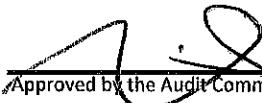


School District of Escambia County  
Office of Internal Auditing  
Annual Work Plan  
FY 2020-2021

ASSIGNMENT	DIRECTOR	SENIOR AUDITOR 1	AUDITOR 2	AUDIT ADMIN	PROPERTY RECORDS	AUDIT INTERN
Annual Hours	1,992.00	1,992.00	1,992.00	1,992.00	1,992.00	-
Annual Hours Position Was Vacant			80.00	272.00		
Holidays	136.00	136.00	136.00	136.00	136.00	
Annual Leave	120.00	120.00	120.00	120.00	120.00	
Sick/Personal Leave	48.00	48.00	80.00	48.00	48.00	
<b>Work Hours Available</b>	<b>1,688.00</b>	<b>1,688.00</b>	<b>1,576.00</b>	<b>1,416.00</b>	<b>1,688.00</b>	<b>-</b>
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	80.00	200.00	75.00	8.00	-	-
TDY/Continuing Prof Ed/Licensure	40.00	40.00	40.00	-	-	-
Admin Duties/Professional	40.00	100.00	141.00	225.00	32.00	-
Audit Committee Affairs	20.00	8.00	16.00	20.00	8.00	-
Professional Advocacy	20.00	65.00	20.00	40.00	-	-
<b>Subtotal Hours Available</b>	<b>1,488.00</b>	<b>1,275.00</b>	<b>1,284.00</b>	<b>1,123.00</b>	<b>1,648.00</b>	<b>-</b>
<b>AUDITS AND REVIEWS</b>						
School Internal Accounts (plus PY follow-ups & cash counts)	90.00	940.00	520.00	725.00	320.00	
Hotline Review	2.00	9.00	56.00			
IT - User Access Review	2.00	120.00				
IT - Security Review	2.00	48.00				
Transportation - White Fleet Review	2.00	20.00	80.00			
Other investigations	18.00	20.00				
Other - assistance				20.00		
<b>Subtotal</b>	<b>116.00</b>	<b>1,157.00</b>	<b>656.00</b>	<b>745.00</b>	<b>320.00</b>	<b>-</b>
<b>INVENTORY RECORDS</b>						
Property Inventory Audits	95.00	60.00	150.00	100.00	1,320.00	
Annual District Warehouse Inventory	8.00	8.00	8.00	8.00	8.00	
<b>Subtotal</b>	<b>103.00</b>	<b>68.00</b>	<b>158.00</b>	<b>108.00</b>	<b>1,328.00</b>	<b>-</b>
<b>MANAGEMENT/BOARD ASSURANCE &amp; MONITORING</b>						
Internal Accounts Monitoring		40.00	150.00	150.00		
Outside Support Organizations Monitoring			120.00			
Principal Training		10.00				
Employee Benefits Committee	40.00			120.00		
<b>Subtotal</b>	<b>40.00</b>	<b>50.00</b>	<b>270.00</b>	<b>270.00</b>	<b>-</b>	<b>-</b>
<b>OTHER ACTIVITIES</b>						
FEMA	1,229.00		200.00			
Other						
<b>Subtotal</b>	<b>1,229.00</b>	<b>-</b>	<b>200.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
Balance	-	-	-	-	-	-

  
Approved by the Audit Committee

NOTE: During school year 2019-2020, the Covid-19 pandemic struck mid-March. The District shut down all buildings/schools and employees worked from home during April and May 2019. Due to school closures, inventory audits were halted. During the quarantine and upon return to the office during the last week of May, all staff members worked on school internal account audits. Inventory audits for 2019-2020 resumed at the beginning of the school year 2020-2021, which postponed the start of inventory audits for 2020-2021. Because of the pandemic and turn over in staff positions, it was necessary to adjust the Annual Work Plan.

**Staff Positions:**

Auditor 2 - Mostert terminated 10/29/20; Lane start 11/16/20

Audit Admin - Lane changed position 11/16/20, Pilgrim start 1/5/21

Intern - Harris terminated during quarantine and position remained vacant due to students not returning to UWF campus