

Internal Audit Section

SUBJECT: Petty Cash

REPORT REF: 22'010

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Risk Ratings for Recommendations						
High	Key controls absent, not being operated as designed or could be improved. Urgent attention required.	Medium	Less critically important controls absent, not being operated as designed or could be improved.		Low	Lower level controls absent, not being operated as designed or could be improved.
No.	Audit Recommendation	Priority	Accepted (Yes/ No)	Date of Completion	Status / Explanation	
Key Control: Effective controls exist in the administration and monitoring of petty cash funds						
5.01	All officers administering petty cash funds should be reminded to follow recommended operating guidelines for the administration of the funds.	Medium	Yes	10/05/2022	A reminder has been issued to all fund holders to follow established guidelines in petty cash administration. In addition, a comprehensive review of petty cash usage has been commenced by Financial Services.	

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5.02	Vouchers and receipts should be retained to evidence all payments made from the Throughcare and Aftercare petty cash fund, irrespective of any claim for replenishment of funds.	Medium	Implemented	28/07/2021	Sample transactions have been selected over a 3 month period and vouchers obtained, evidencing that the service is now retaining vouchers and receipts as standard operational practice.	
5.03	A review should be undertaken of the central control database and updated with current operating details.	Medium	Yes	31/03/2022	Review was undertaken and completed by end of financial year with queries on fund amounts addressed and some imprest accounts closed where no further need was established. Control database is being kept up to date and will be subject to ongoing review.	