

School District of Escambia County
Office of Internal Auditing
Annual Work Plan
FY 2014-2015

ASSIGNMENT	DIRECTOR	SENIOR AUDITOR	AUDITOR	PROPERTY RECORDS	AUDIT ADMIN	AUDIT INTERNS
	Bryant	Kiker	Mostert	Pilgrim	Riley	
Annual Hours	2,080.00	2,080.00	2,080.00	2,080.00	1,768.00	1,875.50
Holidays	144.00	144.00	144.00	144.00	144.00	-
Annual Leave	89.00	127.00	-	121.00	32.00	-
Sick/Personal Leave	14.00	16.00	91.00	90.00	48.50	-
Work Hours Available	1,833.00	1,793.00	1,845.00	1,725.00	1,543.50	1,875.50
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	96.00	316.50	6.50	-	21.00	78.00
TDY/Continuing Prof Ed/Licensure	40.00	62.00	34.00	-	-	-
Admin Duties/Professional	199.00	106.50	111.50	-	565.50	150.00
Audit Committee Affairs	10.00	4.50	2.50	-	20.00	-
Professional Advocacy	30.00	112.00	10.00	-	6.00	-
Subtotal Hours Available	1,458.00	1,191.50	1,680.50	1,725.00	931.00	1,647.50
AUDITS AND REVIEWS						
School Internal Accounts 13-14	69.00	522.50	475.00	-	514.00	874.50
School Internal Accounts 14-15 & PY Follow-Ups	25.00	121.00	246.00	-	26.00	474.00
Surprise Cash Counts	-	11.00	-	-	28.75	16.00
Dependent Eligibility Follow-Up and Audit	11.00	7.00	13.50	-	-	-
Food Service Follow-Up Audit	20.00	21.50	60.00	-	-	-
Tate High Cafeteria Investigation	59.00	13.50	134.50	-	-	42.00
SACC Follow-Up	-	2.50	-	-	-	-
Pine Forest Band Booster Investigation	33.00	87.50	-	-	-	-
Food Service Procurement Review 13-14	2.00	40.50	-	-	-	-
Food Service Procurement Review 14-15	2.00	40.00	120.00	-	-	-
Legal Fees Analysis	40.00	-	223.00	-	156.50	-
OSO Compliance Review	60.00	-	199.00	-	4.50	-
Ferry Pass Elementary Cafeteria Investigation	43.00	-	43.00	-	-	-
Lincoln Park Food Service Analysis	2.00	-	16.00	-	-	-
Newpoint Investigation	23.00	-	12.00	-	-	-
Hotline Review	45.00	-	-	-	-	-
Subtotal	434.00	867.00	1,542.00	-	729.75	1,406.50
INVENTORY RECORDS						
Property Inventory Audits	93.00	-	-	1,717.00	1.00	230.00
Annual District Warehouse Inventory	-	8.00	8.00	8.00	-	8.00
Subtotal	93.00	8.00	8.00	1,725.00	1.00	238.00
MANAGEMENT/BOARD ASSURANCE & MONITORING						
Internal Accounts Monitoring	-	90.50	-	-	200.25	-
Other Investigations/Management Requests	60.00	-	35.00	-	-	-
Principal Training	-	41.00	-	-	-	-
Employee Benefits Committee	94.00	-	-	-	-	-
Subtotal	154.00	131.50	35.00	-	200.25	-
OTHER ACTIVITIES						
FEMA	671.00	-	-	-	-	3.00
Paperless Conversion Research	-	-	-	-	-	-
Volunteering/Mentoring	73.00	-	60.00	-	-	-
Annual Risk Assessment	33.00	185.00	35.50	-	-	-
Subtotal	777.00	185.00	95.50	-	-	3.00
Balance	-	-	-	-	-	-

Approved by the Audit Committee

5-4-15