

APPENDIX 1**MINUTES OF
CONFIDENTIAL ITEM**

Moved Councillor Telfer, Seconded Mr Owens that pursuant to Section 90(2) and (3)(e) of the *Local Government Act 1999*, the Finance and Audit Committee orders that all persons present, with the exception of the following Adrian Skull, Vincent Mifsud, Abby Dickson, Tony Lines, Kate McKenzie and Ray Barnwell be excluded from the meeting as the Committee receives and considers information relating to the Cash Handling Internal Audit Review which is attached in appendix 1 of this report, upon the basis that the Committee is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to security matters of the Council.

Carried Unanimously

4.39 the meeting went into confidence

Mr Jamieson (KPMG) provided an overview of the Cash Handling Review noting that the review assessed seven (7) sites across the City of Marion for processes relating to cash collection from customers and petty cash. There were observations made from each site and the key points from the review related to sites having inconsistent processes regarding how they manage cash. Most sites had good controls and other required improvement. Page 5 of the KPMG report highlighted the key characteristics of each site.

There was one high risk identified that related to the storage/security of cash and that standardisation needed to occur across the sites. Other risks related to the size of cash floats for registers, processes around reporting on cash variances and investigating these matters.

It was noted that all variances, both positive and negative, should be investigated and reported to finance.

The Committee noted the feedback and suggested that cash handling is often the most common area where fraud can occur. This was noted and a number of these measures will be included within the Councils Fraud and Corruption Policy and Framework.

It was noted that Cooina Community Centre had a number of required improvements and this should be a priority for management.

Management has accepted all recommendations and the timetable to implement them was noted

The Committee noted the Cash Handling Report and its recommendations.

Moved Ms Presser, Seconded Councillor Telfer that in accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Finance and Audit Committee orders that Appendix 1 – Cash Handling Internal Audit Review and the minutes arising from this appendix having been considered in confidence under Section 90(2) and (3)(e) of the Act shall, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2016.

Carried Unanimously

4.50pm the meeting came out of confidence