

School District of Escambia County  
Office of Internal Auditing  
Annual Work Plan  
FY 2017-2018

	DIRECTOR	SENIOR AUDITOR	SENIOR AUDITOR	PROPERTY RECORDS	AUDIT ADMIN	AUDIT INTERNS	LANDRUM TEMP
<b>ASSIGNMENT</b>	Bryant	Kiker	Mostert	Pilgrim	Williams		
Annual Hours	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	1,491.50	453.50
Holidays	144.00	144.00	144.00	144.00	144.00	-	-
Annual Leave	192.00	191.50	104.00	189.00	32.00	-	-
Sick/Personal Leave	-	89.00	20.50	102.00	42.00	-	-
Work Hours Available	1,744.00	1,655.50	1,811.50	1,645.00	1,862.00	1,491.50	453.50
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	28.00	169.50	49.50	-	11.00	-	-
TDY/Continuing Prof Ed/Licensure	44.00	23.00	72.00	-	42.00	-	-
Admin Duties/Professional	96.00	196.00	57.50	25.00	329.00	46.75	22.75
Audit Committee Affairs	8.00	2.50	2.50	-	46.00	1.50	-
Professional Advocacy	28.00	73.00	1.00	-	18.00	39.25	-
Subtotal Hours Available	1,540.00	1,191.50	1,629.00	1,620.00	1,416.00	1,404.00	430.75
<b>AUDITS AND REVIEWS</b>							
School Internal Accounts 16-17	58.00	375.50	474.50	-	378.00	301.50	345.25
School Internal Accounts 17-18 & PY Follow-ups	10.00	159.50	212.50	-	324.50	371.25	85.50
Surprise Cash Counts	-	-	-	-	4.00	49.25	-
Ferry Pass Elementary PTA Investigation	3.00	37.50	-	-	-	-	-
Maintenance Investigation	-	23.00	-	-	-	-	-
Hotline Review	13.00	18.00	-	-	134.50	-	-
Escambia High School Softball Boosters, Inc. Investigation	3.00	79.50	-	-	-	-	-
Substitute Payroll Review	4.00	13.00	229.50	-	-	-	-
Escambia High School Cheer Investigation	-	-	-	-	12.00	-	-
Newpoint Investigation	1,218.00	127.00	272.00	-	18.00	316.00	-
Bellview Middle Cheer Investigation	-	4.00	-	-	22.00	-	-
Quality Assessment	4.00	-	261.50	-	-	-	-
Escambia Westgate PTO Investigation	2.00	12.00	-	-	-	-	-
George Stone - Credit Card	-	3.00	-	-	-	-	-
Chromebook Audit	2.00	-	24.00	-	-	93.00	-
Scanning Files for Electronic Retention	-	-	-	-	-	111.00	-
Annual Workplans	-	17.50	6.00	-	-	-	-
Subtotal	1,317.00	869.50	1,480.00	-	893.00	1,242.00	430.75
<b>INVENTORY RECORDS</b>							
Property Inventory Audits	83.00	-	1.00	1,620.00	19.50	155.50	-
Annual District Warehouse Inventory	-	8.00	8.00	-	8.00	-	-
Subtotal	83.00	8.00	9.00	1,620.00	27.50	155.50	-
<b>MANAGEMENT/BOARD ASSURANCE &amp; MONITORING</b>							
Internal Accounts Monitoring	-	20.50	-	-	247.50	6.50	-
Principal Training	-	23.50	-	-	-	-	-
Employee Benefits Committee	28.00	-	-	-	-	-	-
OSO Monitoring	10.00	-	-	-	248.00	-	-
Subtotal	38.00	44.00	-	-	495.50	6.50	-
<b>OTHER ACTIVITIES</b>							
FEMA	32.00	-	140.00	-	-	-	-
Volunteering/Mentoring	60.00	-	-	-	-	-	-
Annual Risk Assessment	10.00	270.00	-	-	-	-	-
Subtotal	102.00	270.00	140.00	-	-	-	-
Balance	-	-	-	-	-	-	-

 5-30-18  
Approved by the Audit Committee