

# Moray Council

## Internal Audit Section

**DEPARTMENT:** Education, Communities & Organisational Development

**SUBJECT:** Buckie High School

**REPORT REF:** 23'024

### Follow Up Audit Review

<b>Risk Ratings for Recommendations</b>						
<b>High</b>	Key controls absent, not being operated as designed or could be improved. Urgent attention required.	<b>Medium</b>	Less critically important controls absent, not being operated as designed or could be improved.		<b>Low</b>	Lower level controls absent, not being operated as designed or could be improved.
<b>No.</b>	<b>Audit Recommendation</b>	<b>Priority</b>	<b>Accepted (Yes/ No)</b>	<b>Date of Completion</b>	<b>Status / Explanation</b>	
<b>Key Control:</b> Listings of equipment held by the School are kept up-to-date and secure with physical items appropriately identified.						
<b>5.01</b>	An inventory record should be developed of all moveable items with a value over £500. Thereafter a copy of this record should be saved off site.	Medium	Yes	30/06/2023	Implemented – Follow up review has confirmed that inventory record now includes all moveable items with a value over £500 and a copy kept at the Council Headquarters.	
<b>Key Control:</b> School Funds are administered in compliance with the School Fund Regulations						

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<b>5.02</b>	Monthly School Fund Reconciliation records should include a requirement for the “writing back” of uncashed cheques over 6 months old. In addition, correcting adjustments noted within the School Fund Cashbook should also be amended.	Low	Yes	30/08/2023	Implemented– Audit testing has confirmed uncashed cheques over 6 months old are written back as part of the bank reconciliation process, and adjustments to School Fund Cashbook have been corrected.	
<b>5.03</b>	Supporting documentation to evidence income and expenditure transactions should be held with the central School Fund records.	Low	Yes	Implemented	Implemented- Supporting documentation relating to School Fund income and expenditure transactions now held with the central School Fund records.	