



Reconciliation — five totals that must agree

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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

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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