

# Financial Duty Confirmation

Date:

To:

From

This document serves as confirmation that the following financial duties and responsibilities have been reviewed and acknowledged by the undersigned:

1. Timely submission of financial reports
2. Accurate bookkeeping and record maintenance
3. Compliance with all applicable financial regulations
4. Safeguarding of company financial assets
5. Regular audits and reconciliations

Additional notes:

Acknowledged by:

Name:

Position:

Signature:

Date: