





The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy auditing of the accounts.

Furthermore, it is noted that regular reconciliation of the books is essential to identify any discrepancies early on. This process involves comparing the internal records with bank statements and other external sources.

The second section of the document provides a detailed breakdown of the company's revenue streams. It lists various products and services, along with their respective sales figures for the current period. This analysis helps in understanding which areas are performing well and which may need more attention.

Additionally, the document outlines the company's financial goals for the upcoming year. These goals are based on market trends and internal capabilities, aiming to increase profitability and expand the customer base.

The following table summarizes the key financial metrics discussed in the report.

Metric	Current Period	Target
Total Revenue	\$1,200,000	\$1,300,000
Operating Expenses	\$800,000	\$750,000
Net Profit	\$400,000	\$550,000



The third part of the document addresses the company's marketing strategy. It highlights the need for a multi-channel approach, utilizing both traditional and digital marketing techniques. This includes social media campaigns, email newsletters, and targeted advertising.

It is also mentioned that the company will be investing in new technology to streamline its operations and improve customer service. This investment is seen as a long-term strategy to gain a competitive edge in the market.

The final section of the document provides a summary of the overall financial health of the company. It concludes that the company is in a strong position to meet its goals, provided that the management team continues to focus on efficiency and innovation.

The document ends with a call to action, encouraging all employees to contribute to the company's success by maintaining high standards of performance and integrity.

The following table provides a further breakdown of the marketing budget.

Channel	Budget	Actual Spend
Digital Advertising	\$200,000	\$180,000
Social Media	\$100,000	\$95,000
Print Advertising	\$50,000	\$55,000
Events	\$150,000	\$140,000



The document concludes with a statement of confidence in the company's future. It expresses optimism about the potential for growth and success in the coming year, based on the solid foundation laid in the previous period.

The management team is committed to staying agile and responsive to market changes, ensuring that the company remains a leader in its industry.

Finally, the document thanks all stakeholders for their support and contributions, and looks forward to continued collaboration and success.

The following table shows the projected financial performance for the next quarter.

Item	Q1	Q2	Q3
Revenue	\$350,000	\$380,000	\$400,000
Expenses	\$250,000	\$260,000	\$270,000
Profit	\$100,000	\$120,000	\$130,000



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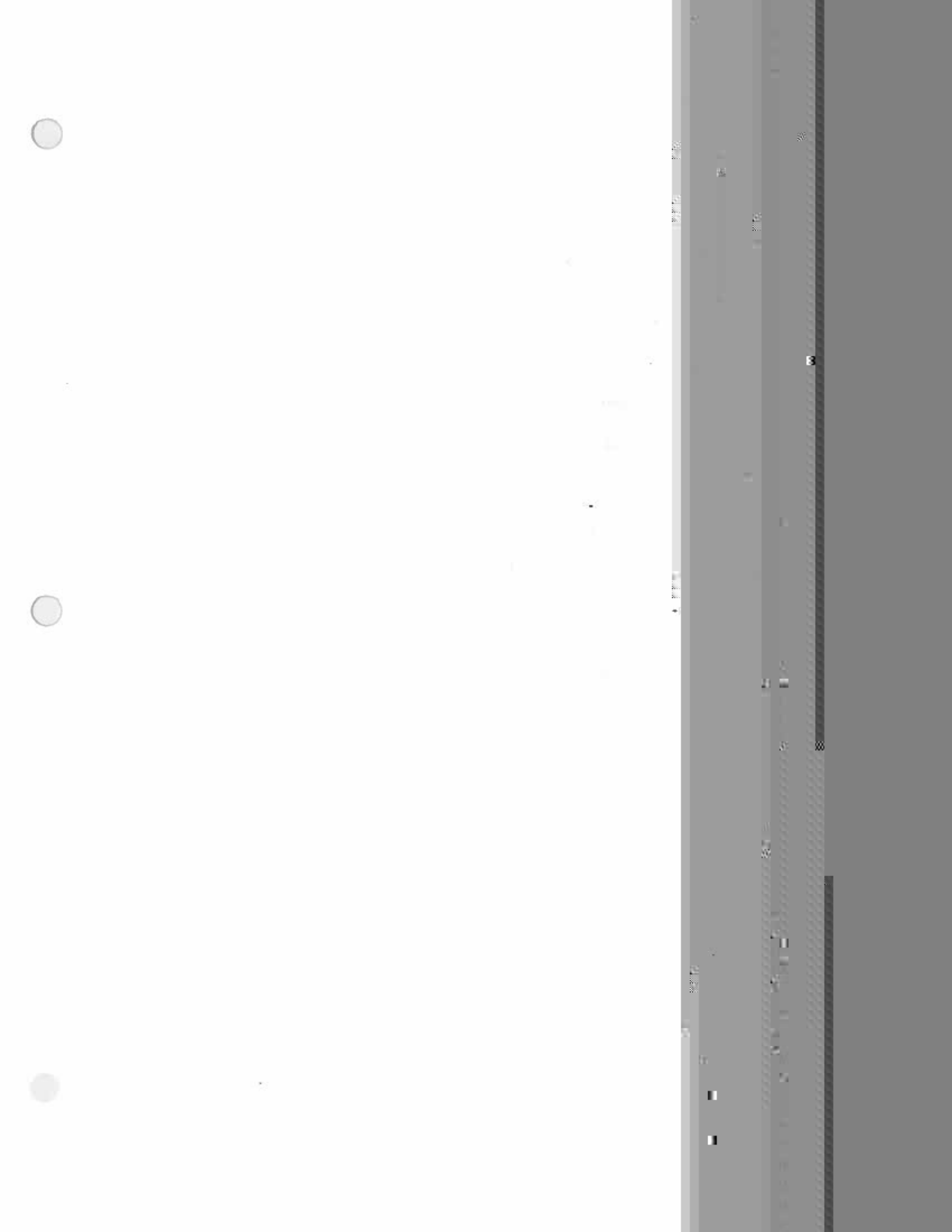


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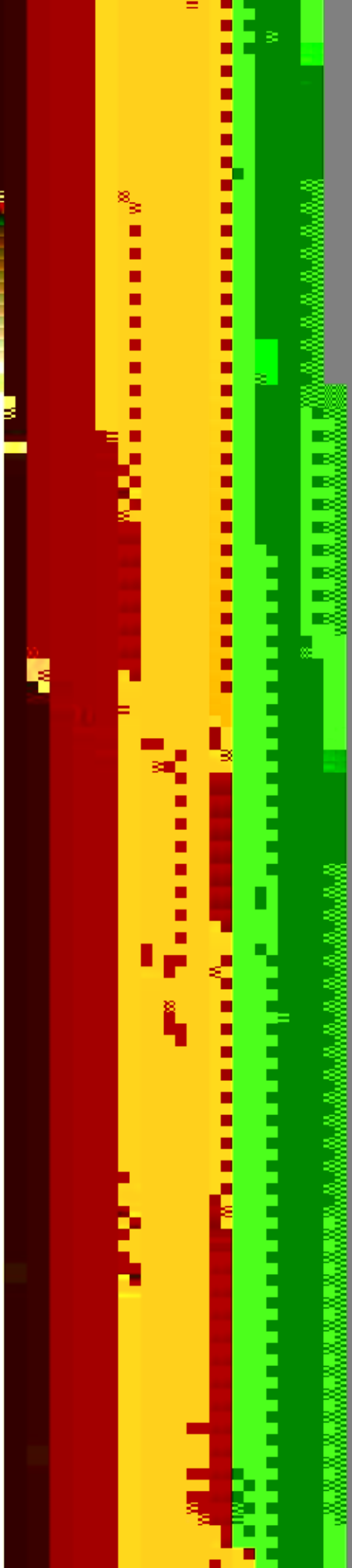
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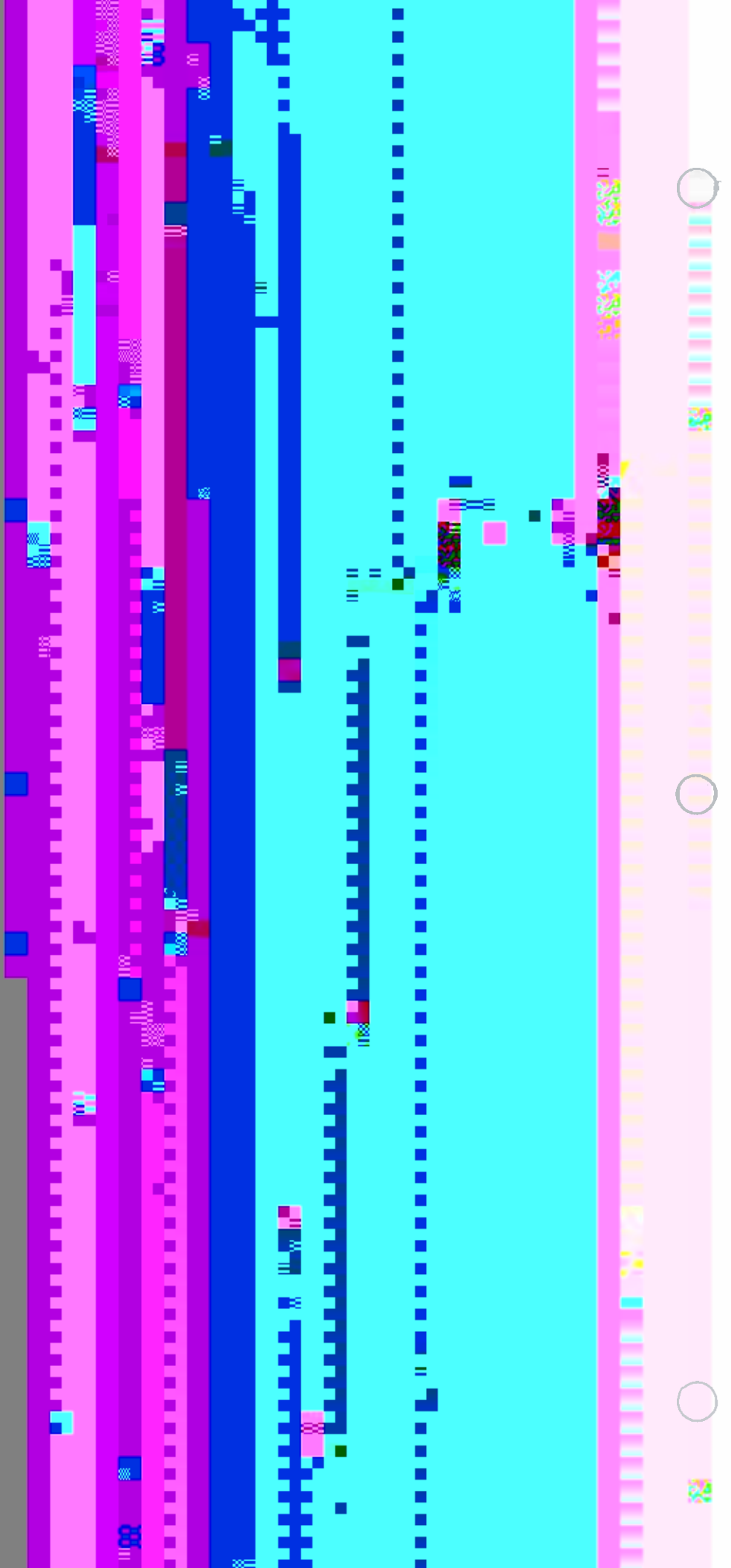
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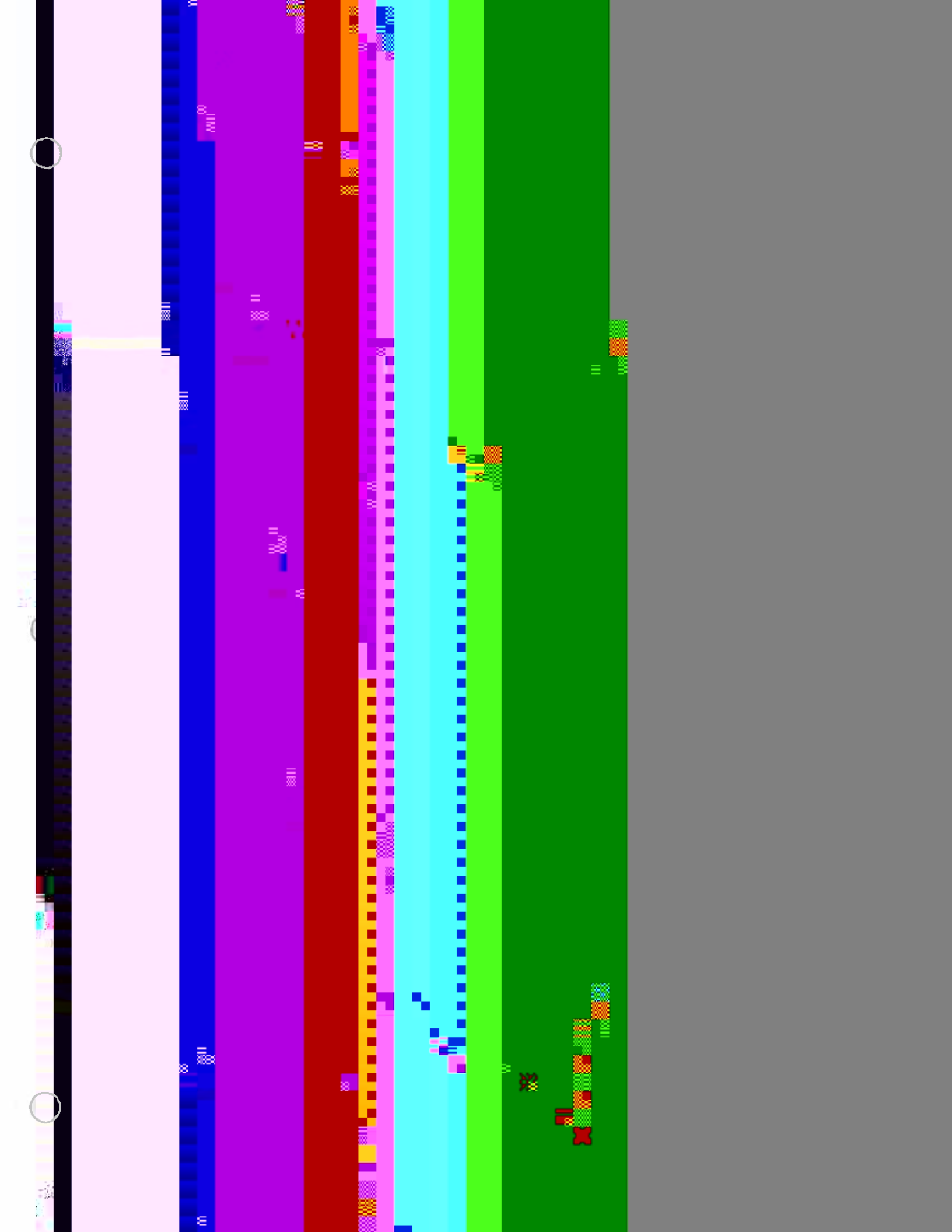


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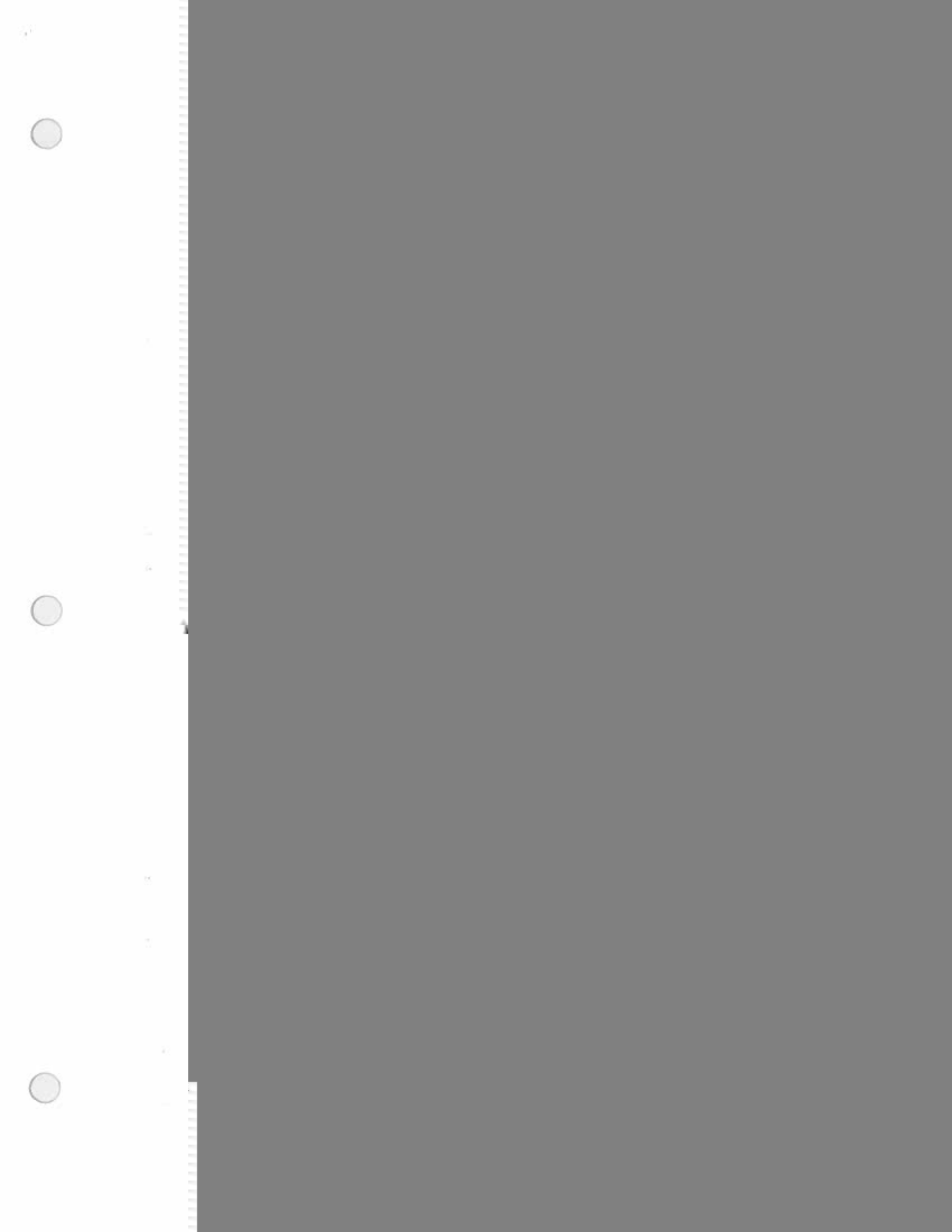
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Program Instructor List



Program Advisory Board Recommendations

Nationally or Regionally Accredited External Review, With Recommendations

The Associate of Science in Science Degree and the laboratory science courses offered at the University of New Mexico, Gallup, are part of the accreditation of the University of New Mexico as a whole and are not subjected to an external accreditation review by any separate organization. Our program and its coursework are under the supervision of the various science departments of the University of New Mexico, Albuquerque.



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The Arts and Sciences Division will be actively involved in shaping alternatives to the current AS in Science degree, but recommends that we leave the current degree in place until the alternatives are put into place.

GALLUP

Dean of Instruction Office

Thursday, January 28 2016