

Swale Draft Audit Plan 2013/14		
	Audit	Scope
Count		
1	Benefits	New Scheme and Financial Controls - Payments
2	Council Tax	Recovery and Enforcement
3	NNDR	Valuation Liability and Billing - including new business rates retention scheme
4	Agresso System Upgrade Project	Project Assurance
5	General Ledger	Feeder Systems
6	Accounts Payable	System and transactions
7	Accounts Receivable	System and transactions
8	Payroll	MBC and SBC System and transactions
MBC	Car Parking	Income - system and security
9	VAT management	Compliance review
10	Project Management	Framework Review
11	Procurement/ Contract Procedure Rules	Compliance review
12	Emergency Planning	Service review
MBC	IT Policies	Consulting
13	PC/Internet Controls	Service review
14	Legal Services	Shared Service - Practice review and Case Management System
MBC	Recruitment and Retention	Job evaluation process and recruitments controls
15	Economic Development	Systems and processes of partnership working /grant agreements
16	NFI x 2	Facilitation
17	Residents Parking	Parking permits
18	Licensing	Alcohol, gambling, tatoo parlour etc Licensing
19	Corporate Equality Plan	Framework Review
20	Leisure Centre Management	Swale Community Leisure Trust/ Serco Contracts review
21	Property Management	Strategic Management of the Council's property portfolio
MBC	IT Partnership Operations	Establishment Review
22	Community Safety	Community Safety Partnership grant spend and process
23	Housing Options -	Affordable housing and choice based lettings
24	Homelessness	Waiting list and Homelessness Advice/Options

KEY

MBC	Audit to be completed within Maidstone BC resource
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APPENDIX I

Assurance	Service
Financial System Assurance	Revenues and Benefits
Financial System Assurance	Revenues and Benefits
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Financial System Assurance	Finance
Financial System Assurance	Finance
Financial System Assurance	Finance
Financial System Assurance	Finance
Financial System Assurance	HR/OD
Financial System Assurance	Parking
Financial System Assurance	Finance
Core Assurance	Policy and Performance
Core Assurance	Commissioning
Core Assurance	Emergency Planning Partnership
Core Assurance	IT
Core Assurance	IT
Core Assurance	Legal Services
Core Assurance	HR/OD
Core Assurance	Economic Development
Core Assurance	Corporate
Operations Assurance	Parking
Operations Assurance	Licensing
Operations Assurance	Policy and Performance
Operations Assurance	Commissioning and Open Spaces
Operations Assurance	Property
Operations Assurance	IT
Operations assurance	Community Safety
Operations Assurance	Housing
Operations Assurance	Housing