

School District of Escambia County
Internal Auditing Department
Annual Work Plan
FY 2008-2009

	DIRECTOR	SENIOR AUDITOR	AUDITOR	PROPERTY RECORDS	CO-OPS
ASSIGNMENT	Bryant	Kiker	Cook	Pilgrim	
Annual Hours	2,092	2,092	2,092	2,092	1,875
Holidays	144	144	144	144	-
Annual Leave	48	-	57	123	-
Sick/Personal Leave	88	156	124	65	-
Work Hours Available	1,812	1,792	1,767	1,760	1,875
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	156	338	17	-	77
TDY/Continuing Prof Ed/Licensure	77	88	210	-	-
Admin Duties/Professional	445	306	34	-	697
Audit Committee Affairs	58	13	-	-	11
Professional Advocacy	249	54	2	-	28
Subtotal Hours Available	827	993	1,504	1,760	1,062
AUDITS AND REVIEWS					
School Internal Accounts 07-08	110	357	361	-	372
School Internal Accounts 08-09	10	152	176	-	223
Surprise Cash Counts	-	36	-	-	61
Bank Confirmations, Audits 08-09	-	-	-	-	5
Annual Food Service Procurement Review 08-09	4	90	11	-	-
George Stone Audit	52	117	-	-	-
Life Skills Center	273	28	-	-	-
Bellview Elementary PTA	5	33	-	-	-
Ruby Gainer	31	5	-	-	-
Escambia High Ticket Booster	-	31	-	-	-
Transportation Time Investigation	25	2	145	-	-
Lincoln Park Investigation	9	10	-	-	-
Subtotal	519	861	693	-	661
INVENTORY RECORDS					
Inventory Adjustment Reports	85	8	8	1,760	-
Subtotal	85	8	8	1,760	-
MANAGEMENT/BOARD ASSURANCE & MONITORING					
Internal Accounts Monitoring	66	111	-	-	229
Other Investigations/Management Requests	12	11	-	-	-
Subtotal	78	122	-	-	229
OTHER ACTIVITIES					
FEMA	145	2	803	-	172
Subtotal	145	2	803	-	172
Balance	-	-	-	-	-

Approved by the Audit Committee