





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, ensuring that everyone is on the same page regarding the current financial status and any upcoming obligations.

The second section of the document focuses on the implementation of robust internal controls. These controls are designed to minimize the risk of fraud and ensure that assets are protected. Key elements of these controls include segregation of duties, which prevents any single individual from having too much control over a financial process.

Another critical component is the use of secure information systems. All financial data should be stored in a secure, encrypted environment to prevent unauthorized access. Regular updates and security patches should be applied to all software used in the financial system.

Finally, the document stresses the importance of training employees on these internal controls. Regular training sessions should be held to ensure that all staff members understand their roles in maintaining the organization's financial integrity.



The third part of the document addresses the role of technology in modern financial management. It discusses how cloud-based accounting software can streamline processes and provide real-time access to financial data. This allows management to make informed decisions quickly and accurately.

However, it also warns against over-reliance on technology. While software can handle many tasks, it cannot replace the judgment and oversight of a skilled professional. Therefore, a balanced approach that combines technology with human expertise is the most effective strategy.

The document also touches upon the importance of data security in the context of cloud storage. Organizations must ensure that their chosen cloud provider offers strong security measures and that they have a clear plan for data backup and recovery.

In conclusion, this document provides a comprehensive overview of the key factors that contribute to successful financial management. By adhering to these principles, organizations can ensure their financial health and long-term success.

The final section of the document discusses the importance of staying up-to-date with changes in tax laws and regulations. Financial professionals must have a deep understanding of the current legal landscape to ensure compliance and optimize the organization's tax position.

Regular consultation with tax experts is recommended to navigate complex regulations and identify opportunities for tax savings. This proactive approach can significantly impact the bottom line and ensure that the organization remains in good standing with the relevant authorities.

Additionally, the document emphasizes the need for clear documentation of all tax-related transactions and decisions. This documentation is crucial for audits and for providing a clear audit trail to management and stakeholders.



The document concludes by reiterating the importance of a strong financial foundation for the organization's future growth. It encourages management to regularly review the financial performance and adjust strategies as needed to stay on track with the organization's goals.

By implementing the best practices outlined in this document, organizations can build a resilient financial system that can withstand market fluctuations and ensure long-term sustainability.

The authors express their confidence that these guidelines will serve as a valuable resource for any organization looking to improve its financial management practices.

The document is intended to provide a high-level overview of the key concepts and is not meant to be a substitute for professional advice. For specific advice tailored to your organization's unique circumstances, please consult with a qualified financial professional.

We hope that this document has provided you with valuable insights and practical advice that you can apply to your own financial management. Thank you for your attention.

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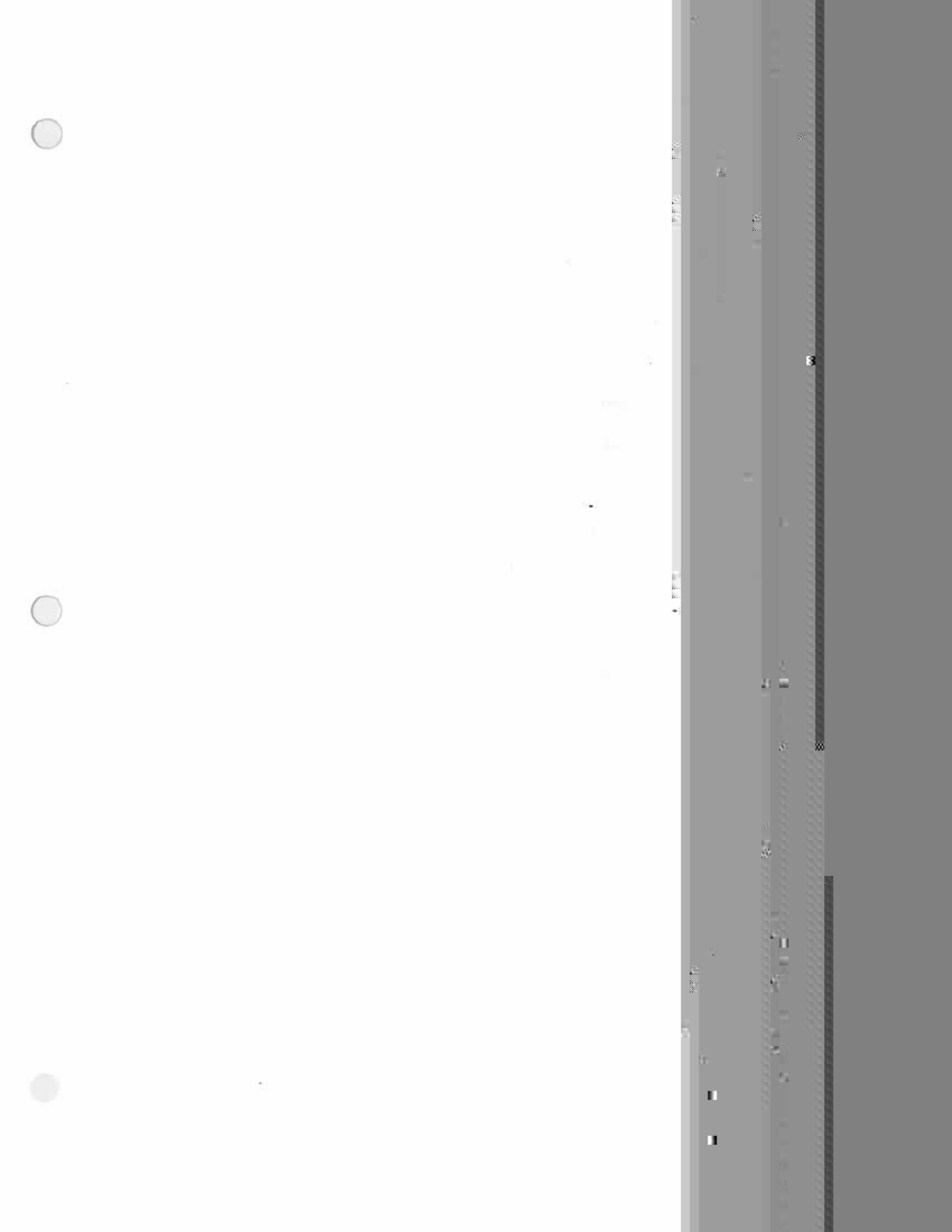


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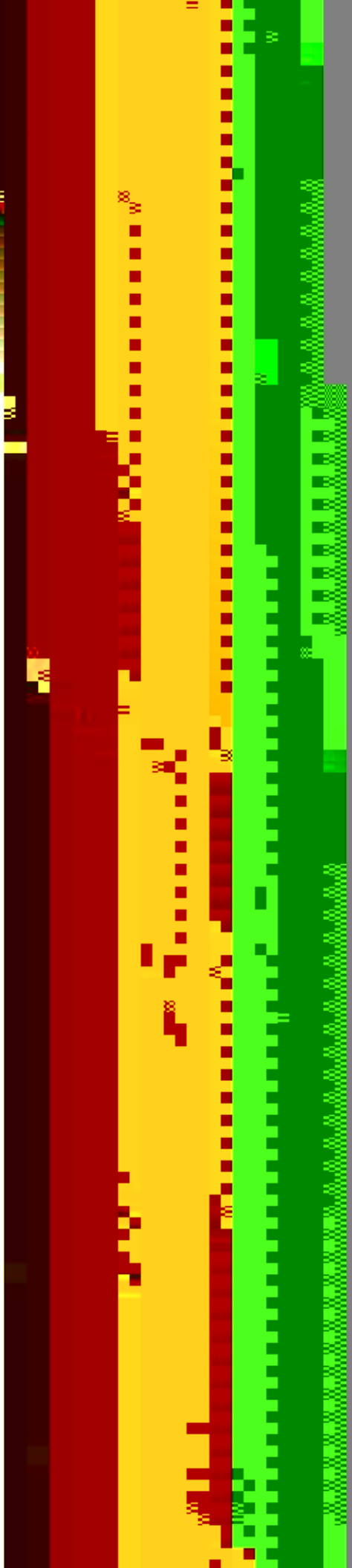
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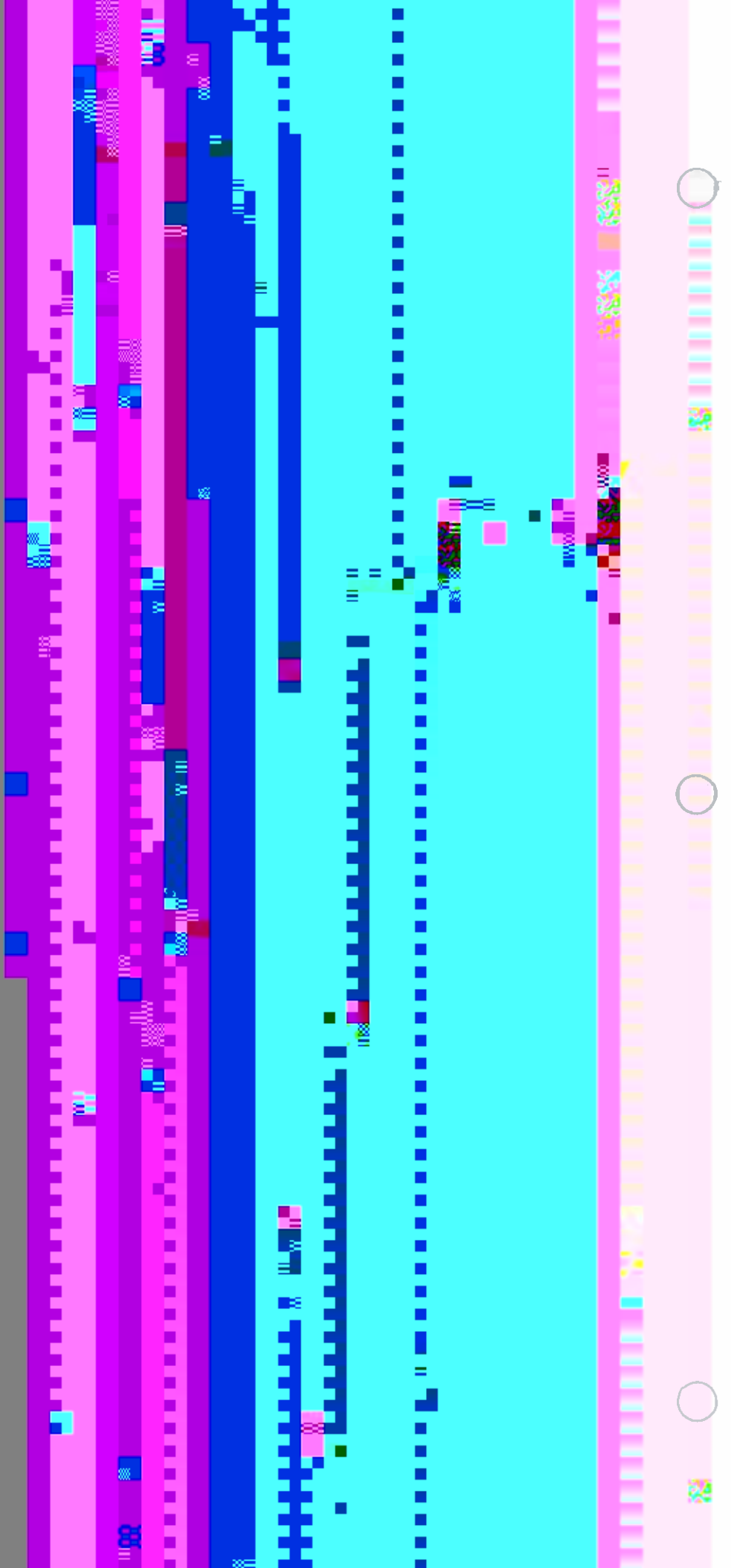
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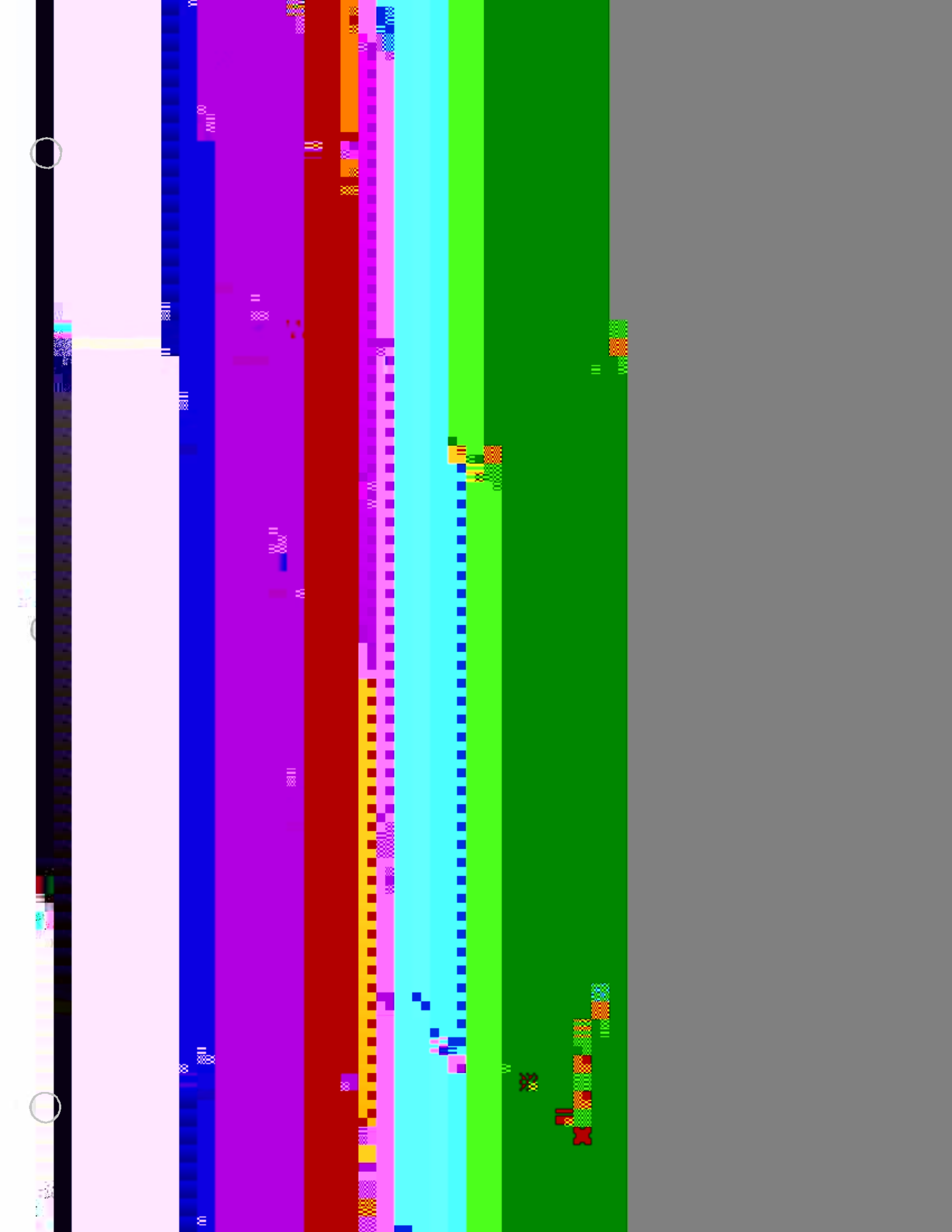
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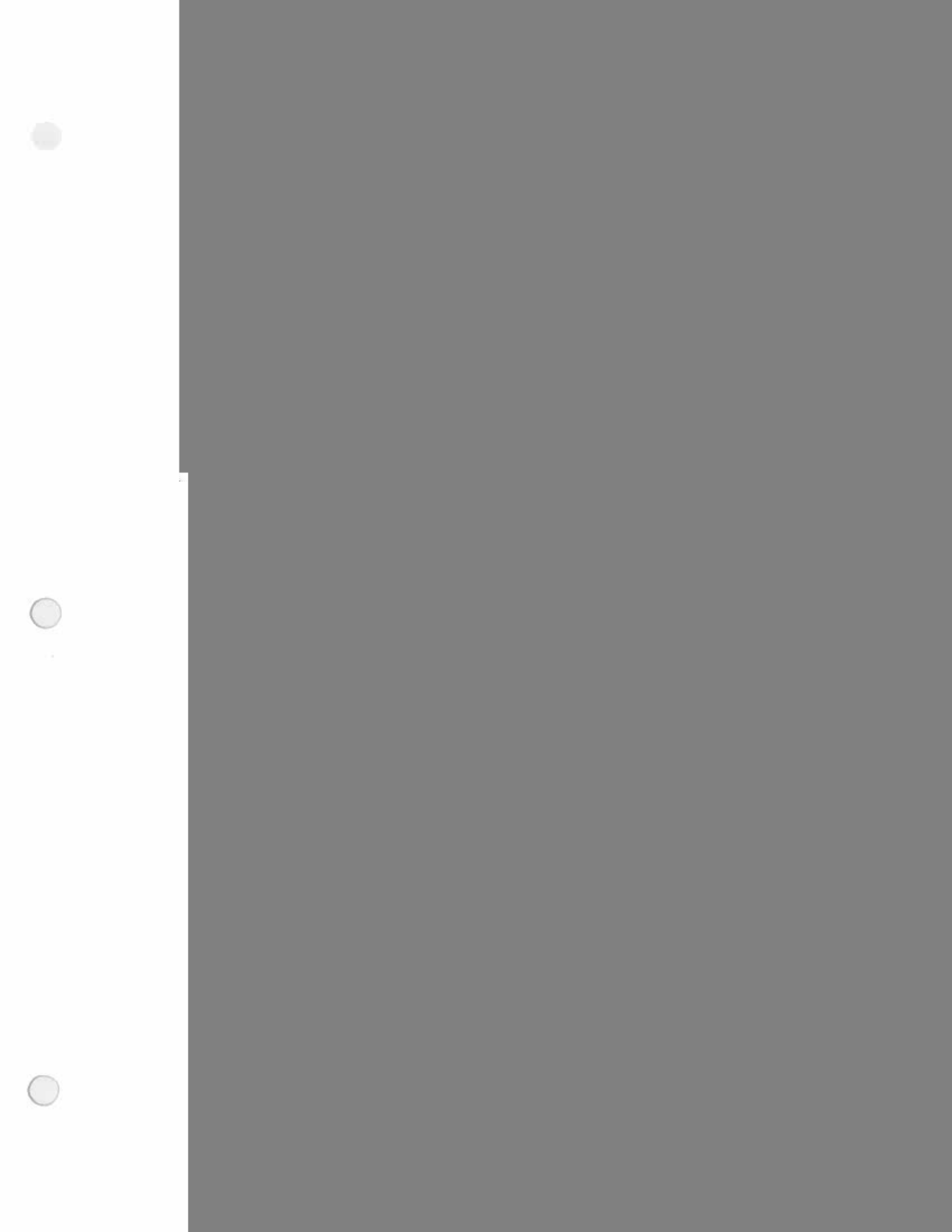
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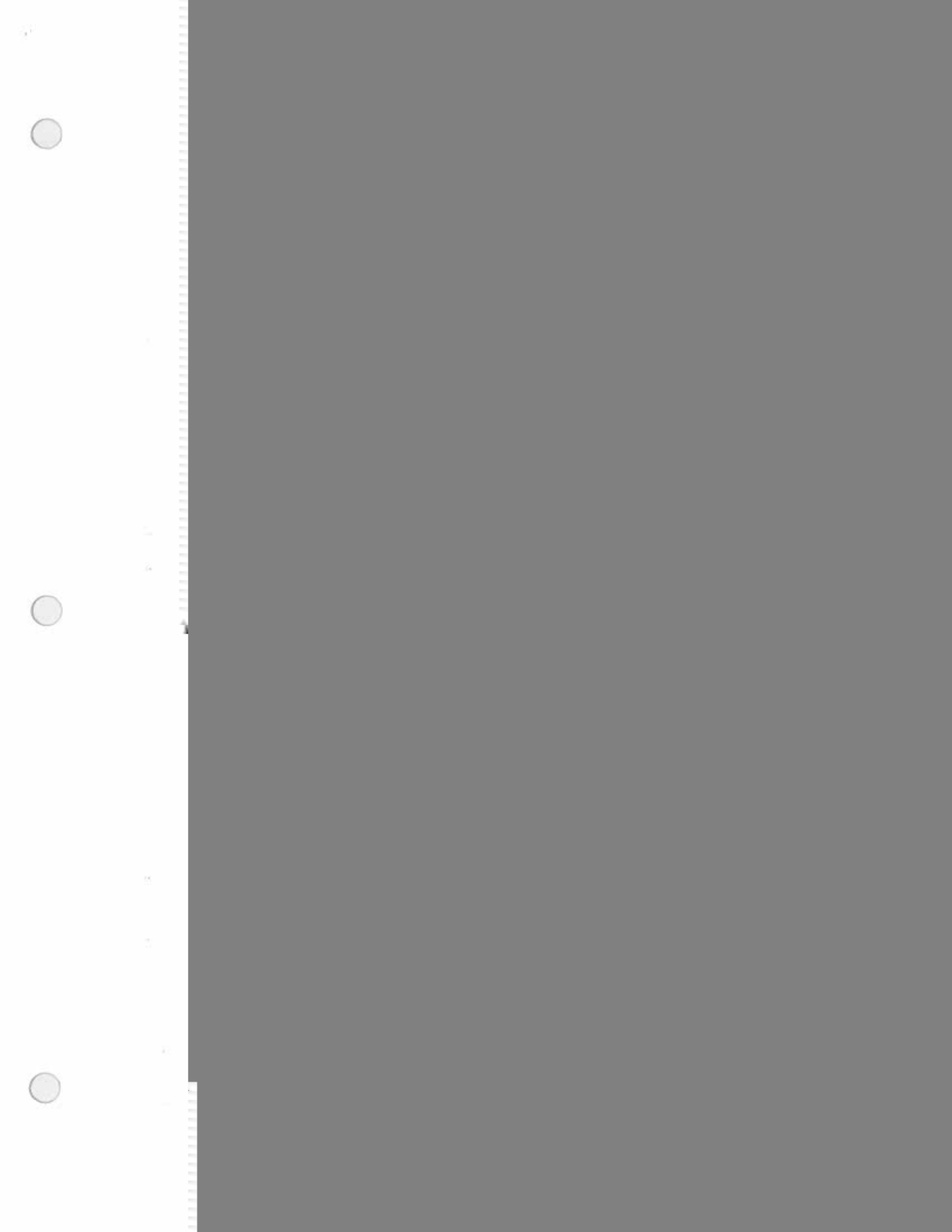
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Program Instructor List



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.



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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