

**Agenda Item No:**

**Report to:** Audit Committee

**Date of Meeting:** 28 June 2010

**Report Title:** Chief Auditor's Summary Audit and Risk Report

**Report By:** Tom Davies  
Chief Auditor

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**Purpose of Report**

To inform the Audit Committee of recent audit findings of the Income Systems audit.

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**Recommendation(s)**

**1. That the Audit Committee note the report**

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**Reasons for Recommendations**

To monitor levels of control in the organisation.

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## Summary Reports

### Report to Audit Committee - Income Systems

#### Background Information

In the course of any one year the Council will account for in excess of £165 million income received into its bank accounts. It is imperative that all income is accounted for accurately and in a timely manner. In order that this can be achieved all modern businesses have to actively promote and use electronic methods of accepting and accounting for payments received.

#### Audit Assessment

Adequate – Some controls are in place and functioning; however. Some major issues were noted. Action needs to be taken to improve control in those areas. Some high and some medium recommendations have been made.

#### Key Findings

Controls and processes are in place within the service departments to receive cash, cheques and credit cards.

Safes are available and adequate to secure cash on all premises where income is received.

There is adequate insurance cover for cash held on the Council premises.

The Council adequately monitors the transactions handled by its private security company which transports takings from Council departments to its bankers and empties, counts and banks coin put into the Council's car parking machines. The Council has confirmed that the security company is adequately insured to handle the cash collected.

The controls within the financial services necessary to confirm monies from Council establishments are accurately recorded and banked in a timely manner are weak. These are being improved and procedures are being written.

The cash bank reconciliations are being completed monthly.

#### Management Response

We agree the findings and are taking the recommended action.

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**Wards Affected**

None

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**Area(s) Affected**

None

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**Policy Implications**

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No

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**Background Information**

The detailed audit report of Income Systems

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**Officer to Contact**

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