

Zeitschrift: Genava : revue d'histoire de l'art et d'archéologie
Band: 49 (2001)

Titelseiten

Nutzungsbedingungen

Die ETH-Bibliothek ist die Anbieterin der digitalisierten Zeitschriften. Sie besitzt keine Urheberrechte an den Zeitschriften und ist nicht verantwortlich für deren Inhalte. Die Rechte liegen in der Regel bei den Herausgebern beziehungsweise den externen Rechteinhabern. [Siehe Rechtliche Hinweise.](#)

Conditions d'utilisation

L'ETH Library est le fournisseur des revues numérisées. Elle ne détient aucun droit d'auteur sur les revues et n'est pas responsable de leur contenu. En règle générale, les droits sont détenus par les éditeurs ou les détenteurs de droits externes. [Voir Informations légales.](#)

Terms of use

The ETH Library is the provider of the digitised journals. It does not own any copyrights to the journals and is not responsible for their content. The rights usually lie with the publishers or the external rights holders. [See Legal notice.](#)

Download PDF: 18.10.2024

ETH-Bibliothek Zürich, E-Periodica, <https://www.e-periodica.ch>

RUBRIQUES DU MUSÉE

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 trends, as well as benchmarking against industry standards. The document also discusses the importance of regular reviews and reports to management, highlighting the need for clear communication and transparency in the reporting process. It provides examples of how to present the data in a way that is easy to understand and actionable.

The final part of the document addresses the overall financial health of the organization. It discusses the impact of the recorded transactions on the balance sheet, income statement, and cash flow. It also touches on the importance of budgeting and forecasting, as well as the role of the accounting department in providing strategic advice to management. The document concludes with a summary of the key points and a call to action for all staff members to adhere to the established procedures and maintain the highest standards of accuracy and integrity in their work.