



**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: 26<sup>th</sup> May 2011

REF: IAR1112-03b - Calverton Leisure Centre

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**Unannounced Till and Float Reconciliation (2011/12)**

Internal Audit undertook an unannounced spot check of the cash held at the Calverton Leisure Centre on the 14<sup>th</sup> April 2011.

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:

	<b>Reception (£) TILL</b>	<b>Change (£)</b>	<b>Petty Cash (£)</b>
<b>Floats</b>	<b>50.00</b>	<b>200.00</b>	<b>50.00</b>
<b>Takings per till</b>			
<b>Reimbursement Vouchers</b>			(2.89)
<b>Recorded Cash Balances</b>	<b>50.00</b>	<b>200.00</b>	<b>47.11</b>
<b>Actual Cash Counted</b>	50.00	200.00	47.11
<b>Variance (Over/Under)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## **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 was noted that the petty cash float is replenished on an infrequent basis, resulting in expenditure receipts not being reimbursed on a timely basis.

There was only one petty cash voucher at the time of review.

**The petty cash should be operated on an imprest basis every month in accordance with the Authority's Financial Regulations. In view of the very few transaction it is recommended that management seek alternative method of payment for such transactions. One solution would be the financing of transactions using another leisure centre's petty cash float.**

*Suresh Mistry*

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Internal Auditor – Audit & Risk Services