

TABLEAU DES EFFECTIFS					
EMPLOIS PERMANENTS					
Grades ou emplois	Catégories	Effectifs budgétaires	Effectifs pourvus	Dont temps non complet	
FILIERE ADMINISTRATIVE					
Directeur général des services / emploi fonctionnel	A	1	1	0	0
Administrateur	A	1	0	0	0
Directeur	A	3	3	0	0
Attaché	A	9	8	0	0
Rédacteur principal 1ere classe	B	1	1	0	0
Rédacteur	B	4	3	0	0
Adjoint administratif principal 2 ^{ème} classe	C	1	1	0	0
Adjoint administratif 1 ^{ère} classe	C	1	1	0	0
Adjoint administratif 2 ^{ème} classe	C	7	5	0	0
TOTAL		28	23	0	0
FILIERE TECHNIQUE					
Ingénieur	A	2	1	0	0

Technicien principal 1ere classe	B	2	1	0
Adjoint technique principal 2 ^{ème} classe	C	2	2	0
Adjoint technique 1ere classe	C	2	2	0
Adjoint technique 2eme classe	C	6	5	0
emplois d'avenir	C	2	2	0
TOTAL		16	13	0
FILIÈRE CULTURELLE	CATÉGORIES	Effectifs budgétaires	Effectifs pourvus	Dont temps non complet
conservateur	A	1	0	0
bibliothécaire	A	1	1	0
Professeur d'enseignement artistique hors classe	A	15	15	0
Professeur d'enseignement artistique de classe normale	A	30	27	2

Professeur français langue étrangère	A	1	1	1
assistants spécifiques	B	4	3	1
Assistant d'enseignement artistique	B	7	5	1
Assistant d'enseignement artistique principal de 2ème classe	B	14	14	2
Assistant d'enseignement artistique principal de 1ère classe	B	5	4	0
Assistant de conservation principal du patrimoine 2eme classe	B	1	1	0
Adjoint patrimoine 1 ^{ème} classe	C	2	2	0

Adjoint patrimoine 2 ^{ème} classe	C	1	1	0
TOTAL		82	74	7
TOTAL emplois permanents		126	110	7
EMPLOIS NON PERMANENTS				
Assistant d'enseignement artistique	B	5	0	0
Adjoint technique 2eme classe	C	5	0	0
Adjoint technique 2eme classe temps non complet 17h30	C	5	2	2

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Adjoint administratifs 2eme classe	C	5	0	0
TOTAL emplois non permanents		20	2	2
TOTAL emplois non permanents + emplois permanents		146	112	9

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial statements and for providing a clear audit trail. The text notes that any discrepancies or errors in the records can lead to significant complications during an audit and may result in the disallowance of certain expenses.

2. The second part of the document outlines the specific requirements for record-keeping. It states that all receipts, invoices, and other supporting documents must be retained for a minimum of three years. Additionally, it is required that these records be organized in a systematic and accessible manner, such as by date or by category, to facilitate the audit process.

3. The third part of the document provides guidance on how to handle common situations that may arise during record-keeping. For example, it addresses the issue of lost or damaged documents, suggesting that a diligent effort should be made to locate and retrieve them. If this is not possible, the document provides instructions on how to document the loss and provide alternative evidence to support the transactions.

4. Finally, the document concludes by reiterating the importance of thorough and accurate record-keeping. It encourages taxpayers to take the time to properly maintain their records, as this will not only ensure compliance with the law but will also help to minimize the risk of an audit and any potential penalties.