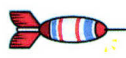

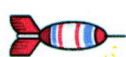
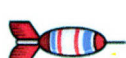





INTERNAL CONTROLS

THE PROCEDURES OR THE PLAN OF ORGANIZATION
IN AN OFFICE THAT HELP TO:

-  Ensure the safeguarding of assets
-  Ensure reliability of bookkeeping and accounting data
-  Promote operational efficiency
-  Encourage adherence to prescribed policies and procedures
-  Encourage adherence to prescribed laws and regulations



FOUR PRINCIPLES OF INTERNAL CONTROL

1. ***Appropriate division of duties*** – recording of transactions, authorization (approval) of transactions, and custody of assets (cash and other property)
2. ***Qualified personnel*** – adopt good hiring practices and provide regular training.
3. ***Sound procedures for authorizing, recording and reporting transactions***
4. ***Actual performance*** – applying the 1st three principles