



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Miss Tracey McNulty
Head of Cultural Services
City & County of Swansea
Guildhall
Swansea
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5 August 2016

Dear Miss McNulty

Audit Committee – Grand Theatre Audit

At the last meeting of the Audit Committee, the Chief Auditor presented a report showing the audits which had been finalised during the final quarter of 2015/16. The report highlighted any audits which had received a 'moderate' or 'limited' level of assurance and also identified the reasons why the audits received the negative level of assurance.

The Committee noted that the Grand Theatre had received a moderate level of assurance and it was reported that at the previous audit the Theatre had received a substantial level of assurance while the Theatre's Catering Service had received a limited level of assurance.

The main issues which led to the Grand Theatre receiving a moderate level of assurance on this occasion were

- Evidence not provided to support 2 P Card transactions
- P Cards used where correct method of purchase was ISiS Purchase to Pay system
- No explanations provided for corrections or adjustments to catering till reports
- Unexplained deficit and excessive wastage figures in catering stock
- Proof of insurance not provided by one production company

The Audit Committee were concerned with the Theatre's level of assurance and asked me to write to you to say that the Committee expected to see a significant improvement in internal control as a result of the recent audit.

I understand that a follow up audit will be undertaken by the Internal Audit Section in the coming months to check that the agreed recommendations had been implemented within the agreed timescale. The results of the follow up audit will be reported to the Audit Committee where it is expected that

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substantial progress will have been made implementing the recommendations.

In the meantime, I would appreciate the opportunity to meet with you to discuss the issues arising from the recent audit ahead of the follow up visit.

Please could you suggest an appropriate time to meet. My e-mail address is shown below or alternatively, please liaise with Paul Beynon (Chief Auditor) who can contact me to agree a date.

Yours sincerely

A handwritten signature in black ink, appearing to read "Mr A Thomas". The signature is written in a cursive style and is positioned above a short horizontal line.

Mr A Thomas
Chair, Audit Committee.

Cc Mrs L James, Vice Chair, Audit Committee