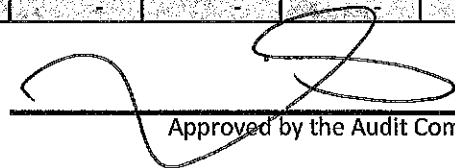


School District of Escambia County
Office of Internal Auditing
Annual Work Plan
FY 2025-2026

	DIRECTOR	AUDITOR	SENIOR AUDITOR	PROPERTY RECORDS	AUDIT ADMIN	AUDIT INTERN
ASSIGNMENT	Vacant	Waldie	Weekley	Vacant	Pilgrim	
Annual Hours	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00
Vacant	(160.00)	-	-	(160.00)	-	-
Holidays	(136.00)	(144.00)	(144.00)	(136.00)	(144.00)	-
Annual Leave	(96.00)	(96.00)	(96.00)	(96.00)	(120.00)	-
Sick/Personal Leave	(96.00)	(96.00)	(96.00)	(96.00)	(96.00)	-
Work Hours Available	1,592.00	1,744.00	1,744.00	1,592.00	1,720.00	2,080.00
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	(40.00)	(20.00)	(40.00)	-	(20.00)	-
TDY/Continuing Prof Ed/Licensure	(40.00)	(40.00)	(40.00)	-	(40.00)	-
Admin Duties/Professional	(200.00)	(40.00)	(40.00)	(40.00)	(240.00)	(40.00)
Audit Committee Affairs	(40.00)	(12.00)	(12.00)	-	(20.00)	-
Professional Advocacy	(80.00)	(80.00)	(80.00)	-	(40.00)	-
Subtotal Hours Available	1,192.00	1,552.00	1,532.00	1,552.00	1,360.00	2,040.00
AUDITS AND REVIEWS						
School Internal Accounts (plus PY follow-ups & cash counts)	(400.00)	(800.00)	(400.00)	(496.00)	(600.00)	(800.00)
IIA Global Internal Audit Standards Office Alignment	(80.00)	(100.00)	(200.00)	-	-	(40.00)
Other project - Large (Risk Based)	(60.00)	(120.00)	(120.00)	-	-	(80.00)
Other project - Medium (Risk Based)	(60.00)	(80.00)	(80.00)	-	-	(40.00)
Other project - Small (Risk Based)	(40.00)	(60.00)	(60.00)	-	-	(20.00)
Other investigations	(40.00)	(40.00)	(40.00)	-	(40.00)	(40.00)
Other - assistance	(40.00)	(20.00)	(20.00)	(40.00)	(40.00)	(14.00)
Subtotal	472.00	332.00	612.00	1,016.00	680.00	1,006.00
INVENTORY RECORDS						
Property Inventory Audits	(80.00)	(20.00)	(20.00)	(988.00)	(250.00)	(770.00)
Annual District Warehouse Inventory	(8.00)	(8.00)	(8.00)	(8.00)	(8.00)	(16.00)
Subtotal	384.00	304.00	584.00	20.00	422.00	220.00
MANAGEMENT/BOARD ASSURANCE & MONITORING						
Internal Accounts Monitoring	(20.00)	(40.00)	(40.00)	-	(120.00)	(200.00)
Principal Training	(10.00)	(10.00)	(10.00)	-	-	-
Employee Benefits Committee	-	-	(40.00)	-	-	-
OSO Monitoring	(10.00)	-	-	-	(262.00)	-
Subtotal	344.00	254.00	494.00	20.00	40.00	20.00
OTHER ACTIVITIES						
FEMA	(300.00)	(240.00)	(480.00)	-	(20.00)	(20.00)
Other	(44.00)	(14.00)	(14.00)	(20.00)	(20.00)	-
Subtotal	-	-	-	-	-	-

 6/30/25
 Approved by the Audit Committee

NOTES

One Director position vacant as of 05/09/2025.

One Technician - Internal Auditing position vacant as of 05/07/2025.