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

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

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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 the reminders had not yet reached**

That last column changed everything. An old receivable where nobody knows whether it was ever chased is not a followed-up receivable: **with the date of the last reminder alongside, the municipality knows exactly what to claim, and the family is told while the amount is still small.**

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**

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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