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### 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，由支部填写完支部意见，直至填写完档案，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”

生

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 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 to record and summarize financial transactions.

The fourth part of the document covers the process of journalizing and posting. It explains how to create journal entries based on the accounting cycle and how to post these entries to the appropriate T-accounts in the ledger.

The fifth part of the document discusses the process of balancing the accounts. It shows how to calculate the ending balances for each account and how to ensure that the total debits equal the total credits.

The sixth part of the document covers the preparation of financial statements. It explains how to use the information from the ledger to create the balance sheet, income statement, and statement of owner's equity.

The seventh part of the document discusses the process of closing the books. It explains how to transfer the ending balances of the temporary accounts (revenue, expense, and owner's drawing) to the permanent accounts (assets, liabilities, and equity) to prepare for the next accounting period.

The eighth part of the document covers the process of correcting errors. It discusses the different types of errors that can occur and how to identify and correct them using journal entries.

The ninth part of the document discusses the process of adjusting the accounts. It explains how to use adjusting entries to ensure that the financial statements accurately reflect the economic reality of the business at the end of the period.

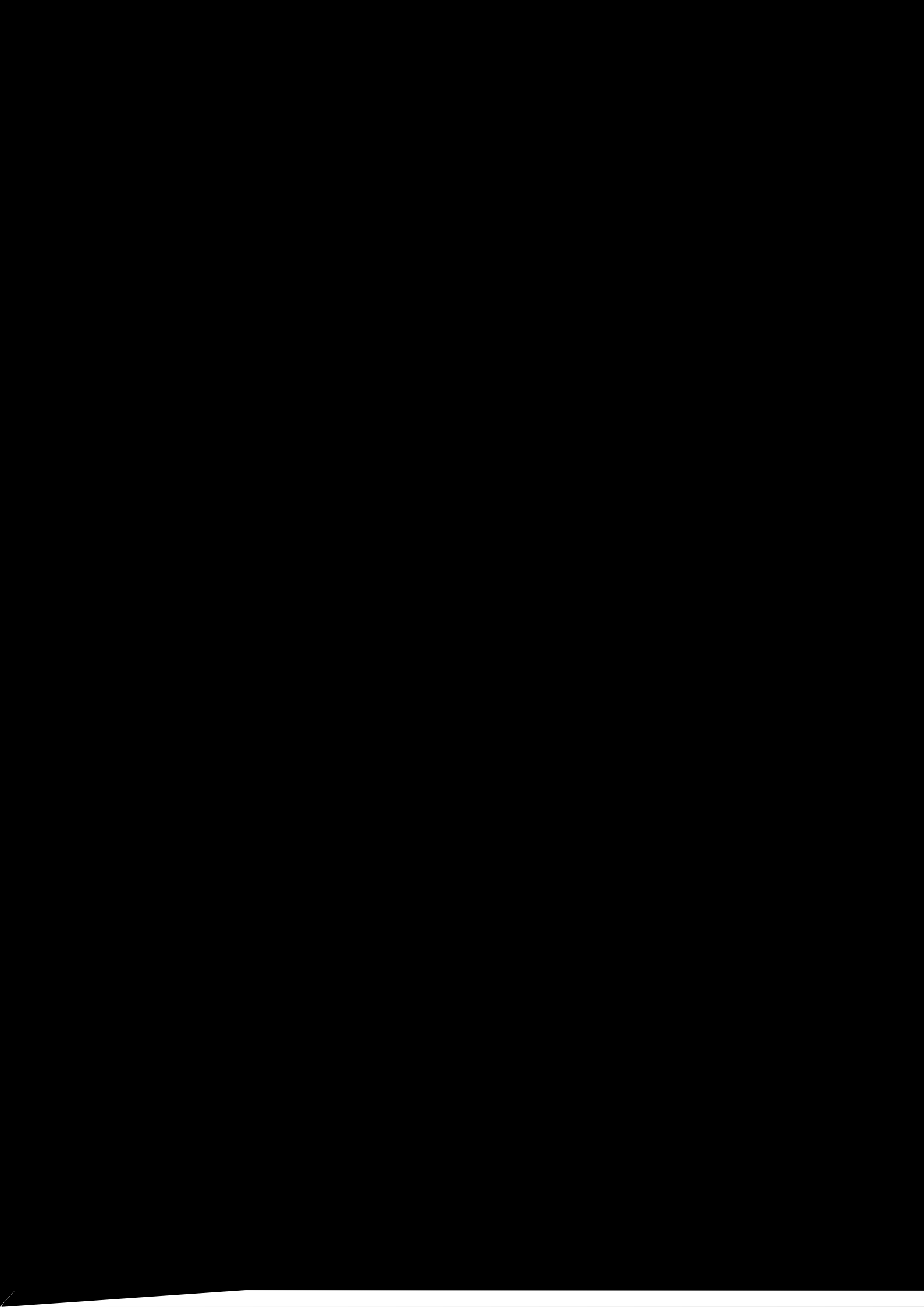
The tenth part of the document covers the process of preparing the final financial statements. It explains how to use the adjusted ledger to create the final balance sheet, income statement, and statement of owner's equity.















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