

School District of Escambia County
Office of Internal Auditing
Annual Work Plan
FY 2016-2017

	DIRECTOR	SENIOR AUDITOR	SENIOR AUDITOR	PROPERTY RECORDS	AUDIT ADMIN	AUDIT INTERN	AUDIT INTERN
ASSIGNMENT	Bryant	Kiker	Mostert	Pilgrim	Williams	Broussard	Parnell
Annual Hours	2,088.00	2,088.00	2,088.00	2,088.00	2,088.00	159.75	92.50
Holidays	152.00	152.00	152.00	152.00	152.00	-	-
Annual Leave	109.00	116.00	125.25	168.00	88.00	-	-
Sick/Personal Leave	8.00	18.00	26.50	96.00	58.50	-	-
Work Hours Available	1,819.00	1,802.00	1,784.25	1,672.00	1,789.50	159.75	92.50
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	68.00	99.00	-	-	-	-	-
TDY/Continuing Prof Ed/Licensure	46.00	29.00	24.00	-	24.00	-	-
Admin Duties/Professional	145.00	95.00	17.25	20.00	245.50	13.00	-
Audit Committee Affairs	10.00	1.00	-	-	19.00	-	-
Professional Advocacy	28.00	106.00	10.00	-	62.00	21.00	-
Subtotal Hours Available	1,522.00	1,472.00	1,733.00	1,652.00	1,439.00	125.75	92.50
AUDITS AND REVIEWS							
School Internal Accounts (Including prior-year follow-ups)	62.00	884.50	728.00	-	730.50	115.75	92.50
Escambia High Cheerleading Review	3.00	51.50	-	-	78.50	-	-
Ferry Pass Elementary PTA Investigation	10.00	317.00	-	-	-	-	-
Pine Forest High Softball Booster Investigation	1.00	19.50	-	-	7.00	-	-
Washington High Cheerleading Booster Investigation	4.00	115.00	-	-	-	-	-
West Florida High Softball Booster Investigation	1.00	7.50	-	-	19.00	-	-
Maintenance Investigation	1.00	4.00	-	-	-	-	-
Food Service Procurement Review	1.00	-	9.50	-	-	-	-
Interpreting Services Review	2.00	-	12.00	-	-	-	-
OSO Compliance/Manual	20.00	-	32.50	-	428.50	-	-
Newpoint Investigation	1,263.00	-	833.50	20.00	-	10.00	-
Hotline Review	5.00	-	-	-	-	-	-
Subtotal	1,373.00	1,399.00	1,615.50	20.00	1,263.50	125.75	92.50
INVENTORY RECORDS							
Property Inventory Audits	65.00	15.00	2.50	1,624.00	26.00	-	-
Annual District Warehouse Inventory	-	8.00	8.00	8.00	8.00	-	-
Subtotal	65.00	23.00	10.50	1,632.00	34.00	-	-
MANAGEMENT/BOARD ASSURANCE & MONITORING							
Internal Accounts Monitoring	-	33.50	-	-	141.50	-	-
Principal Training	-	16.50	-	-	-	-	-
Employee Benefits Committee	42.00	-	-	-	-	-	-
Subtotal	42.00	50.00	-	-	141.50	-	-
OTHER ACTIVITIES							
FEMA	42.00	-	107.00	-	-	-	-
Other	-	-	-	-	-	-	-
Subtotal	42.00	-	107.00	-	-	-	-
Balance	-	-	-	-	-	-	-

Approved by the Audit Committee