



Control plan — two checks for 55 % of discrepancies

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Ranked by discrepancies spared · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The checks are written, measured over five financial years and ready to run alongside the usual verification** for a fortnight — **if their output adds nothing, they stop at a word.**

The two checks to open, in this order

Check	What it matches	Discrepancies spared per year	What it produces when it finds one
1 — Office allocation	The payment, the enrolled child, the service used and the adopted rate	412	The payment filed automatically by the rule, or raised if the child was recorded at both services
2 — Invoice matching	The receipt and the family portal invoice	268	The match proposed from the attendance record and the amount

Check	What it matches	Discrepancies spared per year	What it produces when it finds one
Subtotal	—	680 — 55 % of discrepancies	—
3 — Duplicate	Family, amount, service, slot, invoice reference	248	Opening deferred: see the attachment on the tightened criterion
4 — Remittance gap	Receipt book total and amount remitted	76	The day's payments ranked by likelihood

The written allocation rule — the case of the 412 payments

Element	Content
Finding	412 payments a year entered against the wrong office, almost all between canteen and after-school care
The written rule	The service is deduced from the child's attendance slot, not from the amount
Run over the year	396 payments filed correctly, 16 sent back to the revenue manager's check
The 16	All days when the child was recorded at both services — the only case the rule does not settle

That is the difference between flagging a discrepancy and treating its cause. A check that raises the same discrepancy 412 times consumes 412 verifications; **a written rule, settled once, removes 396 of them and leaves the trace of the decision.**

The proposed trial fortnight

Step	Duration	Who decides
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The two checks run alongside the usual verification	One fortnight	—
Comparison of the two outputs, line by line	Half an hour	The revenue manager
Bringing into force, or stopping	immediate	The revenue manager — one word either way

On the trial day of 94 payments, the two checks found 6 discrepancies, and all 6 would have been discovered at the month-end close, when the original document can no longer be consulted. The check creates no work: **it brings it forward by three weeks.**

For the authority to settle

Date of the trial fortnight and office selected: _____

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