



INTERNAL MEMORANDUM

FROM: Vince Rimmington - Manager of Resource Services

TO: Mark Kimberley – Head of Corporate Services
Keith Tansley – Head of Leisure Services

CC: Clare Spencer – Assistant Finance & Administration Manager

DATE: 22nd June 2007

REF: IAR0708 – 02b

Unannounced Till and Float Reconciliation (2007/2008)

An unannounced spot check of the cash held at the Calverton Leisure Centre was undertaken by Internal Audit on the 25th April 2007.

The scope of the review included procedures for the cashing up of tills, balancing of the change floats and petty cash. The results of the review are outlined below:

	Reception (£) TILL	Change (£)	Petty Cash (£)
Floats	50.00	200.00	50.00
Takings per till	90.40		
Reimbursement Vouchers			(43.21)
Recorded Cash Balances	140.40	200.00	6.79
Actual Cash Counted	139.40	200.00*	6.81
Variance (Over/Under)	(1.00)	0.00	0.02

* a ten pound note was found in the safe not securely stored in the tin. The manager indicated that this must be part of the change.

Findings & Recommendations

Whilst the review did not identify any material discrepancies or significant control weaknesses of concern, the following issues and recommendations are brought to the attention of management.

The negative variance on the Till of **£1.00** could not be explained.

As identified in the previous review undertaken in June 2006, a number of receipts for petty cash expenditure included both business and personal purchases. It was noted that the receipts were not subject to authorisation.

The petty cash float is not replenished on a frequent basis, resulting in expenditure receipts not being reimbursed on a timely basis (one receipt dated back to November 2006).

The petty cash should be operated on an imprest basis every month in accordance with the Authority's Financial Regulations. In addition, all transactions should be supported by a valid VAT receipt, and the voucher appropriately authorised.

Suresh Mistry

Internal Auditor - Resource Services