

School District of Escambia County
Internal Auditing Department
Annual Work Plan
FY 2009-2010

	DIRECTOR	SENIOR AUDITOR	AUDITOR	PROPERTY RECORDS	CO-OPS
ASSIGNMENT	Bryant	Kiker	Cook	Pilgrim	
Annual Hours	2,094	2,094	2,094	2,094	1,910
Holidays	144	144	144	144	-
Annual Leave	30	100	114	146	-
Sick/Personal Leave	44	114	80	68	-
Work Hours Available	1,876	1,736	1,756	1,736	1,910
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	251	169	16	-	109
TDY/Continuing Prof Ed/Licensure	32	85	88	-	-
Admin Duties/Professional	489	495	128	-	313
Audit Committee Affairs	43	10	-	-	5
Professional Advocacy	222	179	13	-	35
Subtotal Hours Available	839	798	1,511	1,736	1,448
AUDITS AND REVIEWS					
School Internal Accounts 08-09	168	285	244	-	135
School Internal Accounts 09-10	3	178	22	-	80
Surprise Cash Counts	-	13	-	-	56
Annual Food Service Procurement Review 09-10	3	48	-	-	-
George Stone Welding Review	52	10	-	-	-
Life Skills Center	56	14	-	-	63
Longleaf Investigation	13	23	-	-	-
Dental Audit	-	46	-	-	-
Scenic Heights Investigation	1	75	-	-	-
Subtotal	296	692	266	-	334
INVENTORY RECORDS					
Inventory Adjustment Reports	113	8	8	1,736	6
Subtotal	113	8	8	1,736	6
MANAGEMENT/BOARD ASSURANCE & MONITORING					
Internal Accounts Monitoring	6	33	4	-	205
Other Investigations/Management Requests	4	9	23	-	-
Subtotal	10	42	27	-	205
OTHER ACTIVITIES					
FEMA	420	56	1,210	-	903
Website Development	-	-	-	-	30
Subtotal	420	56	1,210	-	903
Balance	-	-	-	-	-

Approved by the Audit Committee