

# *Kilkenny County Council*

Internal Audit Report [REDACTED] Motor Tax End of Year Stocktake 2020

Date: 31<sup>st</sup> December 2020

## **Report Distribution**

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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

Due to restrictions in place in relation to Covid-19, the stocktake process could not be carried out on site in the Motor Tax Office. Internal Audit physically counted all the stock in the safe on Thursday 17th December 2020. The individual cashiers cash boxes containing unused stock were delivered to the Internal Audit office for checking after close of business on Thursday 31<sup>st</sup> December 2020. The results of both these checks were reconciled to the Supervisors Stock Report dated 31/12/2020 which was generated from the NVDF IT system. 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.

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. Traffic/Receipt cashiers float of €[REDACTED] was also verified. A further €[REDACTED] float is kept in the safe. This is used when Motor Tax staff are covering the Traffic/Receipt counter.

### Audit Findings

1. Trade Plates for 2018, 2019 and 2020 are held in stock. These trade plates are no longer usable and should be disposed of as soon as possible.
2. Two Receipts (X100122203 & X10032775) are showing on the stock report. These receipts were cancelled in 2017 and 2019 respectively but remain on the system due to an IT issue.
3. Three Duplicate Registration Books (C000136517, C000136527 and C000136536) are showing on stock report. These are not in stock and are showing on the system due to a historical IT issue.
4. Two Vehicle Licences F006954319 and F006954320 are showing on stock report. These are not in stock but are showing on the system due to a historical IT issue.

I recommend that the Authorised Officer contact the Department of Transport, Tourism and Sport to remedy the IT system anomalies mentioned above.