



**ESTADO DO PIAUÍ**  
**MUNICÍPIO DE CONCEIÇÃO DO CANINDÉ**  
**SECRETARIA MUNICIPAL DE EDUCAÇÃO**  
Avenida Transversal, 225 Fone/Fax: (89) 3489-1202  
CEP. 64740-000 Conceição do Canindé – Piauí  
C.N.P.J. (MF) 30.779.127/0001-11



**PORTARIA Nº 006/2021.**

**O PREFEITO MUNICIPAL DE CONCEIÇÃO DO CANINDÉ**, Estado do Piauí no uso de suas atribuições legais e nos termos do que dispõe o art. 68, VIII e XI, c/c o art. 88, II, letra “b”, da Lei Orgânica do Município;

**Considerando** que o art. 88, II, letra “b”, da Lei Orgânica do Município, dispõe que complete ao Executivo, lotar ou relotar os seus servidores, onde deverão exercer suas funções;

**Considerando** a exposição de motivos da Sra. Secretária Municipal de Educação, informando a quantidade de alunos matriculados em cada Unidade de Ensino e as necessidades da quantidade de servidores para que possa ter início o ano letivo;

**Considerando** finalmente que a prestação de serviços dos funcionários públicos municipais pode ser desenvolvida em qualquer local do Município, respeitando-se para tanto as atividades da categoria funcional;

**RESOLVE:**

Lotar o(a) Professor(a) Municipal **NEUSA ALENCAR COELHO**, para prestar serviços no Centro de Educação Infantil Pré-Escolar Nomeriano José de Carvalho, localizada na sede, neste Município, com a carga horária de 40 (quarenta) horas semanais no Maternal II (03 anos), nos turnos manhã e tarde.

**REGISTRE-SE, PUBLIQUE-SE e COMUNIQUE-SE.**

Secretaria Municipal de Educação Conceição do Canindé, em 18 de Fevereiro de 2021.

  
**FLÁVIA CRISTINA RODRIGUES DOS SANTOS**  
**Secretária Municipal de Educação**

18/02/2021

Neusa de Alencar Coelho

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial statements and for providing a clear audit trail. The records should be kept up-to-date and should be accessible to all relevant parties.

2. The second part of the document outlines the procedures for handling cash and other assets. It is important to ensure that all cash receipts are properly recorded and that all disbursements are supported by valid documentation. Regular reconciliations should be performed to ensure that the books are in balance.

3. The third part of the document describes the process for preparing the financial statements. This involves gathering all the necessary data from the records and performing the calculations required to produce the statements. The statements should be reviewed carefully to ensure that they are accurate and complete.

4. The fourth part of the document discusses the role of the auditor in the financial reporting process. The auditor is responsible for examining the records and the statements to ensure that they are free from material misstatements. The auditor's report provides an independent opinion on the reliability of the financial information.

5. The fifth part of the document covers the requirements for the financial statements. These requirements are based on the generally accepted accounting principles (GAAP) and are designed to ensure that the statements are prepared in a consistent and transparent manner. The statements should be presented in a clear and concise format.

6. The sixth part of the document discusses the importance of internal controls. Internal controls are designed to prevent and detect errors and fraud. They are essential for ensuring the accuracy and reliability of the financial information.

7. The seventh part of the document covers the requirements for the financial statements. These requirements are based on the generally accepted accounting principles (GAAP) and are designed to ensure that the statements are prepared in a consistent and transparent manner. The statements should be presented in a clear and concise format.