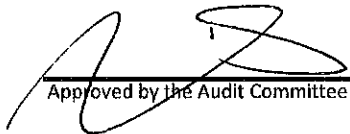


School District of Escambia County
Office of Internal Auditing
Annual Work Plan
FY 2021-2022

	DIRECTOR	AUDITOR	AUDITOR	PROPERTY RECORDS	AUDIT ADMIN	AUDIT INTERN	
ASSIGNMENT	Bryant	Lane	Kiker/Melntr	Palmer	Pilgrim	Strickling	
Annual Hours	2,088.00	2,088.00	2,088.00	2,088.00	2,088.00	2,080.00	
Annual Hours Position Was Vacant			1,032.00				
Holidays	152.00	152.00	152.00	152.00	152.00		
Annual Leave	120.00	120.00	120.00	120.00	120.00		
Sick/Personal Leave	40.00	48.00	48.00	48.00	48.00		
Work Hours Available	1,776.00	1,768.00	736.00	1,768.00	1,768.00	2,080.00	
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	85.00	120.00	160.00		8.00	16.00	
TDY/Continuing Prof Ed/Licensure	40.00	24.00	16.00		40.00		
Admin Duties/Professional	401.00	395.00	120.00	40.00	206.00	14.00	
Audit Committee Affairs	20.00	8.00	8.00		20.00		
Professional Advocacy	36.00						
Subtotal Hours Available	1,184.00	1,221.00	432.00	1,728.00	1,494.00	2,050.00	
AUDITS AND REVIEWS							
School Internal Accounts (plus PY follow-ups & cash counts)	80.00	785.00	272.00	255.00	380.00	897.00	
Food Service Procurement Review & Follow-up	4.00	8.00					
Hotline Review	2.00	8.00			80.00		
Other investigations	80.00	160.00	80.00		80.00		
Other - assistance		16.00	8.00		42.00	90.00	
Subtotal	166.00	977.00	360.00	255.00	582.00	987.00	
INVENTORY RECORDS							
Property Inventory Audits	80.00	40.00	40.00	1,465.00	630.00	785.00	
Annual District Warehouse Inventory	8.00	8.00	8.00	8.00	8.00	8.00	
Subtotal	88.00	48.00	48.00	1,473.00	638.00	793.00	
MANAGEMENT/BOARD ASSURANCE & MONITORING							
Internal Accounts Monitoring		40.00	8.00		80.00	150.00	
OSO Monitoring		38.50	8.00		180.00		
Principal Training			8.00				
Employee Benefits Committee	40.00						
Subtotal	40.00	78.50	24.00		260.00	150.00	
OTHER ACTIVITIES							
FEMA	900.00	109.50			4.00		
Various Small Projects		8.00			10.00	120.00	
Subtotal	900.00	117.50			14.00	120.00	
Balance							


Approved by the Audit Committee