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| **SUBJECT** | End of every financial period as per the calendar profit and loss generated (QB) and upload to ETF site |
| **RECORDER (Name Designation)** | Malsha Nirmani (Accounts Executive ) |
| **APPROVED BY (Name Designation)** | Stanley Samidas |
| **CREATED DATE** | 01/12/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 01 |

**Objective :** End of every financial period as per the calendar profit and loss generated (QB) and upload to ETF site

Description

* Make sure all provisions, accrued expenses and income are being recorded for the period.
* Check each expense account and make sure the reliability of the each bill
* Extract the report for the period from QB and send to relevant person