

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: 8th June 2006

REF: IAR0607-02e

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 were as follows:

Richard Herrod Leisure Centre – 8th June 2006

	Reception Till (£)	Bar Float (£)	Safe Float (£)	Petty Cash (£)	Gaming Machine (£)	Postage Float (£)	Mill. Bar Float (£)
FLOATS	50.00	50.00	1000.00	50.00	125.00	40.00	50.00
Takings per Till	nil	8.30					
Reimbursement Vouchers				25.64			
Stamps						39.90	
	50.00	58.30		24.36			
Stamps Used						0	
Actual Cash Counted	50.00	58.25	1500.10	26.02	121.00	39.90	Operated At Night or event
Difference (Over/Under)	£0.00	£0.05 unde r	0.00	£1.66 over	4.00 under	0.10 under	£0.00

The gaming machine float was checked and as extracted by the machine and counted the float was short by £4.00. This was accounted for by taking £4.00 from the hopper. The monies from the machine is regularly emptied and then banked. The Administrative officer and other staff members carry out the cashiering functions.

The postage book is used to record the issue of 1st or 2nd class stamps. A running balance of the number of stamps is maintained. Stamps are purchased after a cheque request is made thus maintaining the float of £40.00. No reconciliation is carried out.

The Millennium Bar Float is utilised from the main safe float when in operation each night or during an event.

During this audit check it was found that the stamp number agrees to the book but a deficit of £0.10 was noted.

It is recommended that a reconciliation of postage imprest account is carried out regularly to ensure that the £40.00 float is maintained.

The difference of £1.66 surplus includes the £1.06 surplus discovered in the previous audit and no amendments have been made to reflect the surplus amount. It is recommended that the correct adjustments need to be applied to the above difference and the imprest restored.

Suresh Mistry

AUDITOR - Resource Services