

L128-82] 2 pages

Revised Label Form

ACCEPTED
JUL 1963
U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It is essential to ensure that all entries are supported by proper documentation and receipts.

3. Regular audits should be conducted to verify the accuracy of the records and identify any discrepancies.

4. The second part of the document outlines the procedures for handling cash and credit transactions.

5. All cash receipts should be recorded immediately and deposited in a secure bank account.

6. Credit sales should be recorded on an accrual basis, and accounts receivable should be monitored closely.

7. The third part of the document provides guidelines for managing inventory and stock levels.

8. Inventory should be counted regularly to ensure that the recorded quantities match the actual stock on hand.

9. Proper labeling and organization of inventory items are crucial for efficient management.

10. The fourth part of the document discusses the importance of maintaining accurate financial statements.

11. These statements should be prepared on a regular basis and reviewed by a qualified professional.

12. The fifth part of the document provides information on the various tax obligations of the business.

13. It is important to understand the applicable tax laws and to file returns accurately and on time.

14. The sixth part of the document discusses the importance of maintaining accurate payroll records.

15. All payroll transactions should be recorded accurately, and employees should be paid on time.