

Appendix A

Summary Report of Audit Assignments April – September 2011 Assurance Assessments

| | Report / Project | Date of Report | Report Assurance Level | Follow-up assurance assessment | Notes |
|----|-----------------------------------------------------|----------------|------------------------|----------------------------------------|----------------|
| 1 | Crematorium & Cemetery | April 2011 | Limited | Substantial | See appendix B |
| 2 | Community Halls | May 2011 | Limited | To be completed November 2011 | See appendix C |
| 3 | Building Control Income | May 2011 | Substantial | To be completed November/December 2011 | See appendix B |
| 4 | Maidstone Leisure Centre | June 2011 | Limited | To be completed November 2011 | See appendix C |
| 5 | Audit Commission Fraud Survey 2010-11 | May 2011 | N/A | N/A | N/A |
| 6 | General Ledger – Budget Setting Process | May 2011 | Substantial | To be completed March 2012 | See appendix B |
| 7 | Insurance | September 2011 | High | To be completed February 2012 | See appendix B |
| 8 | Section 106 Agreements | September 2011 | Limited | To be completed February 2012 | See appendix C |
| 9 | Use of Consultants | August 2011 | Substantial | To be completed January 2012 | See appendix B |
| 10 | Website Management | August 2011 | Substantial | To be completed April 2012 | See appendix B |
| 11 | Payments to Suppliers - Publishing of Spending Data | July 2011 | Substantial | To be completed January 2012 | See appendix B |
| 12 | Museum - Security of Artefacts | July 2011 | Limited | To be completed November 2011 | See appendix C |

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|-----------|-----------------------------------------------------------------|-----------------------|--------------------|--------------------------------------|-------------------------------------------------------------------|
| 13 | Elections | August 2011 | Substantial | To be completed November 2011 | See appendix B |
| 14 | Hazlitt Art Centre - Stock Checks | July 2011 | Limited | To be completed November 2011 | See appendix C |
| 15 | Interreg Claim Jan-Jun11 (Mosaic) | July | N/A | N/A | Appendix C |
| 16 | Legal Services – Case Management System (time recording) | September 2011 | N/A | N/A | Appendix C –note this was ‘consultancy’ rather than audit. |
| 17 | NFI – Data matching exercise progress report (2010/11) | August 2011 | N/A | N/A | Appendix C |