

FOR OWNERS OF FIDUCIARY AND PROPERTY MANAGEMENT FIRMS

The Shoebox Calculator

Count one month of receipts and put your hourly fee rate beside it. Afterwards you know how many hours and how many francs in fees manual entry costs you every month, before you buy a tool or advertise a job.

3^{to} 5

minutes per booking in the pilot, when the team entered a receipt by hand.

Basis: manual entry at one fiduciary firm with 12 to 15 people, anonymised. Every other number in this calculator is arithmetic.

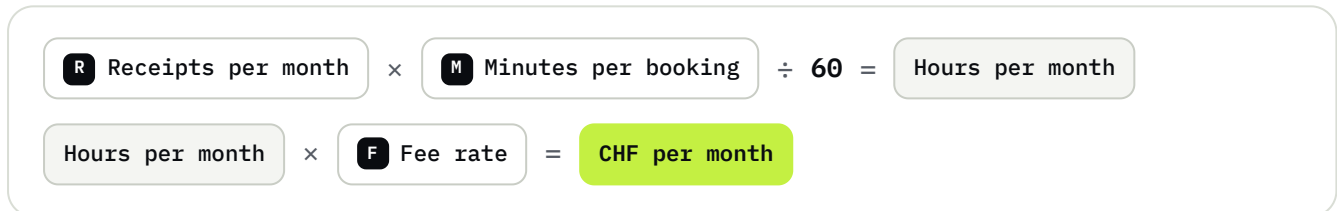
A receipt takes a few minutes. Only the month shows what it costs.

Every receipt from the box is read, assigned and entered by hand. In the pilot that took 3 to 5 minutes per booking. For one receipt that is nothing, and that is exactly why nobody notices.

The minutes are spread across many small entries, several people and several clients. No total appears anywhere. Whoever wants to see it has to count once.

In a fiduciary firm every back-office hour is a fee hour that never reaches an invoice. The calculator turns the minutes into one number in hours and one in francs, for one month.

THE WHOLE CALCULATION



R Receipts per month

COUNT

Everything entered one by one by hand last month.

M Minutes per booking

MEASURE

Timed on 20 receipts. Without a measurement you calculate with 3 and with 5.

F Fee rate

LOOK UP

The rate you bill for bookkeeping. It is in the client contract.

You know the rate by heart. Receipts and minutes you count once. The rest is multiplication.

THE ONE NUMBER FROM THE PILOT, AND WHAT FOLLOWS FROM IT

3 to 5 minutes

per booking by hand. One fiduciary firm with 12 to 15 people, anonymised.

60 receipts

make exactly 1 hour at 1 minute per booking. At 3 to 5 minutes it is 3 to 5 hours. Calculated, not measured.

You need one month and a stopwatch. You do not need a tool yet.

1 Count one month of receipts.

Take the last closed month, not an estimated average. Count everything someone entered one by one by hand: till receipts, supplier invoices, lines from card statements. One row per client if you can count it that way. Otherwise one number for the whole firm.

2 Time 20 receipts.

Have someone on the team enter 20 receipts as usual and time it, from reaching into the box to the saved booking. Divide the time by 20. Without a measurement, calculate twice: 3 minutes is conservative, 5 is strict.

3 Work out the hours.

Receipts times minutes, divided by 60. Or read the hours off the table on page 4. Times 12 gives the year.

4 Add your fee rate.

Hours times the rate you bill for bookkeeping. That is the amount manual entry ties up every month. Note beside it whether it appears on the client's invoice or disappears into the flat fee.

WHAT YOU NEED

- ☐ The receipts or the booking list of one closed month.
- ☐ A stopwatch and 20 receipts that need entering anyway.
- ☐ Your bookkeeping fee rate from the client contract.
- ☐ Page 4 with the hours table, page 5 with the worksheet.

3 OR 5 MINUTES

- 3 Conservative**
The lower bound from the pilot. Calculate with it and you are not exaggerating.
- 5 Strict**
The upper bound from the pilot.
- M Measured**
Your own number from step 2. It beats both.

WHAT COUNTS AS A RECEIPT

- Till receipt
- Supplier invoice
- Card statement, per line
- Expense receipt

Count every booking someone types in by hand. Anything that already reaches the system through an interface does not count.

Only with this number is the question of a tool or a new hire worth asking. Then you hold an amount against a price, not a feeling against an offer.

Receipts on the left, minutes on top. Your hours are in the middle.

Every number in this table is calculated, not measured: receipts times minutes, divided by 60. Monthly values rounded to one decimal, yearly values to whole hours. If your receipt count falls between two rows, take the higher one or calculate it yourself.

RECEIPTS PER MONTH	HOURS PER MONTH			HOURS PER YEAR		
	3 MIN	4 MIN	5 MIN	3 MIN	4 MIN	5 MIN
60	3.0	4.0	5.0	36	48	60
100	5.0	6.7	8.3	60	80	100
200	10.0	13.3	16.7	120	160	200
300	15.0	20.0	25.0	180	240	300
400	20.0	26.7	33.3	240	320	400
500	25.0	33.3	41.7	300	400	500
750	37.5	50.0	62.5	450	600	750
1'000	50.0	66.7	83.3	600	800	1'000
1'500	75.0	100.0	125.0	900	1'200	1'500
2'000	100.0	133.3	166.7	1'200	1'600	2'000
3'000	150.0	200.0	250.0	1'800	2'400	3'000

60 receipts a month make as many hours as one booking takes minutes.

× 12 turns the month into the year. You work out the francs on page 5.

One row per client. The total at the bottom is your number for the month.

MONTH

COUNTED BY

MINUTES TIMED ON

FEE RATE CHF

DATE

☐ B billed on the client's invoice

☐ F inside the flat fee

☐ O open, still to clarify

CLIENT	RECEIPTS	MIN. PER BOOKING	HOURS	RATE CHF	CHF PER MONTH	B	F	O
How to calculate	R	M	$R \times M \div 60$	F	Hours $\times$ F			
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐

RECEIPTS IN THE MONTH

HOURS IN THE MONTH

CHF IN THE MONTH

CHF IN THE YEAR, TIMES 12

CLIENTS WHERE MANUAL ENTRY SITS INSIDE THE FLAT FEE

The box is an annoyance. The monthly number is a decision.

After the calculation you hold two numbers, hours and francs, for the month and for the year. With them you compare three paths: keep typing as before, hire another person, or a process in which your bookkeeping approves rather than types. Every path has a price. Now you have the amount to hold it against.

If manual entry sits inside the flat fee for a client, that client belongs in the Flat-Fee Leak Check next. Write LECK in a DM and I will send it to you.

IF RECEIPTS SHOULD STOP BEING TYPED

This is how the process is built: receipts and card statements are captured and matched. Every booking arrives as a proposal with its reasoning in your existing bookkeeping process. Your bookkeeping reviews it and approves with one click instead of typing each receipt. The replay log records who approved what.

Receipt captured → Proposal with reasoning → Approval by your bookkeeping → Replay log

There is no measured time per approval from a client project yet. That is why there is no number here.



Reply to me in the DM with your result: how many receipts a month, and what came out, hours or francs.

Write to me: office@growamplified.com

Timon Wick · Grow Amplified

Fifteen years running finance and operations where every step had to survive an audit.

The only number from the pilot in this calculator is the 3 to 5 minutes per booking, anonymised. Every other number is arithmetic. What manual entry costs your firm, your own month will show.