

School District of Escambia County  
Office of Internal Auditing  
Annual Work Plan  
FY 2019-2020

ASSIGNMENT	DIRECTOR	SENIOR AUDITOR	SENIOR AUDITOR	AUDIT TECHNICIAN	AUDIT ADMIN	AUDIT INTERN
						TOTAL
Annual Hours	2,088.00	2,088.00	2,088.00	2,088.00	1,560.00	2,080.00
Holidays	144.00	144.00	144.00	144.00	80.00	144.00
Annual Leave	120.00	120.00	120.00	120.00	60.00	-
Sick/Personal Leave	40.00	40.00	48.00	48.00	24.00	-
Work Hours Available	1,784.00	1,784.00	1,776.00	1,776.00	1,396.00	1,936.00
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	100.00	222.00	25.00	-	8.00	-
TDY/Continuing Prof Ed/Licensure	40.00	40.00	40.00	20.00	20.00	-
Admin Duties/Professional	220.00	100.00	50.00	40.00	140.00	-
Audit Committee Affairs	40.00	8.00	8.00	-	20.00	-
Professional Advocacy	30.00	77.00	12.00	-	40.00	-
Subtotal Hours Available	1,354.00	1,337.00	1,641.00	1,716.00	1,168.00	1,936.00
<b>AUDITS AND REVIEWS</b>						
School Internal Accounts (plus PY follow-ups & cash counts)	90.00	785.00	785.00	820.00	640.00	833.00
Newpoint Investigation	200.00	-	-	-	-	-
Food Service Procurement Review & Follow-up	8.00	8.00	160.00	-	-	40.00
Hotline Review	20.00	8.00	-	-	80.00	-
Facilities - Work Order Review	6.00	8.00	-	-	-	-
Student Services - Evaluation Process Review	20.00	160.00	-	-	-	40.00
GSTC Program Audits	20.00	40.00	160.00	-	-	20.00
Food Service Smallwares Audit	20.00	24.00	-	-	120.00	-
Other investigations	60.00	240.00	80.00	-	40.00	-
Other - assistance	42.00	-	-	78.00	-	90.00
Subtotal	486.00	1,273.00	1,185.00	898.00	880.00	1,023.00
<b>INVENTORY RECORDS</b>						
Property Inventory Audits	120.00	8.00	408.00	810.00	32.00	785.00
Annual District Warehouse Inventory	8.00	8.00	8.00	8.00	8.00	8.00
Subtotal	128.00	16.00	416.00	818.00	40.00	793.00
<b>MANAGEMENT/BOARD ASSURANCE &amp; MONITORING</b>						
Internal Accounts Monitoring	-	40.00	-	-	148.00	120.00
Principal Training	-	8.00	-	-	-	-
Employee Benefits Committee	40.00	-	-	-	-	-
OSO Monitoring	20.00	-	-	-	100.00	-
Subtotal	60.00	48.00	-	-	248.00	120.00
<b>OTHER ACTIVITIES</b>						
FEMA	40.00	-	40.00	-	-	-
Quality Assurance Review	640.00	-	-	-	-	-
Subtotal	680.00	-	40.00	-	-	-
Balance	-	-	-	-	-	-

Approved by the Audit Committee