

School District of Escambia County
Office of Internal Auditing
Annual Work Plan
FY 2018-2019

	DIRECTOR	SENIOR AUDITOR	SENIOR AUDITOR	PROPERTY RECORDS	AUDIT ADMIN	AUDIT INTERNS
ASSIGNMENT	Bryant	Kiker	Mostert	Pilgrim	Williams	
Annual Hours	2,088.00	2,088.00	2,088.00	2,088.00	2,088.00	2,080.00
Holidays	144.00	144.00	144.00	144.00	144.00	144.00
Annual Leave	120.00	120.00	120.00	120.00	120.00	
Sick/Personal Leave	40.00	40.00	48.00	48.00	48.00	
Work Hours Available	1,784.00	1,784.00	1,776.00	1,776.00	1,776.00	1,936.00
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	-	222.00	25.00	-	8.00	-
TDY/Continuing Prof Ed/Licensure	40.00	40.00	40.00	-	40.00	-
Admin Duties/Professional	-	100.00	50.00	40.00	225.00	-
Audit Committee Affairs	-	8.00	8.00	-	20.00	-
Professional Advocacy	-	77.00	12.00	-	40.00	-
Subtotal Hours Available	1,744.00	1,337.00	1,641.00	1,736.00	1,443.00	1,936.00
AUDITS AND REVIEWS						
School Internal Accounts (plus PY follow-ups & cash counts)	90.00	785.00	785.00		725.00	785.00
Newpoint Investigation	1,437.00		300.00			40.00
Ferry Pass Elementary PTA Investigation	4.00	40.00				
Food Service Procurement Review & Follow-up	4.00	8.00	160.00			40.00
Hotline Annual Review	2.00	8.00			80.00	
Student Services - Evaluation Process Review	2.00	160.00				40.00
Purchasing - Procedures Review	2.00	8.00			120.00	
GSTC Program Audits	2.00	8.00	260.00		-	20.00
Food Service Smallwares Audit	2.00	8.00			120.00	
Other - Investigations	16.00	248.00	88.00		88.00	
Other - assistance	-	-	-	78.00	-	98.00
Subtotal	1,561.00	1,273.00	1,593.00	78.00	1,133.00	1,023.00
INVENTORY RECORDS						
Property Inventory Audits	95.00	8.00		1,650.00	32.00	785.00
Annual District Warehouse Inventory	8.00	8.00	8.00	8.00	8.00	8.00
Subtotal	103.00	16.00	8.00	1,658.00	40.00	793.00
MANAGEMENT/BOARD ASSURANCE & MONITORING						
Internal Accounts Monitoring		40.00			150.00	120.00
Principal Training		8.00				
Employee Benefits Committee	40.00					
OSO Monitoring					120.00	
Subtotal	40.00	48.00	-	-	270.00	120.00
OTHER ACTIVITIES						
FEMA	40.00		40.00			
Other						
Subtotal	40.00	-	40.00	-	-	-
Balance	-	-	-	-	-	-

 5-30-18
 Approved by the Audit Committee

STUDENT SERVICES: Rehabilitation Act "504" - State made changes to align with Federal. (1) Changed to 60 calendar days from when parent signs consent form for evaluation until completion of evaluation. (2) Suspect child has disability, 20 days changed to 30 days to start monitoring once parent consent form is signed then next "clock" starts.
 PURCHASING: Procedures review for efficiency/timeliness