

Appendix A

Summary Report of Audit Assignments: April 2011 – March 2012: Assurance Assessments

	Report /Project	Date of Report	Report Assurance Level	Follow Up assurance assessment
1	Crematorium & Cemetery	May 2011	Limited	Substantial
2	Community Halls	May 2011	Limited	Substantial
3	Building Control Income	May 2011	Substantial	Substantial
4	Maidstone Leisure Centre	July 2011	Limited	Substantial
5	General Ledger - Budgetary Control	May 2011	Substantial	Substantial
6	Insurance	September 2011	High	High
7	Section 106 Agreements	September 2011	Limited	Substantial
8	Use of Consultants	August 2011	Substantial	Substantial
9	Website Management	August 2011	Substantial	Substantial
10	Payments to Suppliers - Publishing of Spending Data	July 2011	Substantial	Substantial
11	Museum - Security of Artefacts	July 2011	Limited	Substantial
12	Elections	August 2011	Substantial	High
13	Hazlitt Art Centre - Stock Checks	July 2011	Limited	Substantial
14	Parks Income	October 2011	Substantial	Substantial
15	Interreg. Claim 2011/12 Audit(1)	July 2011	N/A	N/A
16	Termination of Employment	November 2011	Substantial	Scheduled for June 2012
17	Legal Services - Case Management System	September 2011	N/A	N/A
18	PC & Internet Controls	October 2011	Substantial	Substantial
19	Housing Options	November 2011	Substantial	High
20	NFI (2011-12)	March 2012	N/A	N/A
21	Emergency Planning	November 2011	Limited	Scheduled for July 2012
22	High Street Improvement Project	January 2012	Substantial	Substantial

23	NNDR - Collections & Refunds	December 2011	Substantial	High
24	Events Management	March 2012	Substantial	Scheduled for July 2012
25	Hazlitt Theatre & Arts Centre	January 2012	Substantial	Scheduled for July 2012
26	Payroll	February 2012	Substantial	Scheduled for June 2012
27	Investigation - Fuel Cards	December 2011	N/A	N/A
28	Benefits - Overpayment and Recovery	January 2012	Substantial	Substantial
29	Interreg. Claim 2011/12 Audit(2)	July 2011 January 2012	N/A	N/A
30	Creditors (IDEA) & Credit Cards	February 2012	Substantial	Scheduled September 2012
31	Mote Park Regeneration Project	March 2012	Substantial	Scheduled August 2012
32	Bank Reconciliation	March 2012	Substantial	Scheduled for May 2012
33	General Ledger - Feeder systems & journals	March 2012	Substantial	Follow up date to be confirmed
34	TeamMate Project	N/A	N/A	N/A
35	Council Tax - Collection and Refunds	March 2012	Substantial	Scheduled September 2012
Other Audit Work				
1	Audit Commission Fraud Survey 2010-11			
2	Place Survey			
3	Kent Audit Group Conference			
4	Land Charges – Consultancy			
5	Strategic and Operational Risk Management			
6	STRIVE Award panel			
7	Audit Committee Training			