

Petty Cash Discrepancy Report

The petty cash reconciliation at the end of September 2021 shows a discrepancy of £20 short.

All banking for September 2021 has been checked.

The Finance Assistant checked with Lloyds Bank if they had any discrepancies following the banking the Finance Assistant had made. Lloyds confirmed their tills balanced.

There is a possibility the discrepancy occurred during the exchange of monies for the Murder Mystery event held at Isambard House but there is no evidence to confirm this is the case.

Please find attached the petty cash reconciliation.

The following internal action has taken place to safeguard public money:

- 1) Petty cash transactions are to be managed by the finance department.
- 2) Petty cash is to be managed by two members of staff at all times. In the first instance, the two members of staff are to be finance. In the absence of a finance member of staff the receptionist will assist as a checking mechanism only.
- 3) Petty cash tin and receipt vouchers to be relocated to the reception side wall safe.

Committee's approval is required to write off the £20 discrepancy.

End of the report
Finance Officer