

**INTERNAL MEMORANDUM**

FROM: Manger of  
Resource Services

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

DATE: 26<sup>th</sup> May 2006

REF: IAR0607-02c

**Unannounced Till and Float Reconciliation (2006/2007)**

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

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

**Carlton Forum Leisure Centre –25<sup>th</sup> May 2006**

	Reception Till (1) (£)	Reception Till (2) (£)	Wet side Till (£)	Main Safe Float (£)	Petty Cash (£)	Bar Float (£)
<b>FLOATS</b>	75.00	75.00	75.00	750.00	50.00	75.00
<b>Takings per Till</b>	125.45					
<b>Reimbursement Vouchers</b>					(24.29)	
	200.45				25.71	
<b>Actual Cash Counted</b>	199.45	75.00	75.00	750.00	25.71	75.00
<b>Difference (Over/Under)</b>	<b>1.00 under</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**The gaming machine and postage floats are discontinued.**

The Gym Till Has now moved and operated as a wet side till

**The differences that have been identified need to be reconciled and care should be taken when the float is counted or exchanged.**

*Suresh Mistry*

---

AUDITOR - Resource Services