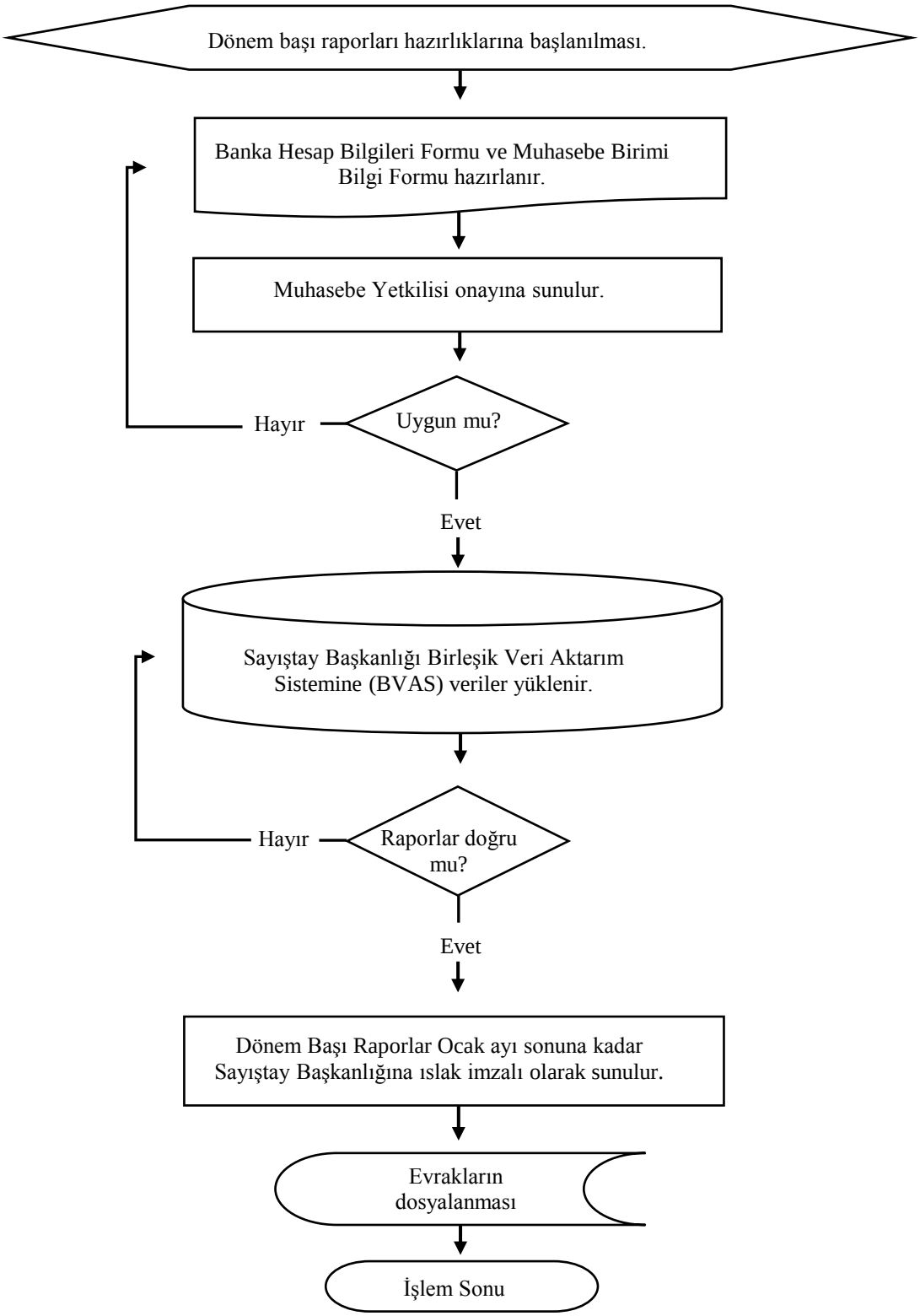DÖNEM BAŞI RAPORLARI HAZIRLIK SÜRECİ