

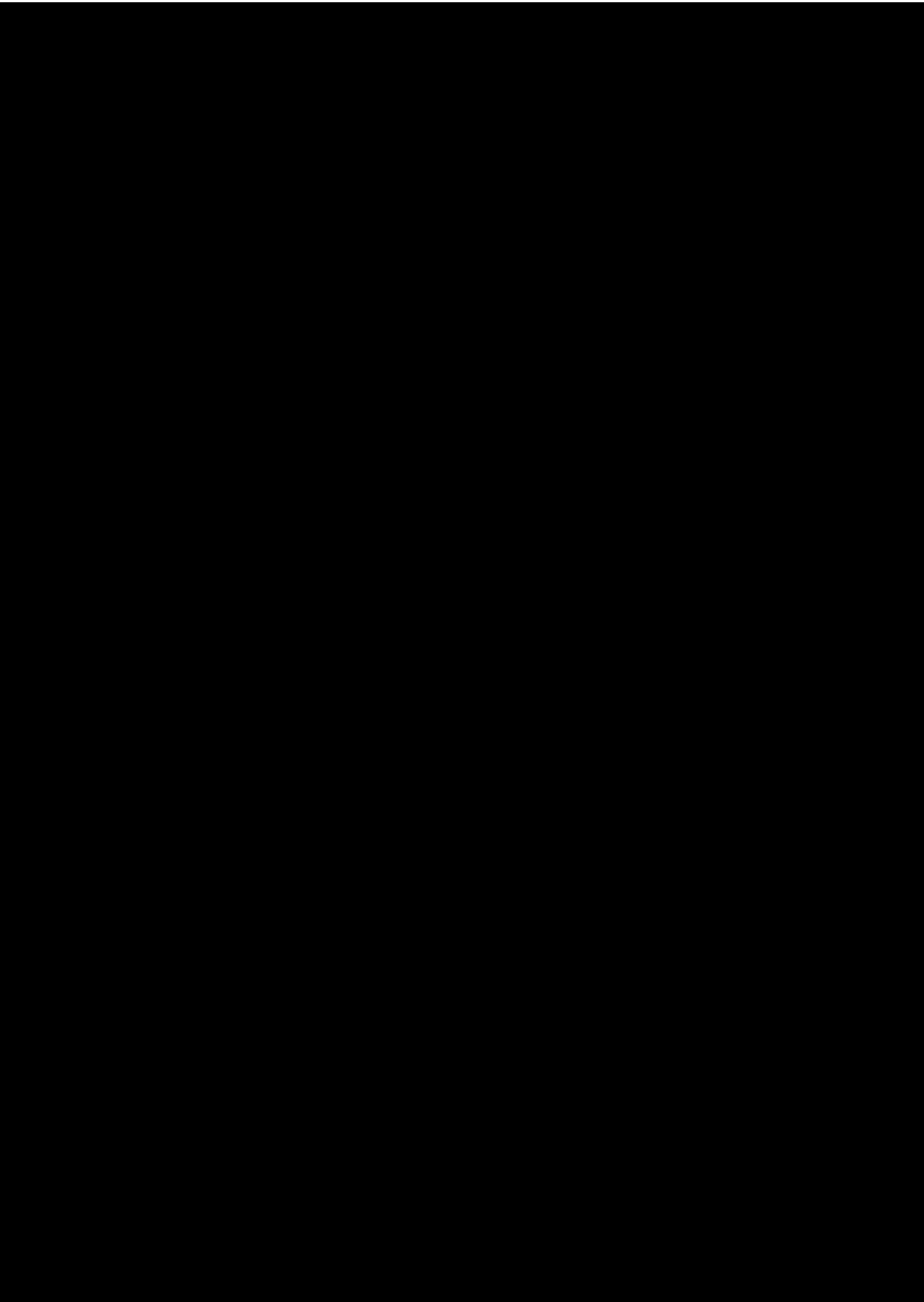
### 填写说明

- 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”

填写与本人身份证一致的名字

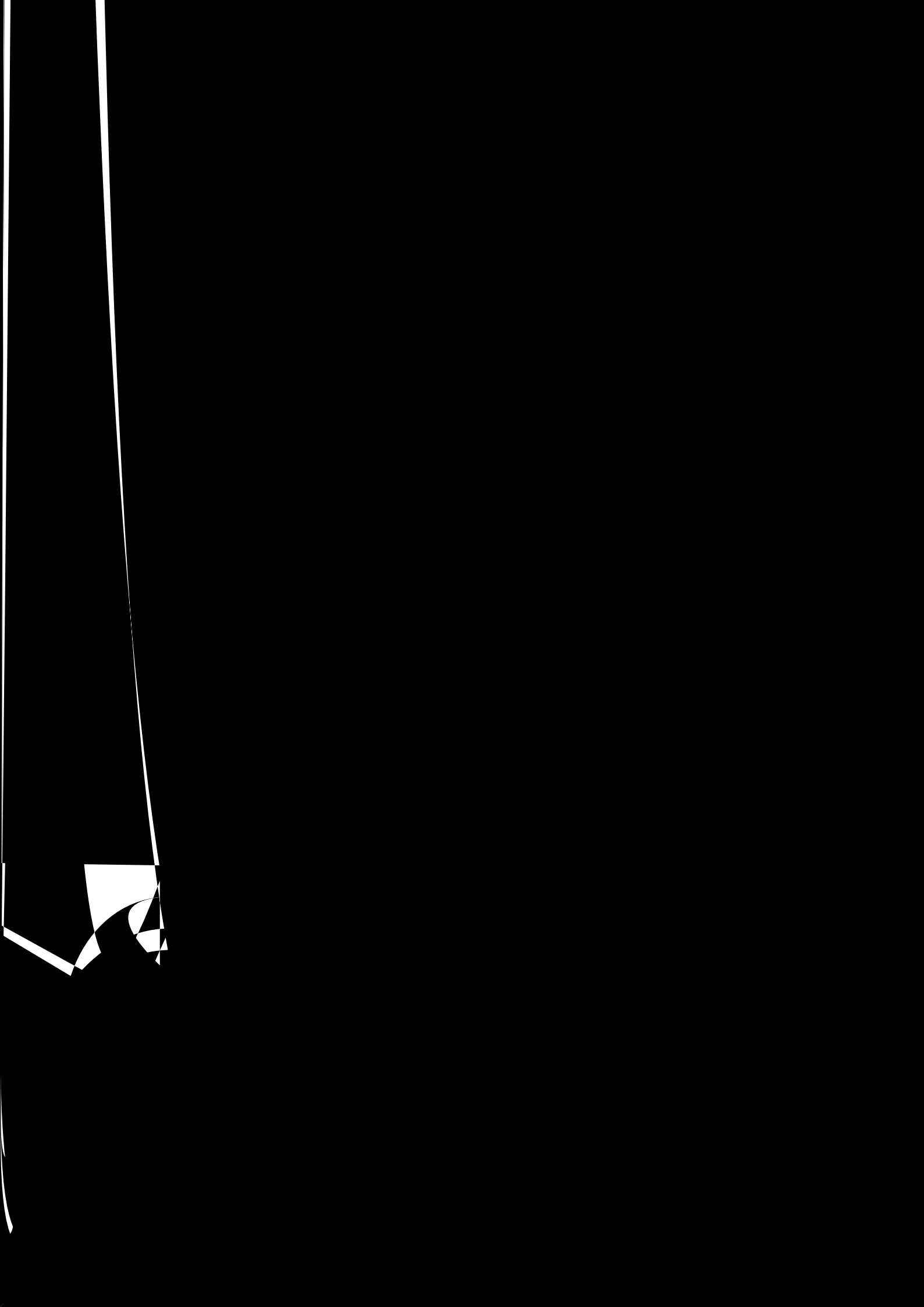
本人所在学院或单位（全称）



性別

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 statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

The second part of the document provides a detailed breakdown of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is explained in detail, with examples provided to illustrate the concepts.

The third part of the document discusses the various types of accounts used in accounting. It categorizes them into assets, liabilities, equity, revenue, and expense accounts. It also explains how these accounts are debited and credited, and how they relate to the accounting equation.

The fourth part of the document covers the process of adjusting entries. It explains why adjustments are necessary and how they are recorded. It provides examples of adjusting entries for accrued expenses, accrued revenues, prepaid expenses, and unearned revenues.

The fifth part of the document discusses the preparation of financial statements. It outlines the steps involved in preparing the balance sheet, income statement, and statement of owner's equity. It also explains how these statements are used to evaluate the financial performance of a business.

The sixth part of the document covers the process of closing the books. It explains how the temporary accounts (revenue, expense, and owner's drawing) are closed to the permanent accounts (assets, liabilities, and equity). It provides examples of closing entries and explains how they affect the accounting equation.

The seventh part of the document discusses the importance of internal controls. It explains how internal controls help to prevent errors and fraud, and how they can be used to improve the efficiency of the accounting process.

The eighth part of the document covers the process of auditing. It explains the role of an auditor and how an audit is conducted. It also discusses the different types of audits and the importance of maintaining accurate records for an audit.

The ninth part of the document discusses the use of accounting software. It explains how accounting software can be used to automate the accounting process and how it can help to reduce the risk of errors.

The tenth part of the document covers the final steps of the accounting cycle, including the preparation of the financial statements and the closing of the books. It provides a summary of the entire process and emphasizes the importance of accuracy and integrity in all accounting transactions.



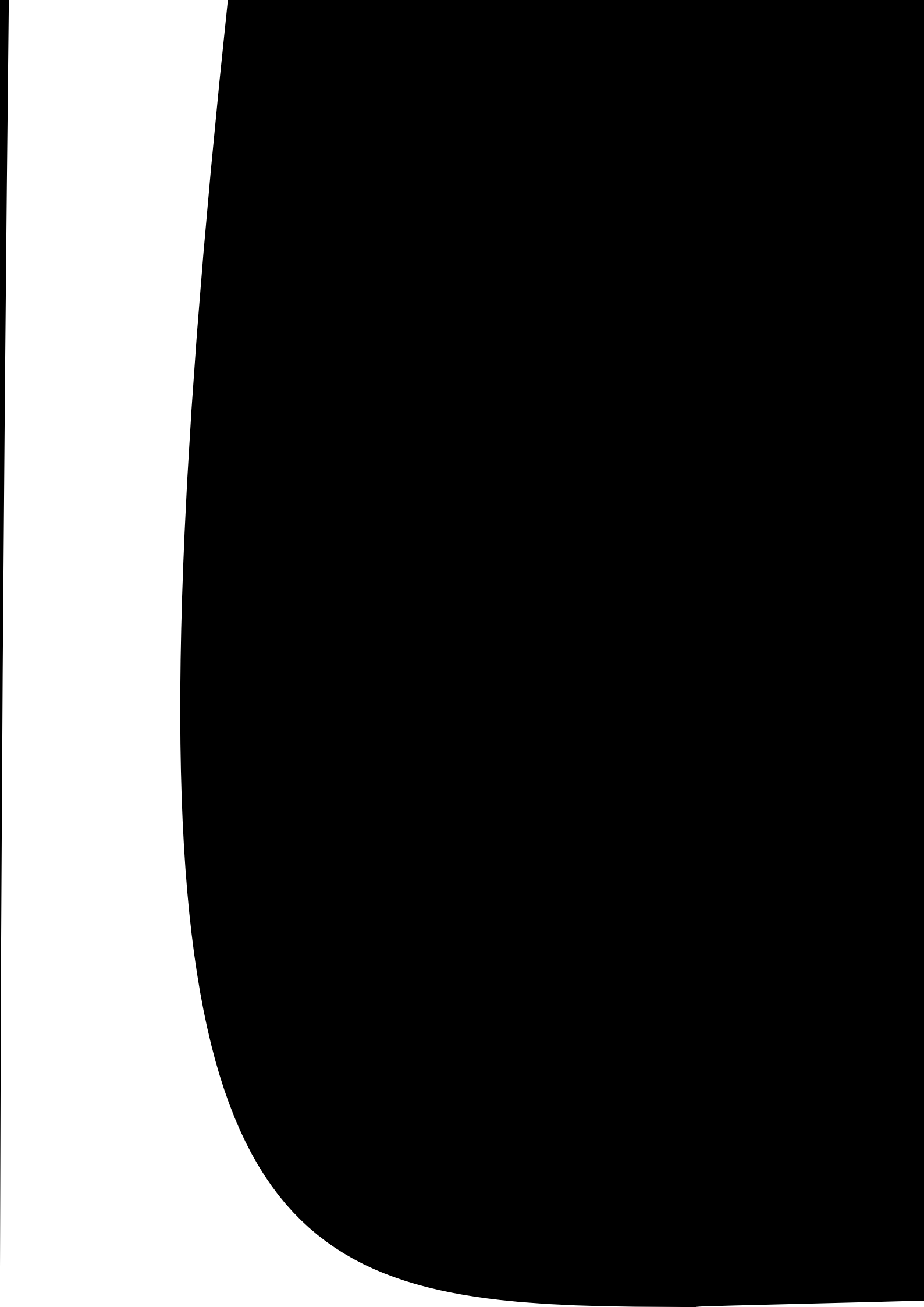












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