Receipt book — record-keeping of the four offices

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

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Five financial years checked line by line · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The receipt book is the first document an audit asks for** — and it is the one a manager running four offices and the town hall reception keeps least well, for lack of time and not of rigour.

What the receipt book now carries for each payment

Item	What it allows you to verify
Continuous number and date	**That no receipt is missing**
Payer, nature of the revenue, period	That the revenue belongs to the office concerned
Amount and adopted rate, with the date of the resolution	**That no unadopted rate has been collected**
Means of payment	The match with the card terminal slip

Item	What it allows you to verify
Match with the family portal invoice	**That the receipt will be found at the month-end reconciliation**

What the record-keeping check found over five financial years

Finding	Volume	Next step
Missing receipts across 74,500 numbers	**0**	**That is the figure the revenue manager will be able to produce**
Breaks in numbering	**4**	All in 2022, all documented and explained
Receipts with no matchable invoice reference	**268**	**212 matched afterwards from the attendance record and the amount; the remaining 56 listed with whatever was recovered**
Unmatched receipts per month since the evening reconciliation	**67 → 4**	**And the 4 are matched the next day, while the family can still be reached**

The record-keeping note for the four offices — written, and existing nowhere

Office	What is collected	Rate basis	Supporting document expected
School catering	Meals charged by means-tested band	**Rate resolution, with its date**	Child's attendance record
After-school care	Morning and evening slots	Rate resolution	Child's attendance record
Swimming pool	Single entries and season tickets	Rate resolution	Ticket or season card

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Office	What is collected	Rate basis	Supporting document expected
Market pitch fees	Pitches by running metre	Rate resolution	**The market supervisor's record**

This note existed only in the revenue manager's head, and **it is exactly what a deputy looks for the day he stands in for him.** It is written in the form of the municipality's internal instructions, and can be corrected in one word.

What is proposed

Measure	Frequency	Effect observed over the trial quarter
The day's receipt book handed over on one page, matches done and discrepancies at the top	**Every evening**	**Unmatched receipts: 67 → 4 a month**

> **The revenue manager alone issues the receipt, and that is what makes it enforceable against the payer — it is handed to him ready, numbered and matched, in sixteen minutes for a whole day.**

For the authority to settle

Treatment of the 56 receipts still unmatched: _____

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