

School District of Escambia County
Office of Internal Auditing
Annual Work Plan
FY 2023-2024 - REVISED

	DIRECTOR	SENIOR AUDITOR	AUDITOR	AUDITOR	PROPERTY RECORDS	AUDIT ADMIN	AUDIT INTERN
ASSIGNMENT	Bryant	Lane	TBD	McIntyre	Palmer	Pilgrim	
Annual Hours	2,088.00	464.00	760.00	2,088.00	2,088.00	2,088.00	2,080.00
Holidays	152.00	16.00	16.00	152.00	152.00	152.00	
Annual Leave	120.00	-	40.00	52.00	135.00	120.00	
Sick/Personal Leave	40.00	66.00	40.00	126.00	133.00	48.00	
Work Hours Available	1,776.00	382.00	664.00	1,758.00	1,668.00	1,768.00	2,080.00
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	85.00	11.00	60.00	25.00	-	8.00	-
TDY/Continuing Prof Ed/Licensure	40.00	-	20.00	40.00	-	40.00	-
Admin Duties/Professional	540.00	30.00	20.00	152.00	40.00	225.00	-
Audit Committee Affairs	20.00	-	-	-	-	20.00	-
Professional Advocacy	36.00	-	-	-	-	40.00	-
Subtotal Hours Available	1,055.00	341.00	564.00	1,541.00	1,628.00	1,435.00	2,080.00
AUDITS AND REVIEWS							
School Internal Accounts (plus PY follow-ups & cash counts)	317.00	341.00	336.00	1,103.00	694.00	745.00	885.00
Food Service Procurement Review & Follow-up	-	-	-	-	-	-	-
Hotline Review	40.00	-	100.00	20.00	-	20.00	40.00
Other projects	100.00	-	-	150.00	-	140.00	80.00
Other investigations	80.00	-	-	60.00	-	80.00	40.00
Other - assistance	40.00	-	-	20.00	70.00	-	42.00
Subtotal	577.00	341.00	436.00	1,353.00	764.00	985.00	1,087.00
INVENTORY RECORDS							
Property Inventory Audits	20.00	-	40.00	100.00	856.00	32.00	785.00
Annual District Warehouse Inventory	8.00	-	8.00	8.00	8.00	8.00	8.00
Subtotal	28.00	-	48.00	108.00	864.00	40.00	793.00
MANAGEMENT/BOARD ASSURANCE & MONITORING							
Internal Accounts Monitoring	40.00	-	-	40.00	-	150.00	200.00
Principal Training	20.00	-	-	-	-	-	-
Employee Benefits Committee	80.00	-	-	-	-	-	-
OSO Monitoring	30.00	-	-	-	-	160.00	-
Subtotal	170.00	-	-	40.00	-	310.00	200.00
OTHER ACTIVITIES							
FEMA	250.00	-	80.00	20.00	-	80.00	-
Other	30.00	-	-	20.00	-	20.00	-
Subtotal	280.00	-	80.00	40.00	-	100.00	-
Balance	-	-	-	-	-	-	-

 1/26/24
 Approved by The Audit Committee

NOTES
Senior Auditor position vacant as of 09/30/2023