Year report — 543 hours given back to the business office

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Calculation page for the governing board, one side · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The calculation can be redone on the school's own logs. Statutory working-time basis: 35 hours a week, 151.67 hours a month, 1,607 hours a year — always rounded down.**

The calculation, item by item

Item	Volume retained	Before	After	Unit gain	Time given back
Pre-assessing a grant application	**486 files**	**30 min — 60 %**	**5 min — 10 %**	**25 min**	**202 hours**
Letter or reminder to a family	**2,840 letters**	**8 min — 40 %**	**2 min — 10 %**	**6 min**	**284 hours**
Termly billing of school meals	**3 campaigns**	**24 h — 100 %**	**4 h 48 — 20 %**	**19 h 12**	**57 hours**

Item	Volume retained	Before	After	Unit gain	Time given back
Total	—	—	—	—	**543 hours**

Conversion	Statutory basis	Result
In weeks	**35 hours**	**More than fifteen weeks of work**
In months	151.67 hours	A little over three months
Per person	2 people in the business office	**271 hours each, that is more than seven weeks each**

No post is cut, none is created. It is business office time given back to the school and to families, at identical staffing — **and what the governing board will judge is not the number of hours, it is what those hours produced.**

What is NOT in the total

Real gain	Measure	Why it is not counted
Time to answer a family	6 days → a few minutes	**Outside the three measured items**
Preparation of the tender documents	1 tender entirely drafted	Outside the three measured items
Budget monitoring	1 gap flagged and documented at 31 July	Outside the three measured items
Hardship fund files assembled	118 files ready for the committee	Outside the three measured items

What those hours produced

Measure	Before	After

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Grant applications coming back incomplete	**168 out of 486**	**34 out of 486**
Credit notes due and not applied	**31**	**0 — and €2,180 given back to families**
School-charge arrears at 31 August	**€26,300**	**€11,400**
Enforcement referrals to the public accountant	**34**	**9**
Families signposted to the hardship fund	**0**	**118, of whom 71 filed and 58 were supported by decision of the committee**
Time to answer a family	**6 days**	**A few minutes, Saturdays included**
Families who had never used the payment portal	**94 out of 812**	**58 paid or asked for an instalment plan on another channel**

The framework measures

Measure	Value	Over
Expenditure committed without the authorising officer	**0**	**14,700 logged outputs**
Grant awarded without the competent authority	**0**	486 files
Family data out of the school network	**0**	The whole year
Transfer outside the European Union	**0**	The whole year
Out-of-role access recorded in the log	**0**	5 roles

Page attached to the notice of the governing board meeting of: _____

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