

填写说明

- 1.本表最终需存入档案，请务必认真填写，关键信息部分不能有涂改，字迹清晰、工整；
- 2.简单的内容不作解释，可能有误的地方请参考指示填写，“XX”为根据实际情况替代部分，“/”意为“或者”。
- 3.建议流程：确认积极分子后由积极分子填写表格的基础信息部分，每季度由培养联系人填写一次培养联系人意见，每学期（一年两次）由支部填写完支部意见，直至称为发展对象，填写完毕。
- 4.本填写意见中黑色字体为总体指导，红色部分为积极分子本人填写，紫色部分为培养联系人填写，蓝色部分为党支部填写，橙色部分为团支部填写，请不要混淆。

填写全称，可写成两行，如“中共
北京大学XX学院委员会XX支部”

生

填写与本人身份证一致的名字

本人所在学院或单位（全称）

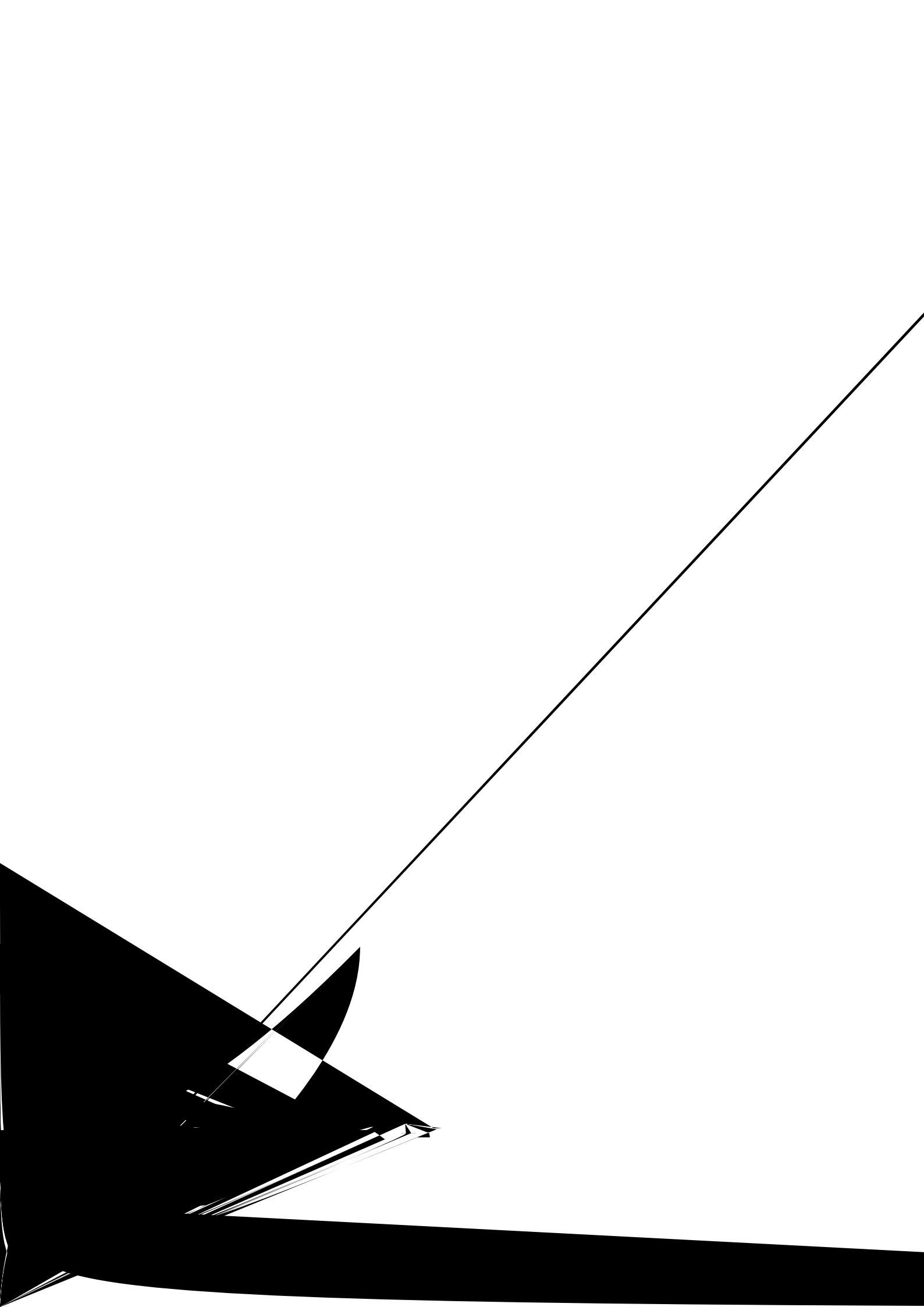


性别

正面免冠照片

(2寸)

主要家
庭成员
情况



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, customer orders, and supplier invoices. It also outlines the procedures for recording these transactions, including the use of specific forms and the assignment of responsibilities to different staff members.

The second part of the document focuses on the analysis of the recorded data. It describes various methods for identifying trends and anomalies in the financial performance. This includes comparing current data with historical data, as well as benchmarking against industry standards. The document also discusses the importance of regular audits to verify the accuracy of the records and to detect any potential fraud or errors. It provides a step-by-step guide for conducting these audits, from the selection of samples to the final reporting of findings.

The final part of the document addresses the use of the financial data for decision-making. It explains how the information can be used to identify areas for improvement, such as reducing costs or increasing sales. It also discusses the role of financial data in budgeting and forecasting, and provides examples of how to use this information to set realistic goals and develop effective strategies. The document concludes by emphasizing the importance of transparency and accountability in financial management, and encourages the use of clear communication and collaboration to achieve the organization's objectives.

