

### 填写说明

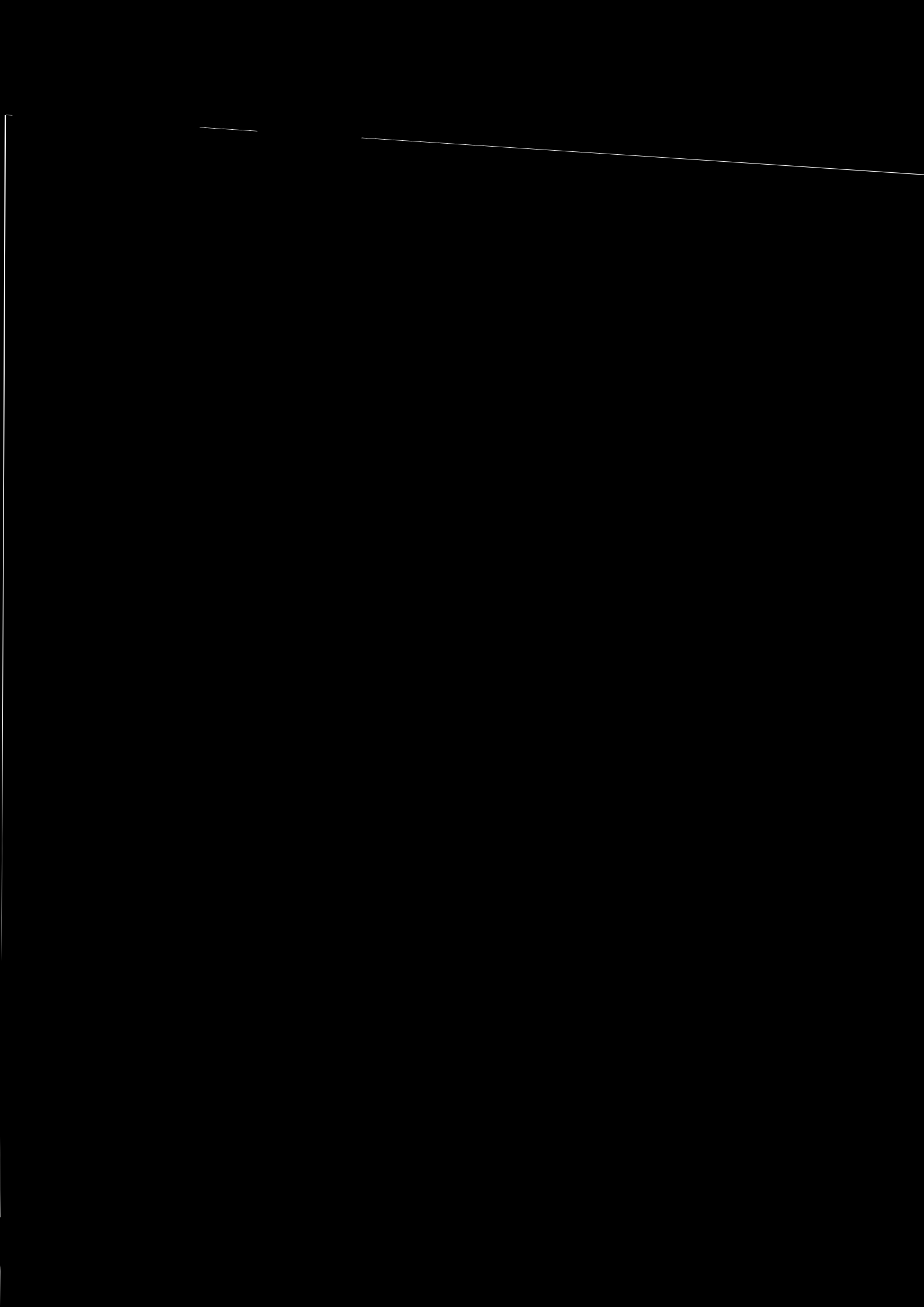
- 1.本表最终需存入档案，请务必认真填写，关键信息部分不能有涂改，字迹清晰、工整；
- 2.简单的内容不作解释，可能有误的地方请参考指示填写，“XX”为根据实际情况替代部分，“/”意为“或者”。
- 3.建议流程：确认积极分子后由积极分子填写表格的基础信息部分，每季度由培养联系人填写一次培养联系人意见，每学期（一年两次）由支部填写完支部意见，直至称为发展对象，填写完毕。
- 4.本填写意见中黑色字体为总体指导，红色部分为积极分子本人填写，紫色部分为培养联系人填写，蓝色部分为党支部填写，橙色部分为团支部填写，请不要混淆。

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）





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 any other financial activity.

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 focuses on the classification of accounts. It discusses the different types of accounts, such as assets, liabilities, equity, revenue, and expense accounts, and how they are used in the accounting process. It also explains the relationship between these accounts and the accounting equation.

The fourth part of the document covers the recording of transactions. It describes the process of journalizing, which involves recording each transaction in a journal. It also discusses the importance of debits and credits in this process and how they are used to ensure that the accounting equation remains balanced.

The fifth part of the document discusses the posting process. It explains how the journal entries are transferred to the ledger accounts and how this process helps in organizing the financial data. It also discusses the importance of maintaining a balanced ledger.

The sixth part of the document covers the preparation of financial statements. It discusses the different types of financial statements, such as the balance sheet, income statement, and statement of cash flows, and how they are prepared from the ledger accounts. It also explains the importance of these statements in providing a clear picture of the company's financial performance.

The seventh part of the document discusses the closing process. It explains how the temporary accounts, such as revenue and expense accounts, are closed to the permanent accounts, such as the retained earnings account. This process is essential for starting a new accounting period with a clean slate.

The eighth part of the document covers the reversing entries. It discusses how these entries are used to correct errors or to adjust for accruals and deferrals. It provides examples of reversing entries and explains their importance in maintaining accurate financial records.

The ninth part of the document discusses the importance of internal controls. It explains how these controls help in preventing and detecting errors and fraud, and how they contribute to the overall reliability of the financial statements.

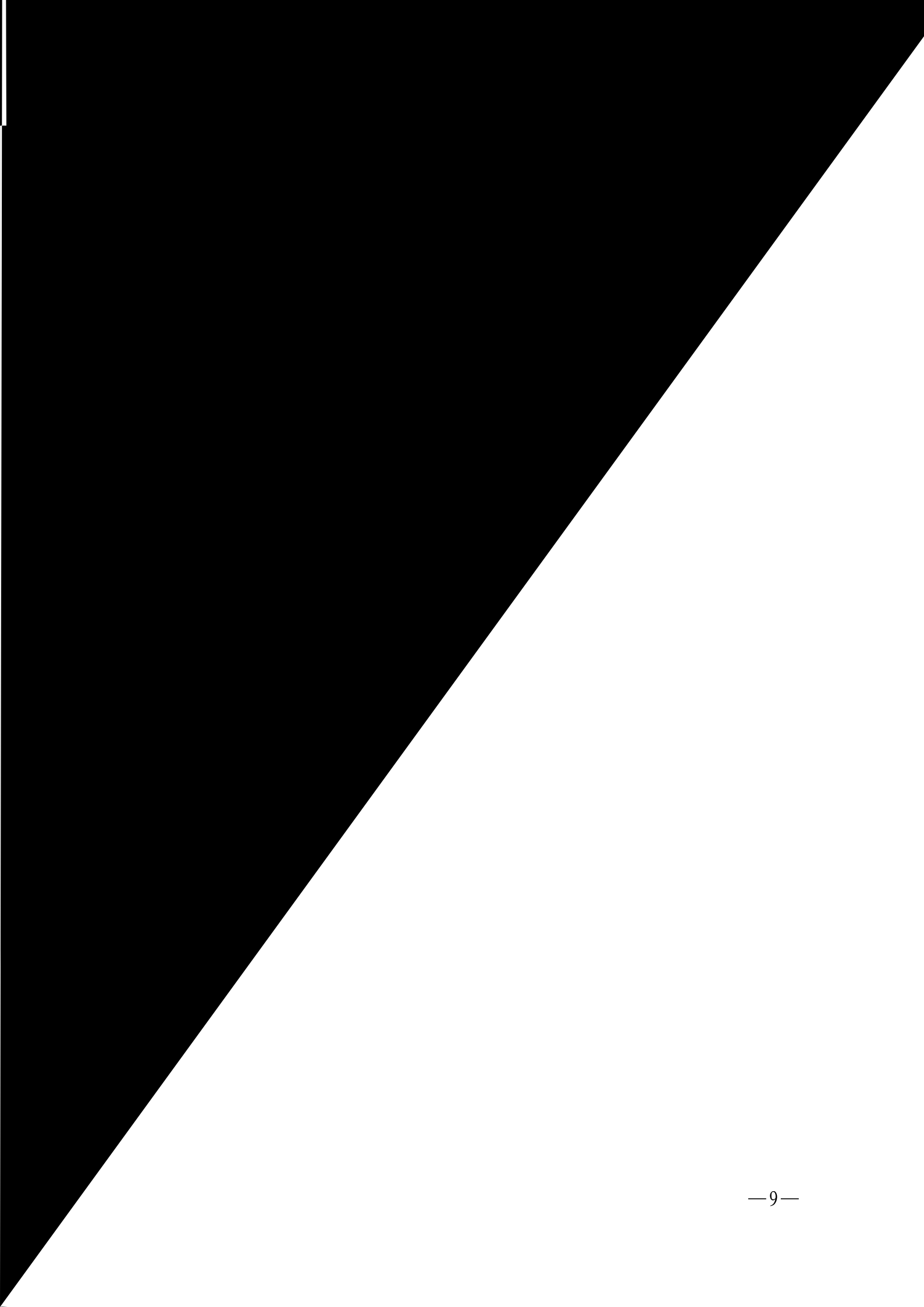
The tenth part of the document covers the final steps of the accounting process, including the preparation of the financial statements and the closing of the books. It emphasizes the importance of accuracy and transparency in all aspects of the accounting process.















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