Document checks — six checks, 149 files out of 168 put right

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Six checks run on every document, and the rule of form behind each · fictional document

Fictional document — demonstration example

This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

Fictional document, produced for the demonstration. **A flag says a document has to be completed; it concludes nothing about a family. The form rules come from the school's start-of-year notice and from the campaign scale, never from a default value of the agent.**

The six checks

Check	What is looked at	What the flag says	Source of the rule
Tax assessment complete	**Number of pages stated against received, year expected for the campaign**	**« Assessment for the expected year, pages 2 and 3 missing »**	Campaign scale published in the official bulletin

Check	What is looked at	What the flag says	Source of the rule
Bank account holder	**Holder's name against the legal guardian declared on the file**	**« The two names differ: details in the legal guardian's name required »**	Campaign form
Proof of address	Date of the document against the admitted period	« Document outside the period admitted by the start-of-year notice of 4 September »	**The school's start-of-year notice, quoted with its date**
Document dated after the tax assessment	**Existence of a certificate dated after the assessment**	**« Document of 3 October later than the assessment: conversation needed before a proposal »**	**Check born of the 24 corrections in the first batch**
Income figures used	Values used against the boxes of the assessment	Match printed, box by box	Campaign scale
Declared composition	**This campaign's composition against the previous one**	**« One dependant more: both statements are side by side »**	Files from previous campaigns

What becomes of every flag

Rule of form	Value applied	Where it comes from
Account holder's name on the bank details	**A married name is admitted; only a difference of person is flagged**	**Campaign form**
Proof-of-address period	**The one in the school's start-of-year notice**	**Start-of-year notice, quoted with its date in the flag**

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Rule of form	Value applied	Where it comes from
Outcome of every flag	**Dated and reasoned — document completed, flag lifted, or file settled by the deputy business manager**	**Flag log, reviewed each term**

No rule of form comes from a default value: each is set on a text of the school or on the campaign scale, and the flag quotes it with its date. That is what lets the deputy business manager settle a case without reopening the file, and the family know what is being asked and why. The share of confirmed flags comes back each term, with the reasons for those that were not: that record is what says which of the six rules deserves tightening.

What document checking produced over the campaign

Measure	Previous campaign	This campaign
Applications coming back incomplete	**168 out of 486 — 35 %**	**34 out of 486 — 7 %**
Applications regularised within the campaign deadline	**149 out of 168**	**33 out of 34**
Missing-document letters written by hand	168	**0 — the 3 templates cover 149 cases out of 168**

The 118 families with an entitlement open to them — what the agent brings the committee

What each file carries	Where it comes from	Who decides

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The income ratio declared by the family	**Their own grant application**	—
The hardship fund access threshold	**Governing board resolution of 14 October, line quoted**	**The governing board voted it**
The exact school-charge debt	**The family's account, credit notes already deducted**	—
The support granted	**None: the file is assembled, the proposal is written**	**The hardship fund committee — that is its remit, and its alone**

118 signposted, 71 applications filed, 58 supported by decision of the committee. What the agent did fits in one sentence: attach the information note and the form to the reminder letter, where the ratio the family itself declared is below the threshold the school voted itself. It decides nothing, it costs nothing, and it turns a reminder into an offer.

Form rules settled by the school (applicable start-of-year notice, proof-of-address period): _____

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