



Checking the documents of funding applications — 342 documents reread

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Document issued on 24/09/2026

Eleven applications of the year just ended and their balance claims · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **A non-compliant document is a gap between a document and the list of the funding rules that require it, never a judgement on a supplier or on an officer. The check bears on documents and on turnaround times, not on what any named person does.**

What rereading the 342 documents found

Ground of non-compliance	Documents	What the rules require	Correction
Invoice without the contract or purchase-order number	7	Mention required by the funder's rules so that the expenditure can be tied to the funded project	Returned to the supplier — corrected invoice within 5 days

Ground of non-compliance	Documents	What the rules require	Correction
Quote whose validity had expired at the filing date	5	Quote valid on the day of filing	Request to the supplier to extend or renew it
Tax and social security compliance certificate more than six months old	4	Certificate less than six months old at the filing date	New certificate, obtained online the same day
Invoice whose net amount does not match the line of the funding plan	3	Consistency between the expenditure claimed and the approved line	Draft amendment to the funding plan written — cumulative gap of €3,180
Total	19 out of 342	—	17 are fixed by a return, 2 call for an amendment

What those 19 documents cost without anyone knowing: two balance claims were suspended last year — one for 11 weeks, the other for 7. A suspended grant is not one more letter: it is cash waiting, and the next project sliding. Of the 18 weeks of suspension, all 18 came down to documents that were checkable on the day they entered the file.

The check on entry, document by document

Type of document	What is verified	Against what	What is produced if there is a gap
Quote	Issuer, date, period of validity, subject, net and gross amounts, match with the line of the funding plan	Funder's rules, funding plan approved by resolution	Renewal request drafted, for the head of finance to sign

Type of document	What is verified	Against what	What is produced if there is a gap
Invoice	Mandatory particulars, contract or purchase-order number, link to the project, match of the amount	Funder's rules, contract or purchase order	Return to the supplier, drafted, with the missing particular named
Tax and social security compliance certificate	Date of issue, age, identity of the company	Funder's rules — less than six months old	Renewal request, with the link to obtain it online
Certificate that work has not started	Existence, date, signature of the authorising officer	Prefectoral call for projects of 12 November 2026	Alert before any order to start works — this is the document whose absence loses the whole grant
Resolution	Enforceability, match of the amount and of the funding plan with the application	Register of resolutions	Draft corrective resolution written

The rule to settle — hold back, or file then regularise

	File then regularise	Hold back filing while a document is non-compliant
What it cost over the two financial years	18 weeks of balance suspension, on 2 applications	4 days of filing delay, on 2 applications
Risk on the deadline	None	Real if the document arrives late — 11 days of margin on the school application
Cash	Balance received 18 weeks late	Balance received on the expected date

	File then regularise	Hold back filing while a document is non-compliant
Load on the department	Reopening the file after suspension, letters, chasing	One document request on entry
State of the rule	Written	Written

Both versions of the rule are written and tested over the two financial years just ended. The one the town settles takes effect the day it is signed — and it changes back the day the town wishes. The writing and the measuring are done; the decision takes ten minutes, on figures rather than on an intuition.

What the check on entry changed over the year

Measure	Before	After twelve months
Non-compliant documents discovered at balance time	19	0
Balance claims suspended	2	0
Cumulative weeks of suspension	18	0
Documents corrected on entry, before filing	—	23 out of 361 — corrected in 4 days on average
Eligible applications not filed	2 — €186,000 never asked for	0

Rule settled — hold back / file then regularise: _____

Maximum time to correct a document before escalating to senior management: _____ days

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encryption mechanisms in transit and at rest, their components and key management are those documented for the architecture chosen; roles and permissions are configured and accepted for the identities and systems actually connected; the events logged, their content, their retention period and who may access them are defined for the deployment chosen.