

## APPENDIX 5

## AUDIT MEMORANDUM

<u>Finding</u>	<u>Recommendation</u>	<u>Action</u>		<u>Comments as of 12<sup>th</sup> May 2003</u>
		<u>Responsibility</u>	<u>Date</u>	
<p><b>1. Preparation of Accounts</b></p> <p>i. We noted that the quality of the Common Good and Trust Funds working papers could be improved upon, e.g. summary schedules were not prepared for 2001/02.</p>	The Council should ensure that the 2002/2003 annual accounts working papers in respect of the Common Good and Trust Funds are improved and include summary schedules.	Tommy Armour	31 <sup>st</sup> March 2003	Currently being worked upon.
<p><b>3. Fixed Assets</b></p> <p>i. Assets with a Net Book Value of approximately £300,000 were identified by the Estates Department during 2001/2002, which could not be located on the Fixed Asset Register.</p>	The Council should consider reconciling the Estates Department Property Database and the Fixed Asset Register at least biannually.	Tommy Armour / Nick Allan	31 <sup>st</sup> March 2003	Some steps taken but this remains an ongoing task.
<p><b>4. Cash &amp; Bank</b></p> <p>ii. We noted that the Income Bank Account reconciliation (No. 84200) shows an unreconciled amount of £11,328.</p>	The Council should confirm the action being taken to address this unreconciled difference.	Tommy Armour	On-going	Presently under consideration by Head of Accounting.