

School District of Escambia County  
Office of Internal Auditing  
Annual Work Plan  
FY 2011-2012

	DIRECTOR	SENIOR AUDITOR	AUDITOR	PROPERTY RECORDS	AUDIT ADMIN	CO-OPS
ASSIGNMENT	Bryant	Kiker	Cook	Pilgrim	Chinchar	
Annual Hours	2,080	2,080	2,080	2,080	2,080	1,409
Holidays	144	144	144	144	144	-
Annual Leave	116	40	68	108	88	-
Sick/Personal Leave	102	82	62	56	84	-
Work Hours Available	1,718	1,814	1,806	1,772	1,764	1,409
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	158	332	67	-	78	184
TDY/Continuing Prof Ed/Licensure	89	41	125	-	31	-
Admin Duties/Professional	299	180	181	-	623	309
Audit Committee Affairs	14	7	-	-	21	-
Professional Advocacy	109	154	127	-	20	54
Subtotal Hours Available	1,049	1,100	1,306	1,772	991	862
<b>AUDITS AND REVIEWS</b>						
School Internal Accounts 10-11	139	313	254	-	196	246
School Internal Accounts 11-12	11	90	8	-	44	182
Surprise Cash Counts	-	27	9	-	-	113
Annual Food Service Procurement Review 11-12	11	9	57	-	-	-
Dependent Eligibility Audit	126	175	54	-	334	6
Outside Support Org. Compliance Review	6	25	60	-	-	13
Longleaf Investigation	12	75	49	-	-	-
Tate Cafeteria Investigation	129	52	23	-	34	202
Escambia High GED Investigation	6	48	1	-	-	12
George Stone Financial Aid Review	5	71	-	-	-	-
High School A la Carte Analysis	8	-	-	-	52	-
Subtotal	453	885	515	-	660	774
<b>INVENTORY RECORDS</b>						
Inventory Adjustment Reports	128	8	8	1,772	61	4
Subtotal	128	8	8	1,772	61	4
<b>MANAGEMENT/BOARD ASSURANCE &amp; MONITORING</b>						
Internal Accounts Monitoring	9	75	-	-	216	-
Other Investigations/Management Requests	10	11	-	-	-	-
Employee Benefits Committee	183	-	-	-	-	-
Subtotal	202	86	-	-	216	-
<b>OTHER ACTIVITIES</b>						
FEMA	227	-	709	-	3	84
Website Development	-	-	-	-	-	-
Skyward Software Implementation	39	121	74	-	51	-
Subtotal	266	121	783	-	54	84
Balance	-	-	-	-	-	-

Approved by the Audit Committee