**Summary of Responsible Officer Review**

**Update on Open Items Previously Reported**

|  |  |
| --- | --- |
| **Visit 2.2014/15**: 12th Jan 2015 | |
| **Recommendations** | **Response** |
| **Income:** |  |
| Date that income is received to be recorded | Proposal – Process put in place for sale of tickets for performances; continue to monitor PE department (change in PE technician expected to resolve problem of accepting cash receipts)  Proposal accepted by F&P; keep open as a reminder to monitor [CO confirmed no significant risk due to low cash sales.] |
| **Visit 2.2015/16**: 18th Jan 2016 | |
| **Recommendations** | **Response** |
| **Governance, Financial Reporting & Accounting:** | |
| Information provided to F&P to be extended to include Private Fund Information | Pending – Advise monies held in Natwest bank account to F&P going forward; to be added to the F&P agenda going forward |
| **Assets:** | |
| A full review of the assets held on the inventory is required to be performed on at least an annual basis | Open – Stuart Roberts (IT manager) only managed to perform a targeted review last summer in response to the previous audit point raised; plan is to perform the full review in summer 2016  Scheduled for follow-up in September prior to the first review in the new academic year. |

**Latest Review**

|  |  |  |  |
| --- | --- | --- | --- |
| **Visit 3.2015/16**: 19th Apr 2016 | | | |
| **Area** | **No. of Controls Tested** | | **No. of Recommendations** |
| Governance, Financial Reporting & Accounting | 4 | | - |
| Expenditure | 21 | | 2 |
| Payroll | 6 | | - |
| **Recommendations** | | **Response** | |
| **Expenditure:** | | | |
| All petty cash claims are to approved in line with policy prior to reimbursement of monies to staff. | | Open – F&P meeting agenda item | |
| Orders are to be raised and logged into the system wherever appropriate (3 items detected where would have expected orders to be in place). | | Open – A recurring item, further details requested | |

**Items of note**

The review included:

1. The tendering process relating to the appointment of GB Sports Tours cricket trip;
2. The Register of Interests and the completed forms