

INTERNAL MEMORANDUM

FROM: Vince Rimmington - Manager of Audit and Risk Services

TO: Keith Tansley - Head of Leisure Services

CC: Julie Clarke - Finance & Administration Officer

DATE: 13th July 2010

REF: IAR1011-02c - Carlton Forum Leisure Centre

Unannounced Till and Float Reconciliation (2010/2011)

Internal Audit undertook an unannounced spot check of the cash held at the Carlton Forum Leisure Centre on the 13th July 2010.

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 (1) (£)	Reception Till (2) (£)	Wet Side Till (3) (£)	Main Safe Float (£)	Petty Cash (£)
Floats	75.00	75.00	75.00	750.00	50.00
Takings per till	48.30		42.20		
Reimbursement Vouchers					(18.30)
Recorded Cash Balances	123.30	75.00	117.20	750.00	31.70
Actual Cash Counted	123.30	75.00	117.20	750.26	31.70
Variance (Over/Under)	0.00	0.00	0.00	0.26 over	0.00

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.

It seems to be the practice to take cash from the petty cash tin float to purchase items and then record the transaction with the receipt.

Management should adopt the procedures outlined in the Authority's Financial Regulations, which require reimbursement from petty cash against a valid purchase receipt.

The variances outlined above should be reconciled and the correct balances restored.

Suresh Mistry

Internal Auditor – Audit & Risk Services