

Summary of Audit reports Issued Quarter 3 2018/19

Audit	Service	Audit Purpose	Audit Opinion	Key Actions Agreed	Implementation Detail	Score
Petty Cash	Finance & Property	To review the petty cash at the Contact Centre and ensure that it is being used as per the Council's Financial Procedure Rules.	The controls in managing and administering the petty cash account are effective. Improvements have been identified to demonstrate and strengthen compliance with the Council's Financial Procedure Rule	<p>Petty Cash procedure notes will be produced and be made available to relevant staff.</p> <p>To assist in identifying the authorising officer, the name will be printed on the Petty Cash voucher.</p> <p>To ensure separation of duties during cash reconciliation process, another officer will count the monies and reconcile to the spreadsheet.</p>	November 2018	2
Fraud Risk Assessment	Corporate	To inform Members of the current fraud trends that affect the public sector.	No significant issues identified.	None	None	N/A (Satisfactory)
Write-Offs Quarter 2 – 2018/19	Finance & Property	To review the write-offs of debts from Debtors and Revenues System	No significant issues identified	None	None	N/A (Satisfactory)

Audit Score Defined

Score	Opinion	Definition of Opinion
1	Comprehensive Assurance	There is a sound system of controls designed to meet objectives and controls are consistently applied in all the areas reviewed.
2	Reasonable Assurance	There is a good system of controls. However, there are minor weaknesses in the design or consistency of application that may put the achievement of some objectives at risk in the areas reviewed.
3	Limited Assurance	Key controls exist to help achieve system objectives and manage principle risks. However, weaknesses in design or inconsistent application of controls are such that put the achievement of system objectives at risk in the areas reviewed.
4	No Assurance	The absence of basic key controls or the inconsistent application of key controls is so severe that the audit area is open to abuse or error.
N/A	Not Applicable	The audit review undertaken did not have as its primary objective an assessment of system, its controls and their effectiveness.