



03/11/06

SUS(EX)m7~1

## REPORT FROM THE INTERNAL AUDITOR

David Beattie, Director of Sports Development at Aberdeen University has undertaken a review of the financial statements of SUS for the year ending 31<sup>st</sup> July 2006. He is satisfied that the accounts are an accurate representation of the finances of SUS and has made some recommendations for the Exec to consider.

The following points represent the primary items of business:

- **Income Surplus:** After a small number of minor adjustments to the draft accounts the surplus of income over expenditure was confirmed as £25,899.29.
- **Bank Reconciliation:** With any set of accounts one of the most important checks is to be able to tie up the balance in the bank account with the balance per the accounts. Only by completing a reconciliation between these two balances can assurance be gained that the accounts reflect the actual income and expenditure of the organisation. This should be completed on a monthly basis.
- **Petty Cash:** Petty Cash to be held at SUS for small items of expenditure.
- **Procedures for Procurement:** Build within SUS Constitution or create other formal document for the procedures for procurement. For example purchases over £2500 should have 3 written quotes; those between £1000 and £2500 2 written quotes; less than £1000 one written or verbal quote.
- **Inventory:** SUS should set up and maintain an inventory.

### Key dates to note:

- Audited Accounts Presented at EGM 14/12/06 Stirling University

### SUS Executive is asked to consider the following:

Item
Confirm Bank Reconciliation to be completed monthly
Agree for Petty Cash to be set up
Consider terms of Procedures for Procurement
Encourage the creation of an Inventory