

INTERNAL MEMORANDUM

FROM: Internal Auditor
Resource Services

TO: K. Tansley
Head of Leisure Services
Cc: C Spenser
Assistant Finance and Administration
Officer
M. Kimberley Head of Finance

DATE: 9th May 2006

REF: IAR0607-02b

Unannounced Till and Float Reconciliation (2006/2007)

An unannounced audit check of the money held at the Leisure Centres has recently been undertaken.

The audit involved the cashing up of each till, the balancing of the change floats and Petty Cash and postage. The results of the Cash ups are as follows:

Calverton Leisure Centre – 9th May 2006

| | Reception (£) TILL | Change (£) | Petty Cash (£) |
|--------------------------------|--------------------------|-------------------|-------------------|
| FLOATS | 50.00 | 200.00 | 50.00 |
| Takings per till | 156.30 | | |
| Receipts Petty cash | | | 51.66 |
| | 206.30 | | |
| Actual Cash counted | 206.30 | 199.95 | 2.47 |
| | | | 54.16 |
| Difference (Over/Under) | £nil | 0.05 Under | 4.13 over |

Note. There was a difference of 20p between the till takings total and the amount counted, but the float was understated by the same amount. There was no explanation for the petty cash difference of £4.13 over

Some receipts for petty cash expenditure were seen to include personal purchases. It was noted that the oldest expenditure was dated June 2005 and only reimbursed when the fund is low. In the 11 months from June 2005 to April 2006 the expenditure was £51.66, that is £4.70 per month. The receipts are not authorised by the Manager..

RECOMMENDATION

The petty cash should be operated on an imprest basis every month in accordance to the Authority's Financial Regulations and all transaction supported by a valid VAT receipt and the voucher authorised by the Manager. In view of the monthly amount spent may be the float should be reduced.

Suresh Mistry

Auditor - Resource Services