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Secondly, the document highlights the need for regular reconciliation of bank accounts and credit cards. By comparing the company's records with the statements provided by the banks, any discrepancies can be identified and corrected promptly. This helps to prevent errors and ensures that the company's cash balance is always up-to-date.

Another key aspect of financial management is the timely payment of bills and invoices. The document advises that the company should establish a clear schedule for paying its obligations, taking into account the terms of the contracts and the availability of funds. This helps to maintain good relationships with suppliers and service providers, and avoids the risk of late payment penalties.

Finally, the document stresses the importance of reviewing the financial statements regularly. This allows the company to monitor its performance, identify areas for improvement, and make informed decisions about its future operations. It also provides a clear picture of the company's financial health and helps to ensure compliance with applicable laws and regulations.

