



SUPPLEMENT
TO
The London Gazette

Of TUESDAY the 12th of NOVEMBER.

Published by Authority.

WEDNESDAY, NOVEMBER 13, 1850.

AT the Court at *Windsor*, the 13th day of *November* 1850,

PRESENT,

The QUEEN'S Most Excellent Majesty in Council.

IT is this day ordered by Her Majesty in Council that the Parliament, which stands prorogued to Thursday the fourteenth day of November instant, be further prorogued to Tuesday the seventeenth day of December next.

Published by FRANCIS WATTS, Editor, Manager, and Publisher, of No. 1, Warwick Square, Pimlico, in the Parish of St. George, Hanover Square, at No. 45, St. Martin's Lane, in the Parish of St. Martin-in-the-Fields, both in the county of Middlesex.

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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 highlights the need for regular audits. By conducting periodic reviews, any discrepancies can be identified and corrected promptly. This proactive approach helps in maintaining the integrity of the financial system.

Furthermore, it is noted that clear communication is essential. All parties involved should be kept informed of the current status and any changes that may affect the records. This fosters a collaborative environment and reduces the risk of misunderstandings.

PROCEDURES FOR RECORD MAINTENANCE

The following procedures should be followed to ensure the accuracy and reliability of the records:

1. All transactions must be recorded immediately upon completion.
2. Each entry must include the date, amount, and a brief description of the transaction.
3. Supporting documents, such as receipts and invoices, must be filed with the corresponding entry.
4. Records should be maintained in a secure and accessible location.
5. Regular audits should be conducted to verify the accuracy of the records.
6. Any errors or discrepancies should be reported and corrected as soon as possible.
7. Clear communication should be maintained with all relevant parties.

By adhering to these procedures, the organization can ensure that its records are accurate, complete, and reliable. This is crucial for making informed decisions and maintaining the trust of stakeholders.