

Kilkenny County Council

Internal Audit Report ██████████ Motor Tax End of Year Stocktake 2018

Date: 31st December 2018

Report Distribution

Tim Butler, *Director of Corporate Services*

Martin Prendiville, *Head of Finance*

Audit Committee Members

Local Government Auditor

Objectives

The purposes of the physical inventory check are to determine that:

- (1) the inventory actually exists
- (2) the methods of inventory taking are effective in obtaining accurate counts
- (3) the inventory is in a usable and salable condition in the normal course of business (e.g., not damaged or obsolete)
- (4) Verify that the cash float is correct

Approach

Internal Audit physically checked the stock held and the cashiers floats.

Co-operation of Management and staff

Internal Audit received full co-operation from Motor Tax management and staff throughout the course of this review and would like to thank them for their assistance.

Findings

Internal Audit physically counted all the stock in the safe on Monday 31st December 2018. The results were reconciled to the Supervisors Stock Report dated 31/12/2018 which was generated from the IT system.

The remainder of the stock as per the Supervisors Stock Report dated 31/12/2018 was agreed to the “Stock Held by Individual Cashier” year-end reports. The stock was physically counted and agreed to the system generated report.

There were no issues noted. Inventory items were arranged in an orderly manner which facilitated ease of counting. All quantities were determined by actual physical counts performed by Internal Audit. The inventory is in a usable and salable condition.

Internal Audit also checked the cashiers floats of €[REDACTED]. A further float of €[REDACTED] is maintained in the Motor Tax safe which was verified by Internal Audit. Internal Audit also verified Traffic/Receipt cashiers float of €[REDACTED].

A further €[REDACTED] float is kept in the safe. This was the Receipt office cashiers float before Traffic transferred to the office.

This report has been considered and approved by the Management Team of Kilkenny County Council.