

School District of Escambia County
Office of Internal Auditing
Annual Work Plan
FY 2012-2013

	DIRECTOR	SENIOR AUDITOR	AUDITOR	PROPERTY RECORDS	AUDIT ADMIN	AUDIT INTERNS
ASSIGNMENT	Bryant	Kiker	Cook	Pilgrim	Chinchar	
Annual Hours	2,080	2,080	2,080	2,080	2,080	1,434
Holidays	144	144	144	144	144	-
Annual Leave	40	28	40	106	44	-
Sick/Personal Leave	118	82	58	110	130	-
Work Hours Available	1,778	1,826	1,838	1,720	1,762	1,434
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	80	180	140	16	2	130
TDY/Continuing Prof Ed/Licensure	72	48	48	-	16	-
Admin Duties/Professional	324	110	188	52	654	71
Audit Committee Affairs	25	10	5	-	22	-
Professional Advocacy	130	70	150	-	21	-
Subtotal Hours Available	1,147	1,408	1,307	1,652	1,047	1,233
AUDITS AND REVIEWS						
School Internal Accounts 11-12	97	445	354	-	323	454
School Internal Accounts 12-13 & PY Follow-Ups	20	100	10	-	50	240
Surprise Cash Counts	-	25	10	-	-	189
Food Service Procurement Review/Audit 12-13	40	40	260	-	80	40
Quality Assessment Review	30	230	10	-	10	-
Bellview Child Care Investigation	40	150	-	-	-	6
Ransom Choral Booster Investigation	8	3	-	-	25	-
PFHS Baseball Booster Investigation	17	5	-	-	18	-
EHS GED Investigation	1	2	-	-	-	-
Tate High Cafeteria Investigation	40	-	-	-	22	23
Maintenance Procurement Review	20	-	65	-	-	-
Subtotal	313	1,000	709	-	528	952
INVENTORY RECORDS						
Property Inventory Audits	106	5	-	1,644	50	-
Annual District Warehouse Inventory	8	8	8	8	8	8
Subtotal	114	13	8	1,652	58	8
MANAGEMENT/BOARD ASSURANCE & MONITORING						
Internal Accounts Monitoring	50	55	10	-	285	-
Other Investigations/Management Requests	110	100	120	-	120	30
Principal Training	-	40	-	-	-	-
Employee Hotline Project	40	-	30	-	16	77
Employee Benefits Committee	200	-	-	-	-	-
Subtotal	400	195	160	-	421	107
OTHER ACTIVITIES						
FEMA	220	-	400	-	-	166
Paperless Conversion Research	20	20	-	-	-	-
Mentoring	-	30	-	-	40	-
Annual Risk Assessment	80	150	30	-	-	-
Subtotal	320	200	430	-	40	166
Balance	-	-	-	-	-	-