



INSTITUTO MUNICIPAL DE CULTURA FISICA Y DEPORTE DE CHICOLAPAN



“2025, BICENTENARIO DE LA VIDA MUNICIPAL EN EL ESTADO DE MEXICO”
2025 – 2027

Chicoloapan, México; 14 de Agosto de 2025
Oficio Núm. CHIC/CONT/077/2025

Asunto: Reactivo C.1.8


“TITULAR DE LA ENTIDAD DE FISCALIZACIÓN SUPERIOR LOCAL”

Alexis García Palafox
Director General Del Instituto Municipal de
Cultura Física y Deporte de Chicoloapan, México
Administración 2025-2027
Presente

“ NO APLICA ”

Reciba un cordial saludo, mismo que aprovecho para comunicarle, respecto al reactivo C.1.8. Derivado del proceso de transición de una administración a otra en el ente público. Este instituto Municipal de Cultura Física y Deporte de Chicoloapan, México. No cuenta con dicha información, motivo por el cual nos encontramos imposibilitados en dar cumplimiento al reactivo antes mencionado.

Sin mas por el momento, agradezco la atención prestada al presente.

Atentamente

DIRECCIÓN DE FINANZAS

C.P.Leticia Francisco Morales
Tesorera

Instituto Municipal de Cultura Física y Deporte de Chicoloapan

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The text also notes that records should be kept for a sufficient period to allow for a thorough audit.

2. The second part of the document outlines the specific requirements for record-keeping. It states that all transactions must be recorded in a clear and concise manner, and that the records must be accessible to all authorized personnel. The text also mentions that records should be stored in a secure location and that appropriate controls should be in place to prevent unauthorized access or modification.

3. The third part of the document discusses the role of internal controls in ensuring the accuracy of records. It explains that internal controls are designed to prevent errors and fraud, and that they should be regularly reviewed and updated. The text also notes that internal controls should be documented and that all personnel should be trained on the controls and their responsibilities.

4. The fourth part of the document addresses the issue of data security. It states that all data should be protected from unauthorized access, disclosure, or destruction. The text also mentions that appropriate security measures should be in place to prevent data breaches and that all personnel should be aware of the security policies and procedures.

5. The fifth part of the document discusses the importance of regular audits. It explains that audits are conducted to verify the accuracy of records and to identify any weaknesses in the internal control system. The text also notes that audits should be performed by independent personnel and that the results of the audits should be reported to the appropriate authorities.

6. The sixth part of the document addresses the issue of data retention. It states that records should be kept for a sufficient period to allow for a thorough audit, but that they should not be kept indefinitely. The text also mentions that records should be securely disposed of when they are no longer needed.

7. The seventh part of the document discusses the importance of training. It explains that all personnel should be trained on the record-keeping requirements and on the internal control system. The text also notes that training should be ongoing and that all personnel should be held accountable for their actions.

8. The eighth part of the document discusses the importance of documentation. It states that all policies and procedures should be documented and that the documentation should be regularly reviewed and updated. The text also mentions that documentation should be accessible to all authorized personnel and that it should be used as a guide for all record-keeping activities.