

School District of Escambia County
Internal Auditing Department
Annual Work Plan
FY 2007-2008

| | DIRECTOR | SENIOR AUDITOR | AUDITOR | AUDITOR | PROPERTY RECORDS | ADMIN SECRETARY | CO-OPS |
|---|----------|----------------|---------|---------|------------------|-----------------|--------|
| ASSIGNMENT | Bryant | Kiker | Cook | Gilmore | Pilgrim | Reed | |
| Annual Hours | 2,088 | 2,088 | 648 | 1,000 | 2,088 | 1,464 | 1,761 |
| Holidays | 144 | 144 | 16 | 72 | 144 | 88 | - |
| Annual Leave | 138 | 64 | 8 | 18 | 115 | 66 | - |
| Sick/Personal Leave | 88 | 92 | 38 | 70 | 133 | - | - |
| Work Hours Available | 1,718 | 1,788 | 586 | 840 | 1,696 | 1,310 | 1,761 |
| Training, Staff Dev, Workshops, Supervision, Mtgs, Consults | 211 | 197 | 48 | 25 | - | 7 | 19 |
| TDY/Continuing Prof Ed/Licensure | 78 | 75 | 28 | - | - | 11 | - |
| Admin Duties/Professional | 433 | 296 | 8 | 72 | - | 646 | 577 |
| Audit Committee Affairs | 58 | 3 | - | - | - | 86 | 4 |
| Professional Advocacy | 104 | 49 | - | - | - | - | - |
| Subtotal Hours Available | 834 | 1,168 | 502 | 743 | 1,696 | 560 | 1,161 |
| AUDITS AND REVIEWS | | | | | | | |
| School Internal Accounts 06-07 | 120 | 412 | - | - | - | 18 | 381 |
| School Internal Accounts 07-08 | 40 | 132 | 140 | - | - | - | 221 |
| Surprise Cash Counts | - | 12 | - | - | - | - | 89 |
| Bank Confirmations, Audits 07-08 | - | - | - | - | - | 38 | - |
| Annual Food Service Procurement Review 07-08 | 11 | 116 | - | - | - | - | - |
| Garage Investigation | 102 | 45 | - | 207 | - | 1 | - |
| OJ Semmes ASCC-Follow up | - | 16 | - | - | - | - | - |
| George Stone Audit | 20 | 351 | - | 118 | - | - | 261 |
| Life Skills Center | 75 | 50 | - | 4 | - | - | 21 |
| Subtotal | 368 | 1,134 | 140 | 329 | - | 57 | 973 |
| INVENTORY RECORDS | | | | | | | |
| Inventory Adjustment Reports | 139 | 1 | - | - | 1,696 | 215 | - |
| Subtotal | 139 | 1 | - | - | 1,696 | 215 | - |
| MANAGEMENT/BOARD ASSURANCE & MONITORING | | | | | | | |
| Internal Accounts Monitoring | 55 | 17 | - | - | - | 281 | 47 |
| Other Investigations/Management Requests | 42 | 16 | - | 151 | - | - | - |
| Subtotal | 97 | 33 | - | 151 | - | 281 | 47 |
| OTHER ACTIVITIES | | | | | | | |
| FEMA | 230 | - | 362 | 263 | - | 7 | 141 |
| Subtotal | 230 | - | 362 | 263 | - | 7 | 141 |
| Balance | - | - | - | - | - | - | - |

Approved by the Audit Committee