

THE UNIVERSITY OF
NEW SOUTH WALES

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Kingsford Hall
Annual Report 1992

KINGSFORD LEGAL CENTRE

Legal Assistance for our Community

A Learning Centre for Students of Law
and Social Work

The Centre's Objectives

Kingsford Legal Centre is a community legal centre and a centre for clinical legal education.

The Centre's principal teaching objectives are:

to teach students to learn independently;

to increase cooperation and contact between social work and law students;

to foster a strong relationship between the Centre and the community.

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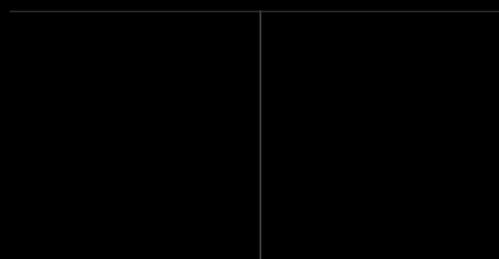
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FACSIMILE 099 6881 • TELEPHONE 096 6366 • DX 1128 SYDNEY

OPERATED BY THE FACULTY OF LAW • THE UNIVERSITY OF NEW SOUTH WALES

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Please ask to speak to the solicitor in charge if you have any questions about the operation of the Centre.

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台灣所由一位法律系學生撰見，然後一位於品神經感向在理地法律上的重現

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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 ensures transparency and allows for easy verification of the data.

In addition, the document outlines the procedures for handling discrepancies. If there is a difference between the recorded amount and the actual amount received or paid, it is crucial to investigate the cause immediately. This could be due to a clerical error, a missing receipt, or a change in the terms of the agreement.

The document also provides guidelines for the storage and security of financial records. All records should be kept in a secure location, protected from fire, theft, and unauthorized access. Regular backups should be performed to prevent data loss.

Finally, the document stresses the importance of regular audits. Conducting periodic audits helps to identify any potential issues or irregularities before they become major problems. It also provides an opportunity to review the overall financial performance and make necessary adjustments.

The second part of the document details the specific steps for recording transactions. It provides a clear format for entries, including the date, description, amount, and the account affected. This standardized format makes it easier to compile and analyze the data.

The document also includes a section on the reconciliation process. This involves comparing the recorded transactions with the bank statements and other external records to ensure that they match. Any differences should be investigated and corrected.

Furthermore, the document discusses the role of the accounting department in providing accurate and timely financial information to management. This information is essential for making informed decisions about the company's operations and future growth.

The document concludes by reiterating the importance of integrity and accuracy in financial reporting. It encourages all employees to adhere to the highest standards of ethical conduct and to report any potential issues or irregularities to the appropriate authorities.

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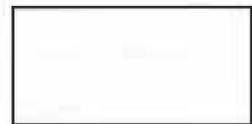
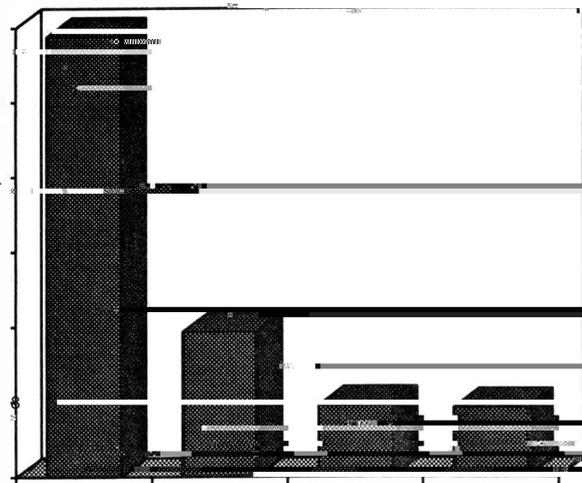


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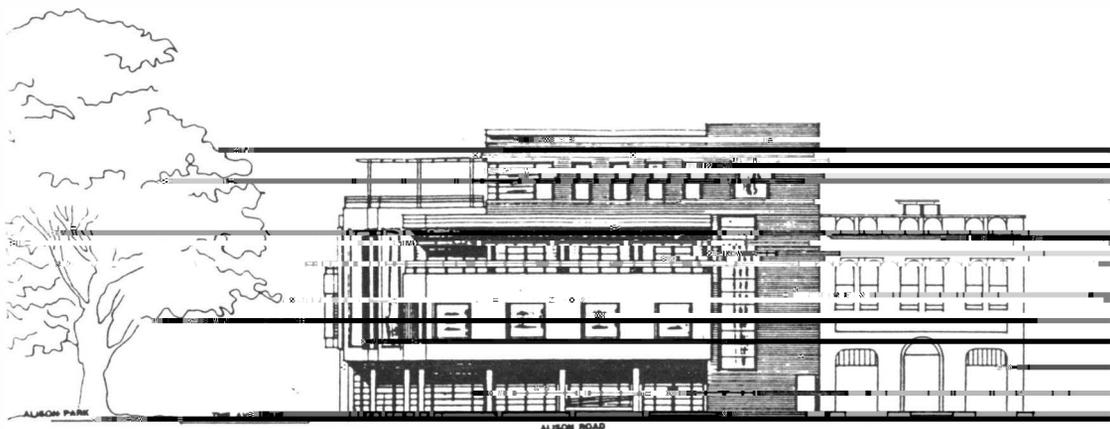
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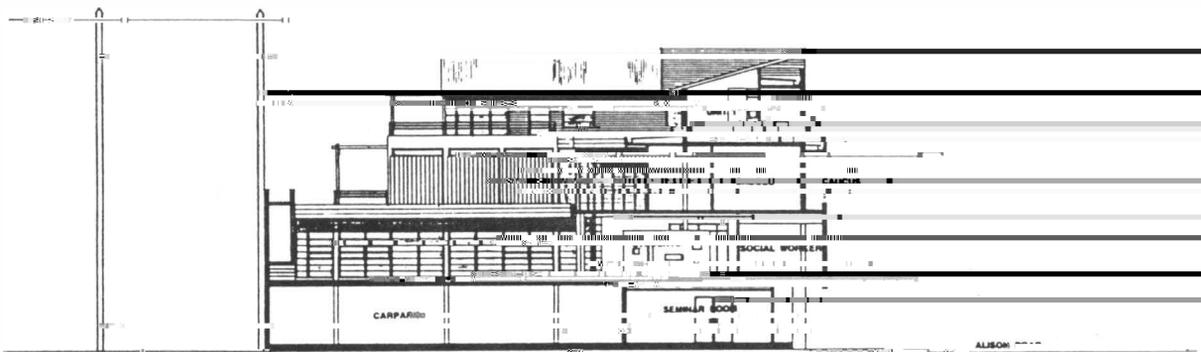
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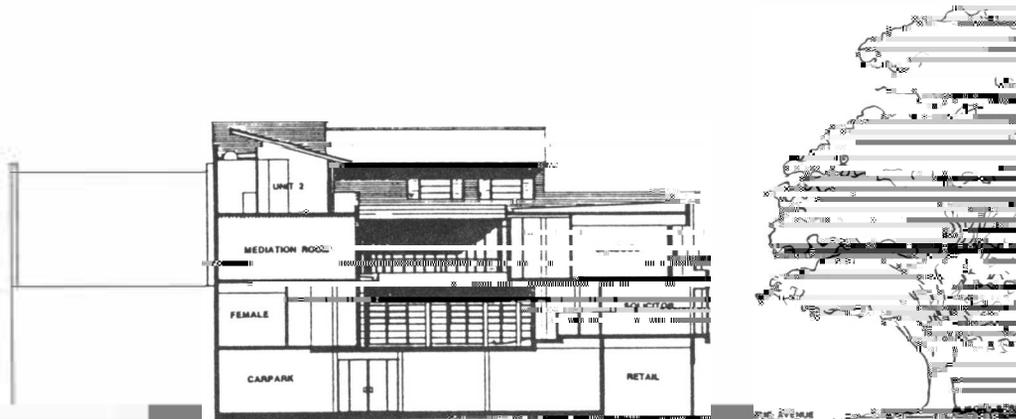
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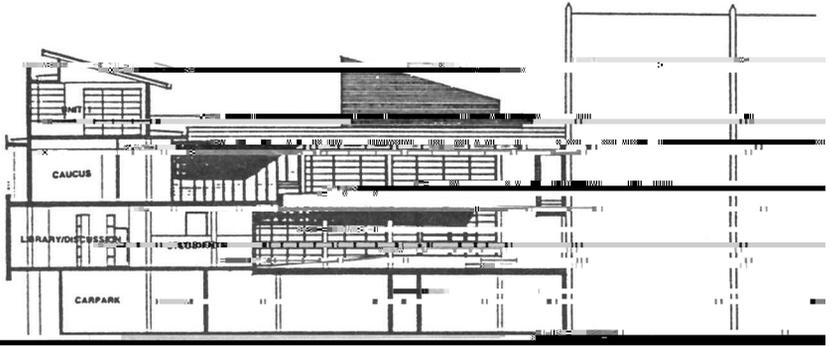
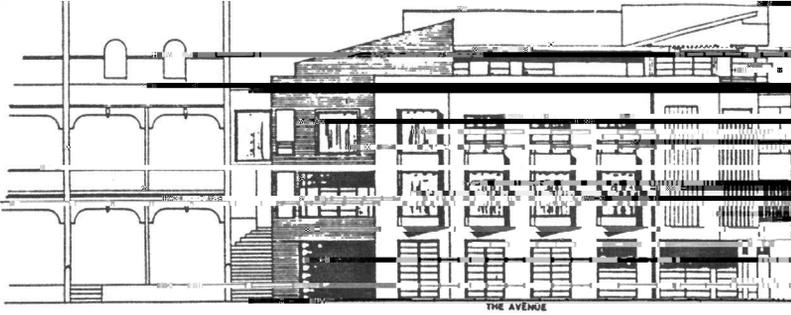


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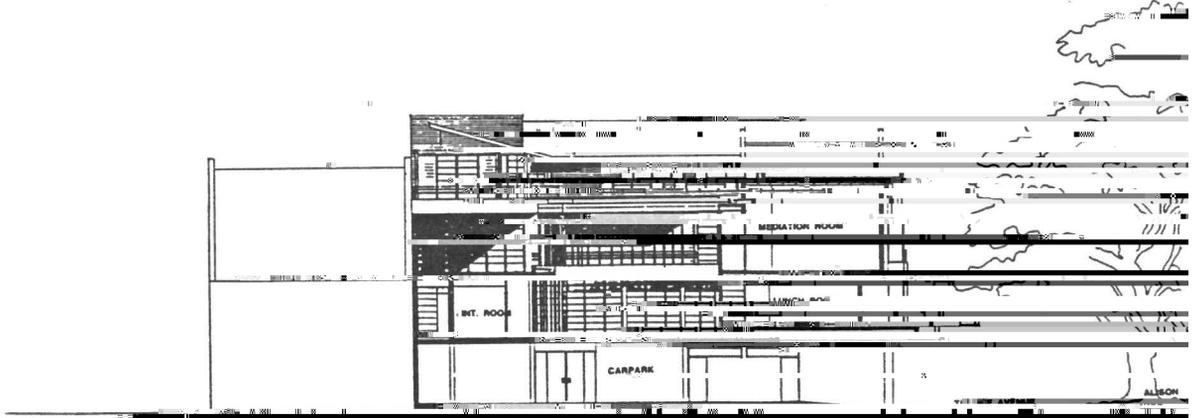


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