

AUDIT REF.	AUDIT TOPIC	AUDIT PRIORITY	PLAN 10/11
FINANCE			
FIN1	CONSULTATION	1	2
FIN2	ADMINISTRATION	1	2
FIN3	NNDR	1	10
FIN4	DEBTORS	1	10
FIN5	COUNCIL TAX	1	5
FIN6	COUNCIL TAX & HOUSING BENEFIT	1	20
FIN7	VAT	1	5
FIN8	DIPS	1	5
FIN9	MAIN ACCOUNTING	1	5
FIN10	CREDITORS & PETTY CASH	1	5
FIN11	INSURANCES	1	5
FIN12	BENEFIT INVESTIGATIONS	1	5
FIN13	PAYROLL	1	5
FIN14	MEMBERS PAYMENTS & ALLOWANCES	3	5
FIN15	INCOME RECEIPTING	1	10
FIN16	TRAVEL CLAIMS	1	5
FIN17	INVESTMENTS	1	15
FIN18	FIN. ARR - PARISHES	3	3
FIN19	BANK & CHEQUE RECONCILIATION	1	5
FIN20	MAIL OPENING	1	5
		TOTAL	132

IT SERVICES			
COM1	CONSULTATION	1	2
COM2	ADMINISTRATION	1	2
COM3	CIPFA COMPUTER MATRICES ETC	1	15
COM4	HOMEWORKING	3	0
COM5	WORKSTATIONS & STOCKS	3	0
COM6	INTERNET & EMAIL	2	5
		TOTAL	24

CENTRAL SERVICES			
CEN1	CONSULTATION	1	2
CEN2	ADMINISTRATION	1	2
CEN3	MOBILE TELEPHONES	3	5
CEN4	CLEANING/SECURITY	3	5
CEN5	TELEPHONES	2	5
CEN6	CENTRAL MAIL/MESSENGER SERVICE	3	0
CEN7	PRINTING & PHOTOCOPYING	3	0
CEN8	CONCESSIONARY FARES	2	0
CEN9	GRANTS	2	0
CEN10	TIC/GATEWAY	2	5
		TOTAL	24

PERSONNEL			
PER1	CONSULTATION	1	2
PER2	ADMINISTRATION	1	2
PER3	RECRUITMENT	2	5
PER4	TRAINING (MEMBERS & STAFF)	3	5
PER6	CAR LEASING, LOANS & ALLOWANCES	3	0
PER7	ANNUAL LEAVE & P/T LEAVE CALCULATIONS	2	0
		TOTAL	14

LEGAL

LEG1	CONSULTATION	1	2
LEG2	ADMINISTRATION	1	2
LEG3	LAND CHARGES	1	5
LEG4	COURT COSTS	2	5
LEG5	LICENCES	2	5
TOTAL			19

PROPERTY

PRO1	CONSULTATION	1	2
PRO2	ADMINISTRATION	1	2
PRO3	PROPERTY AND LAND	1	5
PRO4	BUILDING MAINTENANCE	2	5
TOTAL			14

CHIEF EXECUTIVES

EXE1	CONSULTATION	1	2
EXE2	ADMINISTRATION	1	2
EXE3	ELECTIONS	2	0
EXE4	COMMUNITY SAFETY PARTNERSHIP	3	0
EXE5	CLIMATE CHANGE	N/A	0
EXE6	MAYORAL EXPENSES & SUPPORT	3	5
EXE7	LOCAL STRATEGIC PARTNERSHIP	2	5
TOTAL			14

LEISURE

LCL1	CONSULTATION	1	2
LCL2	ADMINISTRATION	1	2
LCL3	ANGEL CENTRE	1	7
LCL4	LARKFIELD LEISURE CENTRE	1	15
LCL5	TONBRIDGE POOL & GAMES HUT	1	10
LCL6	POULT WOOD - GROUNDS MAINTENANCE	3	5
LCL7	POULT WOOD - GOLF PROFESSIONAL	1	5
LCL8	GROUNDS & PLAYGROUNDS MAINTENANCE	3	0
LCL9	CEMETERIES/CHURCHYARDS	2	0
LCL10	SPORTS DEVELOPMENT & ARTS PROGRAMME	3	0
LCL11	YOUTH & PLAY DEVELOPMENT	1	10
LCL12	LEYBOURNE LAKES	3	5
LCL13	HAYSDEN COUNTRY PARK	3	0
LCL14	GRANTS	3	0
TOTAL			61

PLANNING AND TRANSPORTATION

PLA1	CONSULTATION	1	2
PLA2	ADMINISTRATION	1	2
PLA3	PLANNING OBLIGATIONS (S106 ETC.)	2	0
PLA4	DEVELOPMENT CONTROL	1	5
PLA5	BUILDING CONTROL	1	5
PLA6	CAR PARKS	1	5
PLA7	PENALTY NOTICES	2	0
PLA8	SEASON TICKETS, VISITOR & RESIDENT PERMITS	3	0
PLA9	SECURITY SERVICES CCTV	1	5
TOTAL			24

ENV. HEALTH

ENV1	CONSULTATION	1	2
ENV2	ADMINISTRATION	1	2
ENV3	REFUSE COLLECTION ETC.CONTRACT	1	10
ENV4	BULKY REFUSE COLLECTION	3	0
ENV5	PUB. CONVENS./CESSPOOL EMPTYING	3	5
ENV6	PEST CONTROL	3	0
ENV7	ANIMAL AND LITTER ENFORCEMENT	2	7
ENV8	POLLUTION CONTROL	2	0
ENV9	FOOD AND SAFETY	2	0
TOTAL			26

HOUSING

HOU1	CONSULTATION	1	2
HOU2	ADMINISTRATION	1	2
HOU3	HOMELESSNESS	1	5
HOU4	HOUSING REGISTER/CBL	1	5
HOU5	DEPOSIT/RENT ADVANCES/BONDS ETC	1	5
HOU6	RENOVATION GRANTS, LOANS AND DFG'S	2	5
HOU7	NORTH & WEST KENT PS RENEWAL PART.	3	0
HOU8	ENFORCEMENT	3	0
TOTAL			24

CORPORATE MANAGEMENT/SERVICES

COR1	CONSULTATION	1	2
COR2	ADMINISTRATION	1	3
COR3	STANDING ORDERS	N/A	4
COR4	FINANCIAL REGULATIONS	N/A	4
COR5	RISK MANAGEMENT	N/A	1
COR6	CONFIDENTIAL REPORTING CODE	N/A	2
COR7	PARTNERSHIPS	2	0
TOTAL			16