

ANNEX 4**SUMMARY OF BREACHES OF FINANCIAL REGULATIONS IDENTIFIED
DURING INTERNAL AUDIT WORK COMPLETED IN THE PERIOD**

Description of Breach	Instances
Debts written off without proper authorisation	1
Inventory records not properly maintained or incomplete	8
Inadequate checks of invoices prior to payment	1
VAT not correctly accounted for on income or expenditure	5
Waiver not obtained prior to selecting a quotation which was not the lowest	1
Purchase orders not completed by staff when ordering goods and services	3
Receipts not issued for income received	1
Income not banked promptly	2
Cheques pre-signed by authorised cheque signatory	1