

Greater London Council · Inner London Education Authority*

MEMORANDUM

To Steve Towsey, FN/E3 room 5015B
 from Grahame Downer, RA/FO room 674A
 tel. X1646 date 26 February 1986

AUDIT - RACE EQUALITY UNIT

Thank you for your memorandum of 6 February. Before replying to your points of detail, I should briefly outline the background for you. Our Race Equality Unit -

- (a) Has only existed for just over a year.
- (b) Has therefore had a very short period up to 31.3.86 in which to achieve the purposes for which it was set up.
- (c) Did not until September 1985 have revenue reserves allocated for the 3 major initiatives now under way (Black Experience and Black Music Roadshow as well as Black Dance Circuit).
- (d) Has had to rely on external consultants as well as its own staff in order to carry out these initiatives within the time available.

My own branch had a small increase in staffing approved by Committees (after delay caused by the Westminster Injunction) in October 1985, but it has not been possible to make the further increase which the REU initiatives would certainly have warranted.

Regarding your detailed points -

1. Payments are made through FIS Accounts Payable whenever the turnaround my branch is able to offer through FIS is quick enough for those requiring payment. But characteristically the payments are one-off items, required by performers etc at short notice. FIS has never (contrary to hopes held out before implementation) provided a turnaround quick enough for this kind of payment; and the recent elaboration of the rules regarding new payees will add to the delays. So unless the REU can promise much more notice of payment requests, Imprest Account payments will remain at their present level.
2. The same applies to payments in cash - we arrange these only with great reluctance, but (as with other arts events such as the London Youth Festival) it seems that some performers who are considered essential will accept payments in no other way.

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MEMORANDUM

To room
 from room
 tel. date

Cont'd .../2.

3. I share your concern about the safeguarding of cash, and I believe that the REU will be able to make more secure arrangements.
4. I agree that adequate supporting vouchers must be provided for all payments, and I am asking the REU to ensure that this happens. Please identify to Mike Young the £2,200 of payments which were found to lack vouchers.
5. I share your concern about this, too. We need to have from the REU for each event a detailed analysis of tickets, ordered, sold and returned, with the appropriate amount of income submitted.
6. FIS reports of income and expenditure have in fact been supplied. They cannot be up to date, however, unless the imprest account payments are allocated, and this no doubt substantially accounts for the discrepancy which was noticed.

Frances Jones

P.S. Paminder has seen this reply and agreed it, and confirms that she has taken action on points 3, 4 and 5.

*COPIES TO PARMINDER VIR, RA/REV ✓
 STEVE MORGAN, FN/C*