

POLICY RESOURCES AND PERSONNEL COMMITTEE

17TH AUGUST 2022

INTERNAL AUDIT INCOME CONTROL

1.0 INTRODUCTION

This report updates members on the recommendations of the Internal Auditor with regard to the review and reconfiguration of the control processes for income

2.0 AUDITOR OBSERVATIONS

“I feel comfortable that the changes in processes have enhanced the controls so that the audit trail for income received can be better traced and checked to ensure all income can now be accounted for.

“I have provided some feedback to both that the most important part of the new processes is the evidence of cross checking and sign off from the transactions and summary reconciliations so that income from Sports Booker through Stripe to the bank account can be traced.

“Some further suggestions/recommendations have been made to test out in August 2022 and September 2022 and these will be checked when I revisit for the first interim audit review in October 2022.

3.0 SPECIFIC ACTIONS TO BE TAKEN

- 3.1 A folder to be kept of all of the WorldPay transactions which can be used to cross reference the PDQ receipts agreed for the days.
- 3.2 A copy of the paying in slip is made and given to finance manager prior to the money being paid into the bank. It will state the date and who took the cash in to be paid. To be kept with our index of what is being carried forward to the following month.
- 3.3 Spot checks to be carried out by Finance Manager of the daily takings Z read. This way it can be validated what is going through the till as a self-audit.
- 3.4 For the bank reconciliation summary that the Chairman signs, create a check sum to show that the difference between the statement balance and the cashbook balance comes back to nil with the outstanding reconciling items.
- 3.5 Unders and overs are recorded with a process to validate any corrections made, writes off etc. agreed that the amended sheet be attached to the original with notes in the comment field showing what took place.
- 3.6 Cheques are to be banked immediately and not at month end. This will ensure there are less outstanding cheques to carry forward at month end.
- 3.7 Cheques are not to be recorded in either the sales ECR manager or Sports Booker as a paid debtor until the cheque has cleared. Therefore there will be no cheques to carry forward and only when the cheque has cleared will the

transaction be recorded as completed. This resolves any issues that may arise from a returned or lost cheque.

- 3.8 Different coloured paper invoices will be printed to help distinguish between Council invoices and Recreation invoices.

4.0 RECOMMENDATIONS

Members are recommended to note the work undertaken by the Centre Manager and Finance Manager to enhance the controls related to income

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