Cash closing — expected totals and gaps

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The discharge file built as it goes · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The expected total is calculated before the count**, means of payment by means of payment: **any gap shows up on one line instead of being hunted for an hour.**

What is handed over when the office closes

Element	Content	What it serves
Expected cash total	**Sum of the day's payments in notes and coins**	**Compared with the revenue manager's count**
Expected cheque total	With the list of drawers	Spots drawers who differ from the payer
Expected card total	**Matched against the card terminal slip**	**The only total verifiable outside the receipt book**
Opening float	Carried over from the previous day	**So that the calculation can be redone without the agent**

When a gap appears — payments ranked by likelihood

Ranking criterion	Why it often points to the right line
Amount close to the gap	**The gap almost always comes from a single line**
Entered in the minute before or after	Two payments entered back to back get confused
Means of payment corrected during entry	**7 of the quarter's 9 gaps came from that**

Across the 76 remittance gaps of the five financial years, that list pointed to the right line 68 times. The search took from twenty minutes to an hour and sometimes ended with no explanation; **over the trial quarter, 9 gaps, 9 explained the same evening, none carried over.**

The discharge file, built day after day

What is archived each evening	Why
The day's receipt book	**The numbered record of the revenue taken**
The closing statement	**Expected totals, count, gap and the line that explains it**
The card terminal slip	**The only supporting document external to the receipt book**
Each remittance to the public accountant	**With the receipt book total against the amount remitted**

> **A cash shortfall is charged to the revenue manager until he is discharged of it — and what protects him is not caution, it is the record. This trio of documents comes together by hand today; from now on it archives itself, in the same dated folder.**

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The 9 gaps of the trial quarter

Measure	Value
Gaps found	**9**
Explained the same evening	**9**
Carried over to the next day	**0**
Largest amount	**Below €15**
Due to a means of payment entered instead of another	**7**

For the authority to settle

Retention period for the closing file, settled by the municipality: _____ months

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