



# Berwick upon Tweed Town Council

Budget & Administration Committee 09 November 2021 Appendix I

Report of Town Clerk

## Concerns Around Cash Handling

Access Public

### Background

1. Council is required to demonstrate to its internal auditors and external auditors that it has a robust system of internal controls.
2. Those controls operate across all areas of financial activity.
3. A recent check of the petty case held in the office identified a shortage of cash held against the expected total according to the cash book.
4. This error was eventually traced to an expenses form for a purchase having been authorised, and the cash removed from the tin, but the cashbook not having been updated.
5. New rules have been put in place to prevent the error recurring by adding controls over any movement of cash from the tin.
6. However, the checks highlight a more long term issue; there are so few transactions taking place that it is hard, now, to justify holding cash in the office for this purpose. This is, as members will observe, the outcome of a deliberate policy in the last two financial years.
7. Guidance is now required from members as to whether the petty cash facility is required any longer.

### Recommendation

1. That committee provide guidance to officers.

Author	GD	Town Clerk sign off (if required)	GD
Checked by	SC	Finance Officer sign off (if required)	N/A