



**WHERE ARE YOU
SOARING TO NEXT?**

*International trips for
students 13 years and up*

STUDY ABROAD INFO NIGHT

AFSusa.org

Celebrate **International Education Week**
by joining us for an
Exchange Student Info Night

Wednesday, Nov. 14

6:30-8:30pm

Phoenix Country Day School (Brewster Library)
40th St & Stanford, Paradise Valley 85253

— **OR** —

Thursday, Nov. 15

5:00-7:30pm

Central High School (Library)
4525 N Central Ave, Phoenix, AZ 85012



- Find out how you can get a SCHOLARSHIP to study in one of over 50 countries
- Learn how your family can host an exchange student
- For more information, call 602-326-8438 or email info@AFSGreaterPHX.org.

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, accounts payable, and accounts receivable. It also outlines the procedures for recording these transactions, including the use of double-entry bookkeeping to ensure that the books balance.

The second part of the document focuses on the analysis of the financial data. It explains how to calculate key financial ratios and metrics, such as the gross profit margin, operating profit margin, and return on investment. These metrics are used to evaluate the company's performance and identify areas for improvement. The document also discusses the importance of comparing the company's performance to industry benchmarks and providing a clear explanation of any variances.

The final part of the document covers the preparation of financial statements. It provides a step-by-step guide to creating the income statement, balance sheet, and cash flow statement. It also discusses the importance of auditing the financial statements to ensure their accuracy and reliability. The document concludes with a summary of the key findings and recommendations for the future.