



Remittance slips and arrears — a day down to 1 h 24

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Ready on the first working day of the month · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The slip and the statement are ready on the first working day of the month**; all that is left for the revenue manager is to check and sign them. **Remitting to the public accountant remains his act.**

What the remittance slip carries, office by office

Element	Content
Total revenue taken	By nature of revenue and by means of payment
Match	With the receipt book and with the card terminal slip
Supporting documents	In the order the public accountant expects them
The month's discrepancies	Each with the document that explains it and the correction made

What the statement of outstanding revenue carries

Column	Content	What it revealed
Unsettled receivables by age	1,480 receivables, €39,600 over three financial years	—
By nature of revenue and by amount	Four offices	€12,340 sits on 214 receivables below €90
Last reminder sent and its date	A column that did not exist	€24,156 — 61 % — on families that had never received a single reminder

That last column changed everything. An old receivable where nobody knows whether it was ever chased is not a followed-up receivable: **it is a sum the municipality never claimed, and that the family discovers three years later.**

The time this shifts

Item	Share of the time	Duration	Annual volume	Time returned
Statement of arrears and the month's remittance slips	100 % → 20 %	A whole day → 1 h 24	12 months	67 hours

Sixty-seven hours are twelve Saturdays that become Saturdays again — and for a municipality where the revenue office is only part of a post, that is the gain the officer concerned notices fastest.

What is raised without being asked

Finding	Volume	What is prepared	Who decides
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Swimming pool receivables relating to financial years closed more than four years ago	34 receivables, €1,870	Sorted, measured, documented, presentation file written	The council, on the public accountant's proposal
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The effect on exchanges with the public accountant

Measure	Same quarter last year	Trial quarter
Further documents requested by the public accountant	7	0
Cost of one request	Half a day of searching	—

A complete slip first time is what the public accountant expects, and it is the only honest way to help him. The check he carries out is not shortened — **it simply stops running into a missing document.**

For the authority to settle

Date the file on the 34 receivables is presented to the council: _____

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