

School District of Escambia County
Office of Internal Auditing
Annual Work Plan
FY 2010-2011

	DIRECTOR	SENIOR AUDITOR	AUDITOR	PROPERTY RECORDS	AUDIT ADMIN	CO-OPS
ASSIGNMENT	Bryant	Kiker	Cook	Pilgrim	Chinchar	
Annual Hours	2,090	2,090	2,090	2,090	1,624	1,678
Holidays	144	144	144	144	128	-
Annual Leave	54	196	68	186	18	-
Sick/Personal Leave	68	122	178	97	60	-
Work Hours Available	1,824	1,628	1,700	1,663	1,418	1,678
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	149	174	15	-	102	117
TDY/Continuing Prof Ed/Licensure	91	94	181	-	122	-
Admin Duties/Professional	347	241	169	-	616	222
Audit Committee Affairs	37	6	1	-	21	-
Professional Advocacy	245	244	7	-	13	78
Subtotal Hours Available	955	869	1,327	1,663	544	1,261
AUDITS AND REVIEWS						
School Internal Accounts 09-10	139	333	222	-	9	430
School Internal Accounts 10-11	32	175	84	-	104	106
Surprise Cash Counts	-	7	-	-	5	67
Annual Food Service Procurement Review 10-11	8	2	61	-	-	-
Restorative Justice Review	45	-	-	-	39	-
Life Skills Center	56	33	-	-	-	63
Lincoln Park Investigation	59	153	-	-	-	7
Bellview Elementary Investigation	4	4	-	-	14	-
Subtotal	343	707	367	-	171	673
INVENTORY RECORDS						
Inventory Adjustment Reports	136	-	-	1,663	60	-
Subtotal	136	-	-	1,663	60	-
MANAGEMENT/BOARD ASSURANCE & MONITORING						
Internal Accounts Monitoring	27	121	4	-	148	-
Other Investigations/Management Requests	60	41	-	-	8	-
Subtotal	87	162	4	-	156	-
OTHER ACTIVITIES						
FEMA	389	-	956	-	129	524
Website Development	-	-	-	-	28	64
Subtotal	389	-	956	-	157	588
Balance	-	-	-	-	-	-

Approved by the Audit Committee