aligned with the organization's strategic goals.



The third part of the document addresses the role of technology in modern financial management. It discusses how the adoption of cloud-based accounting software can streamline processes and reduce the risk of human error.

These systems often offer real-time data access, allowing management to make more informed decisions based on the most current financial information. Additionally, many of these platforms include built-in security features that help protect sensitive financial data from unauthorized access.

However, it is also noted that while technology can be a powerful tool, it is not a substitute for sound financial practices. Proper training and oversight are still required to ensure that the technology is used effectively and securely.

Finally, the document touches upon the importance of staying up-to-date with the latest financial regulations and tax laws. The financial landscape is constantly evolving, and organizations must adapt their internal policies and procedures to remain compliant.

The fourth section of the document provides a summary of the key takeaways from the previous sections. It reiterates the importance of accuracy, transparency, and strong internal controls in achieving financial success.

It also serves as a call to action, encouraging the organization to review its current financial practices and make necessary adjustments. By implementing the strategies outlined in this document, the organization can improve its financial health and long-term sustainability.



In conclusion, effective financial management is a complex task that requires a combination of sound practices, technology, and continuous learning. By following the guidelines provided in this document, the organization can build a strong financial foundation.

The ultimate goal is to ensure that the organization's financial resources are used wisely and that its financial statements accurately reflect its true performance. This not only benefits the organization but also provides confidence to its stakeholders.

The final part of the document includes a list of references and resources for further reading. These resources provide additional information on various aspects of financial management, including auditing, internal controls, and financial technology.

It is hoped that this document has provided valuable insights and practical advice that will help the organization improve its financial operations and achieve its long-term goals.



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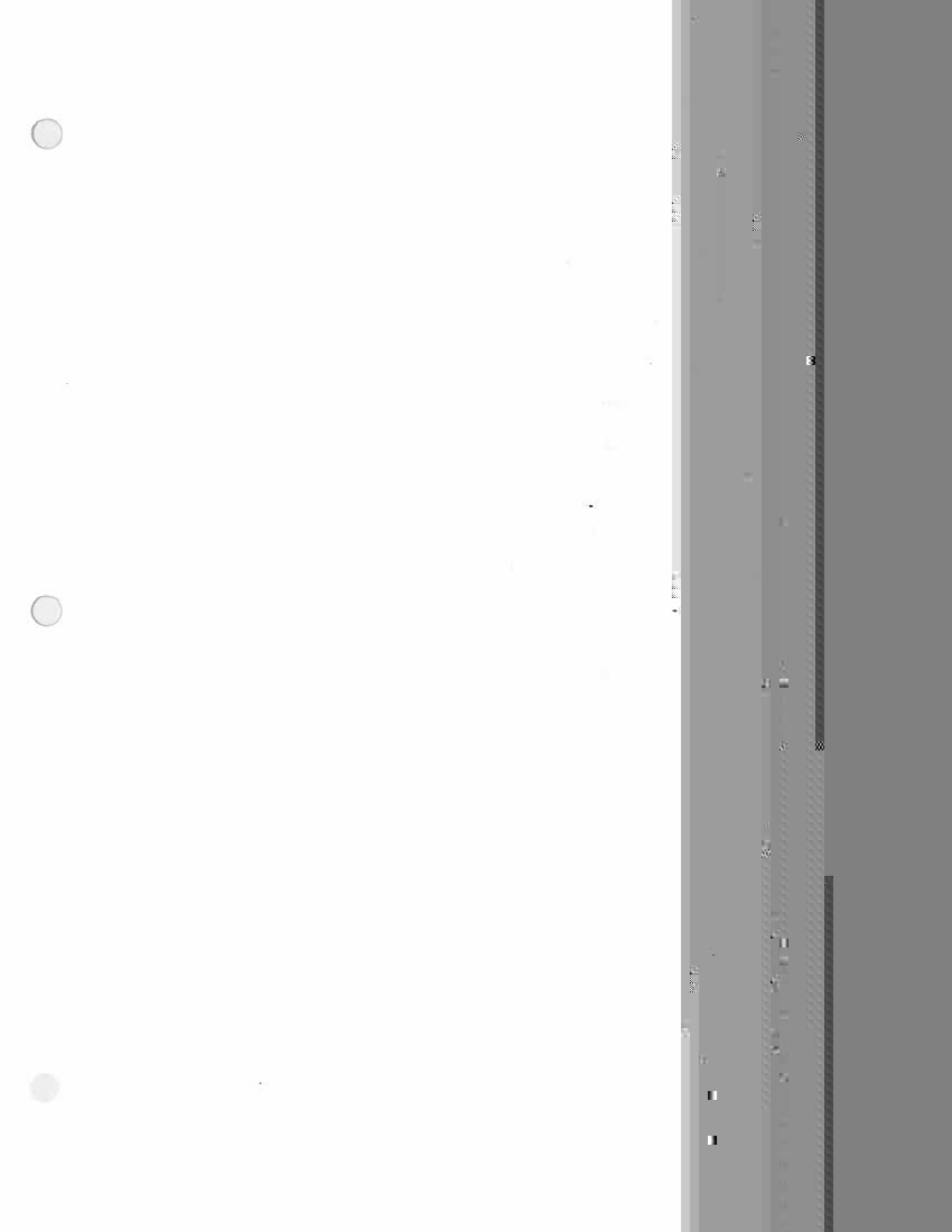


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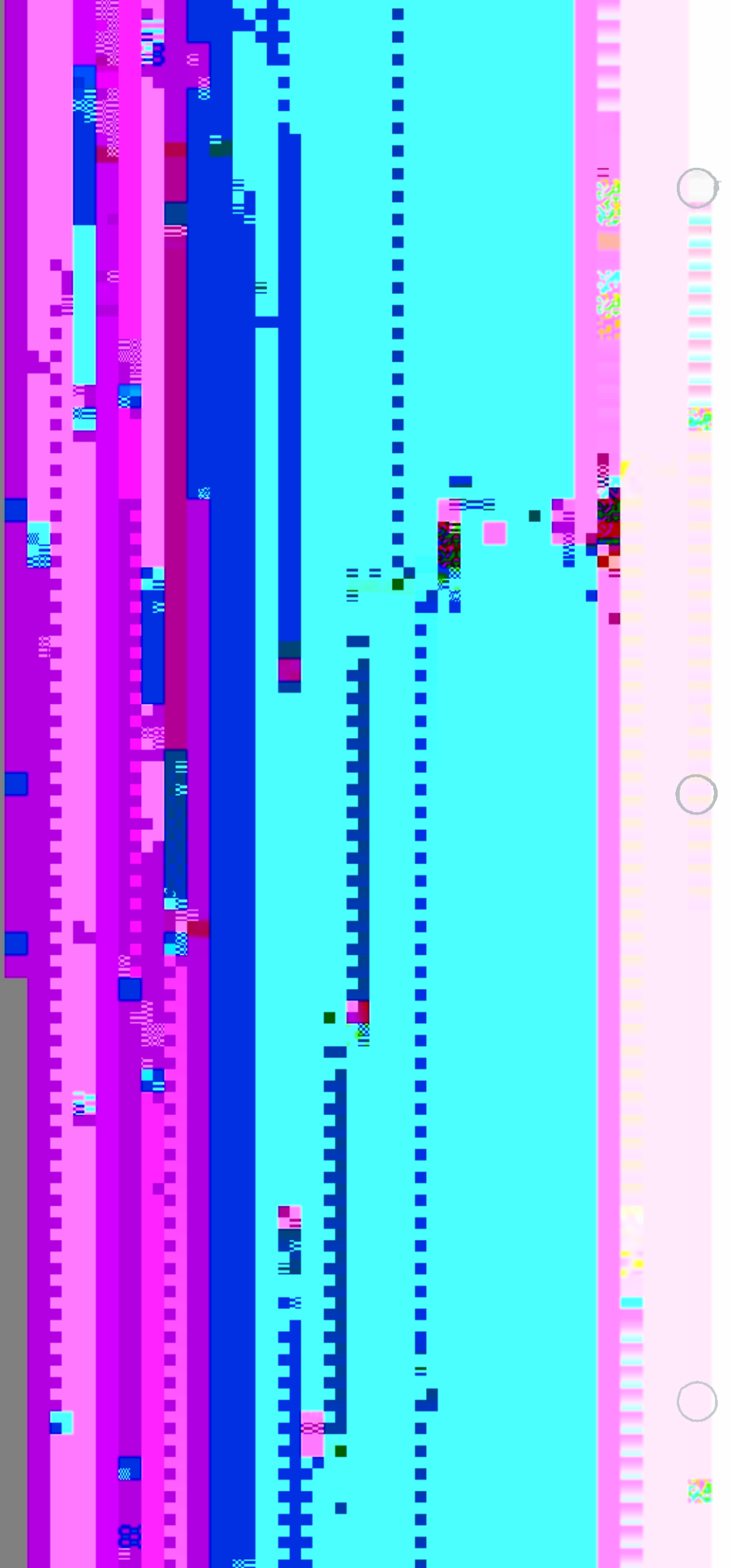
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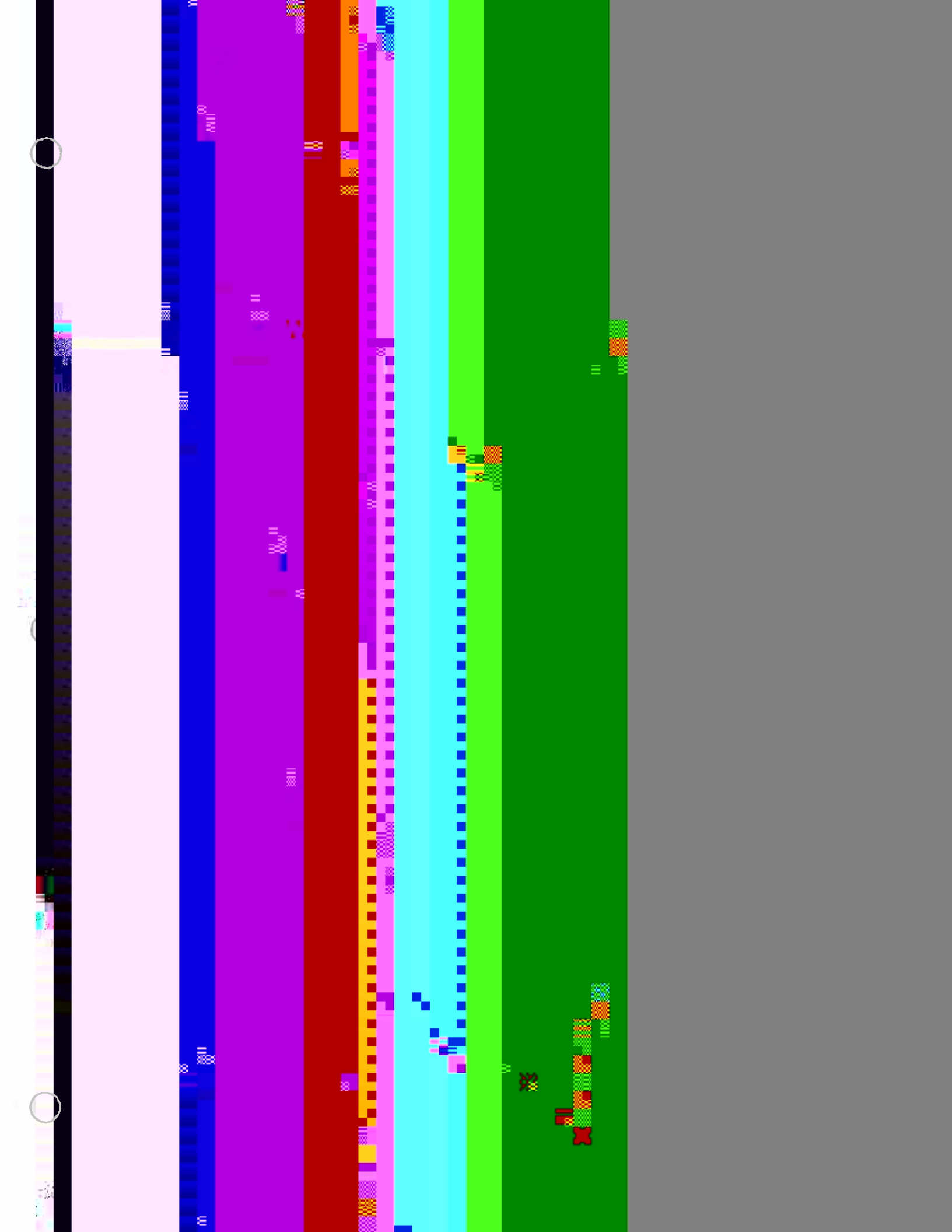
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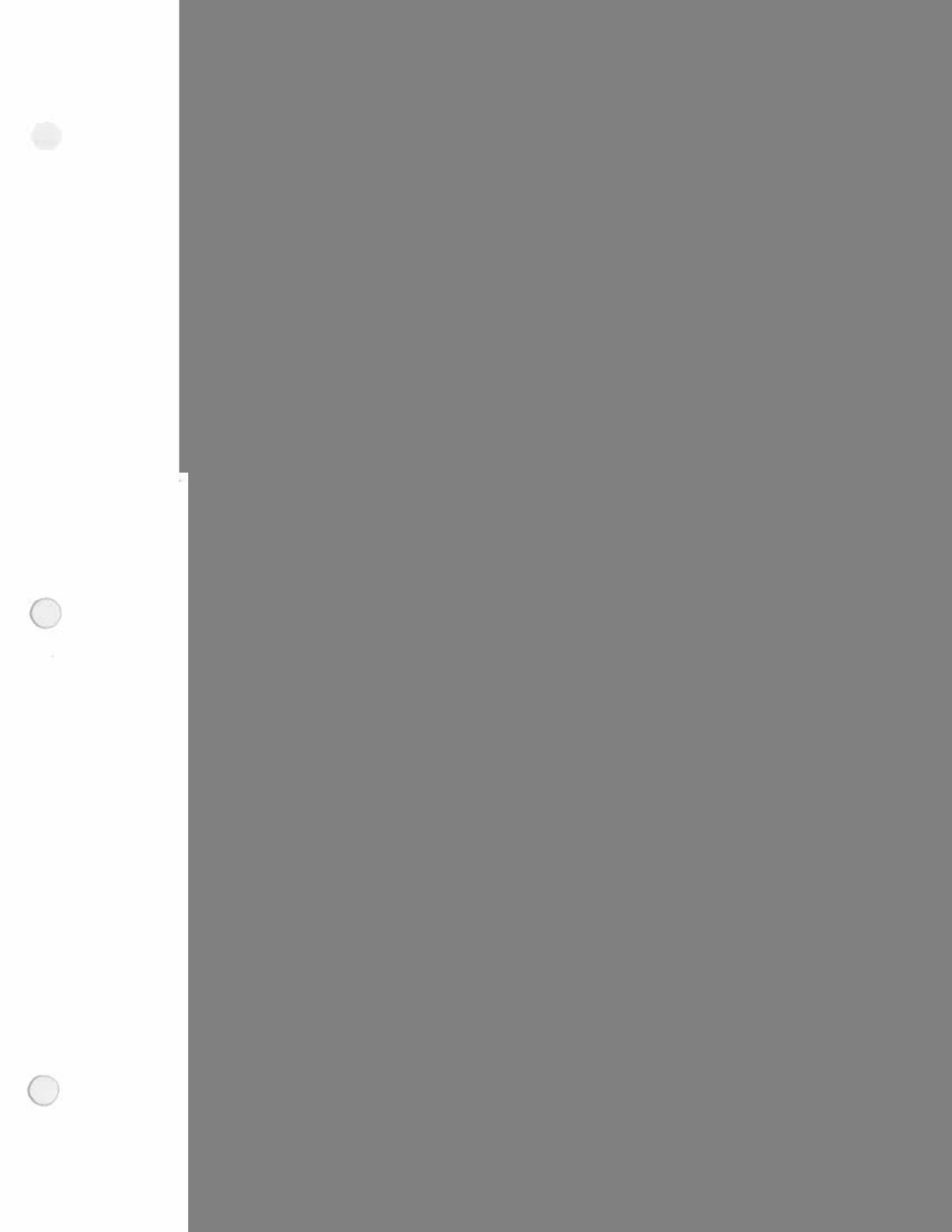
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Program Instructor List



Program Advisory Board Recommendations

Nationally or Regionally Accredited External Review, With Recommendations

The Associate of Science in Science Degree and the laboratory science courses offered at the University of New Mexico, Gallup, are part of the accreditation of the University of New Mexico as a whole and are not subjected to an external accreditation review by any separate organization. Our program and its coursework are under the supervision of the various science departments of the University of New Mexico, Albuquerque.



11 - 11



The Arts and Sciences Division will be actively involved in shaping alternatives to the current AS in Science degree, but recommends that we leave the current degree in place until the alternatives are put into place.

GALLUP

Dean of Instruction Office

Thursday, January 28 2016