Reconciliation — five totals that must agree

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

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Every evening instead of once a month · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **A discrepancy found the same day is corrected by the original document; the same discrepancy found three weeks later is corrected by an adjusting entry.** That is neither the same record, nor the same time.

The five totals reconciled

Total	Source	Frequency
Receipt book total	**Receipts issued during the day**	**Every evening**
Total taken by means of payment	Office entry	Every evening
Card terminal slip	**Terminal**	**Every evening**
Family portal transfers	Portal	Every evening
Amount remitted to the public accountant	**Remittance slip**	**At each remittance**

The four families of discrepancies, over the year

Family	Discrepancies	Where the handling stands
Payment entered against the wrong office	**412**	**396 filed automatically by the allocation rule, 16 shown to the revenue manager**
Receipt with no matchable reference	**268**	**Down to 4 a month since the evening reconciliation**
Apparent duplicate payment	248	**Tightened criterion — see the dedicated attachment**
Gap between receipt book and amount remitted	76	**All below €15, all regularised**
Total	**1,240**	**1,172 flagged within twenty-four hours**

What it changes at the close

Measure	Before	Trial quarter
Discrepancies discovered only at the close	**68**	**0**
Quarter's discrepancies handled in the month they were born	—	**236 out of 236**
Reconciliation of the five totals	Once a month	**Every evening**

The proposed monthly statement

Content	Frequency	Recipients to settle
Discrepancies by office, with the age of each and the document that explains it	**First working day of the month**	**The revenue manager alone, or the schools department too for allocation gaps**

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The evening reconciliation does not replace the close: it empties it of what should never have reached it. What remains at month-end is what genuinely calls for a judgement.

For the authority to settle

Recipients of the monthly discrepancy statement: _____

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