

Risk Assessment and Audit Plan Fiscal Year 2023



The Internal Audit Department was established by a resolution of the Board of Education in 1991 and updated in 1997.

Internal Audit performs academic audits, operational audits and non-audit services of the various academic programs, departments and school sites within the District. The Internal Audit Department reports to the President of the Savannah-Chatham County Board of Education through the Audit Committee and its Chairperson. Our audits are conducted in accordance with the Government Auditing Standards.

The Internal Audit Department's goals include testing and strengthening internal controls, and providing the Board and the District with objective independent analyses of how well academic programs and District operations are functioning.

Table of Contents
Risk Assessment and Audit Plan
Fiscal Year 2023

Introduction 3

Detailed Procedures Performed 4

FY23 Audit Plan.....4

 1. Carryover from FY225

 2. Business Process Reviews..... 5

 3. ESPLOST Audits5

 4. Grant Reviews.....5

 5. Operational Audits..... 6

 6. Contract Audits.....6

Appendix I – FY23 Internal Audit’s Operational Plan

Appendix II – Internal Audit Process

Appendix III – FY23 Audit Project Plan and Completion Status

Introduction

The purpose of the FY23 Internal Audit Department's audit plan is to:

- Promote SCCPSS achievement of its strategic goals, as defined in the District's Accountability System.
- Review identified risks of whether the ongoing processes for SCCPSS are adequately designed, functioning in an efficient, effective manner, and fully accountable to the Chatham County citizens.

Internal Audit conducts an independent risk assessment per the department's audit manual. Risk assessments should consider not only quantifiable factors, such as size, audit frequency and dollars, but also more qualitative factors, such as the internal control environment and the risks of failing to accomplish Board goals. The risk assessment should be conducted at least every three years as required by the Government Auditing Standards. The Internal Audit Department conducts annual risk assessments to ensure we are relevant to the needs of the District. Based upon the risk assessment results, Internal Audit develops its annual audit plan.

The Internal Audit's audit plan is developed each year, with priorities based on the risk assessment. Audit plans are approved by the Audit Committee each year, and presented to the Board. Audit plans are designed to include not only audits, but also projects or unforeseen requests by District management.

Regular reports showing progress against the audit plan are submitted to the Audit Committee. The format of the audit plan status reports is designed to show the measure of progress, such as actual staff days to budgeted staff days, and accounts for all Internal Audit staff time, including administrative time.

Detailed Procedures Performed

Internal Audit prepared the FY23 Risk Assessment by carrying out the following procedures:

Identification of potential audit topics

- Acquired information throughout the year from sources such as SCCPSS training events, regular School Board meetings, School Board Committee meetings/work sessions, and media reports.
- Held discussions with District management to determine areas of risk they have identified and obtain feedback on specific areas being considered for audit.
- Conducted a financial analysis to determine usage of budget spent, amount of expenditures, and the areas/activities where the District's money was spent.

FY23 Audit Plan

The following narrative provides background information on each of the FY23 Audit Priorities.

	Definition
Performance Audits	Conducted to ensure the identified area is adhering to federal, state, and local laws, policies, and regulations; The area audited is working in an effective and efficient manner to ensure District goals and objectives are being met and/or maintained; Management reporting is accurate and reliable, and the District's assets are safeguarded.
Non-Audit Services	Conducted at the request of management. These examinations or reviews have agreed-upon procedures. It serves to assist management in their decision-making. This does not qualify as an audit under GAGAS standards: therefore, the report is directed to management.

1. Carryover from FY22 –

- ESPLOST Beach High School Stadium
- ESPLOST Jenkins High School/Final Review

2. Business Process Reviews –

Internal Audit has scheduled the following Business Process Reviews for the SY22/23:

- Beach High School (Follow-Up)
- Bloomingdale Elementary School (Three Year Review)
- Butler Elementary School (Follow-Up)
- Coastal Middle School (Three Year Review)
- Savannah-Chatham E- Learning Academy (New Principal)
- Gadsden Elementary School (Three-Year Review)
- Heard Elementary School (Follow-Up)
- Hubert Middle School (Follow-Up)
- Isle Of Hope K-8 School (Three Year Review)
- Jenkins High School (Three Year Review)
- JG Smith Elementary School (New Principal)
- Johnson High School (Follow-Up)
- Marshpoint Elementary School (New Principal)
- Massie Heritage Center (Three Year Review)
- May Howard Elementary School (Follow-Up)
- Myers Middle School (Follow-Up)
- Oatland Island (Follow-Up)
- Pulaski Elementary School (New Principal)
- Rice Creek K-8 School (New Principal)
- Shuman Elementary School (Three Year Review)
- Southwest Elementary School (Follow-Up)
- Williams Elementary School (New Principal)
- West Chatham Elementary School (New Principal)
- West Chatham Middle School (New Principal)
- Windsor Forest Elementary School (Three Year Review)
- Woodville Tompkins High School (Follow-Up)

3. ESPLOST Audits

The following projects will be reviewed:

- **HVAC Replacement Projects** - The scope of this audit will include a review of bid documentation, contracts, project charges, and compliance with all requirements as identified within the survey of the audit.
- **Woodville Tompkins High School/Gym and Auditorium** - The scope of this audit will include a review of bid documentation, contracts, project charges, and compliance with vendor responsibilities.

4. Grant Review

- **CTAE Extended Day, Year and Supervision Grant** – Identify budget and grant requirements for the awarded grant. The scope of the audit will include control tests of financial transactions, compliance to Board Policy and District procedures, and purpose of funds.

5. Operational Audits

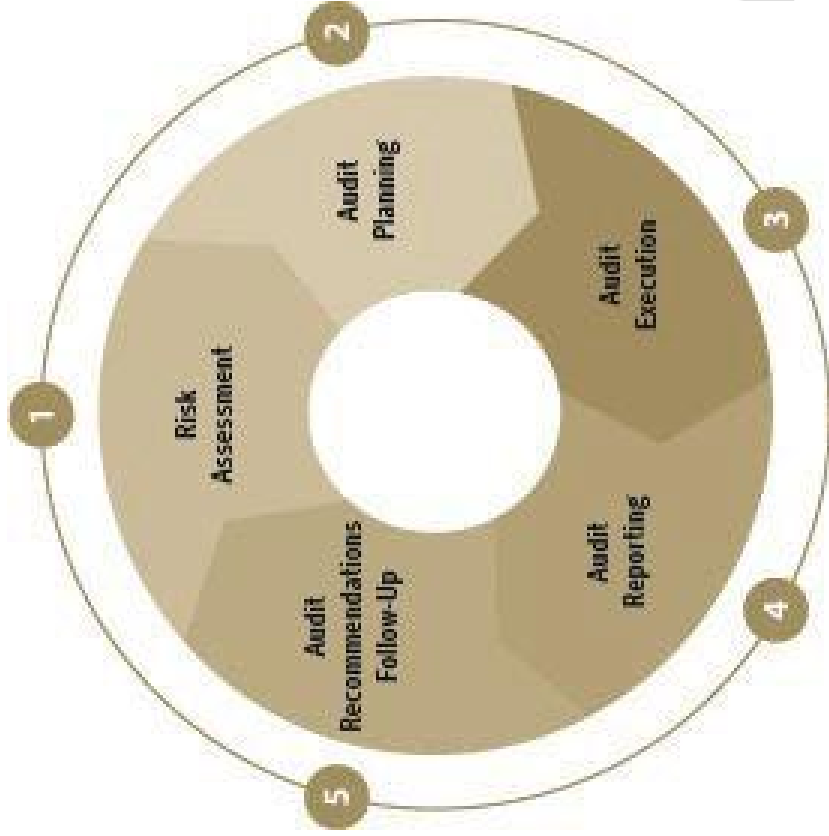
- **Transportation Department – Human Resources Practices**- The scope of the audit will include a review of the Transportation Department's Human Resource Activities. Areas to review will include but not limited to hiring practices, training program, discipline practices, and evaluation processes.
- **Transportation Department – Timekeeping Practices** – The scope of the audit will include the reviewing the timekeeping practices for all level of employees. Areas to review will include but not limited to identify clocking in/out practices, review pay rates and hours worked, and verify variable payments.
- **Transportation Parts Inventory Audit** - Conduct an inventory audit of the Transportation Department's Parts warehouse. Identify purchasing processes and monthly reconciliation processes. Review current costs and identify cost savings.

6. Contract Audit

- **Chrome Device Hardware, Software, and Installation Contract Audit** – The scope of the audit will include contract compliance based on the responsibilities of the District and vendor. Internal controls tests will be conducted if applicable.

Appendix I - FY 2023 Internal Audit's Operational Plan

Auditable Unit	Proposed to Actual Schedule Days			
	Q1(P)	Q2(P)	Q3(P)	Q4(P)
ESPLOST Beach High School (Carryover)	27	0	0	0
ESPLOST Jenkins High School/Final Review (Carryover)	11	30	0	0
Business Process Review	25	16	0	0
Grant Review – CTAE Extended Day, Extended Year, and Supervision	0	11	20	0
Contract – Chrome Device, Hardware, Software, and Installation	25	5	0	0
Transportation Department – Human Resources Practices	0	15	30	0
HVAC Replacement Projects	0	0	21	30
Transportation Department - Timekeeping Practices	0	0	15	30
Woodville Tompkins HS – School Addition/ Gym and Auditorium	0	0	0	11
Transportation Parts Inventory Processes	0	0	0	15
Sub-Total	88	77	86	86
Non- Auditable Areas				
Prep & Support for Board Activities & Audit Committee Mtgs.	11	11	11	10
Consulting and advising	2	2	2	2
Non-Audit Services	6	0	15	5
Policy Maintenance & Support	12	12	12	15
Ethics Hotline/Ethics Training	7	7	10	13
Professional Associations/Staff Meetings/Professional Development	10	11	16	18
Other Administrative Duties (Summary of Audits, Risk Assessment, etc.)	32	30	30	30
Leave & Weather	12	9	7	7
Sub-Total	92	82	103	100
Grant Total	180	159	189	186



1. Risk Assessment

- ✓ Perform an annual risk assessment to identify audit topics based upon greatest risks and opportunity for improvement.

2. Audit Planning

- ✓ Identify stakeholders
- ✓ Conduct initial entrance meeting with stakeholders
- ✓ Interview personnel
- ✓ Identify potential areas of concerns/risks
- ✓ Identify data sources
- ✓ Gain an understanding of management controls
- ✓ Identify criteria
- ✓ Identify final objectives and scope

3. Audit Execution

- ✓ Conduct kick off meeting with stakeholders to review final objectives and scope and review audit timeline
- ✓ Gather evidence through testing, data analysis and interviews.
- ✓ Identify potential findings
- ✓ Conduct ongoing meetings with management to discuss findings
- ✓ Conduct exit conference with management to discuss preliminary findings and recommendations

4. Audit Reporting

- ✓ Draft audit report and gather management responses
- ✓ Present final report to the Audit Committee

5. Audit Recommendations Follow-up

- ✓ Follow-up with management on audit recommended actions

Plan Duration Actual Start % Complete

Actual (beyond plan) % Complete (beyond plan)

FY23 Audit Project Plan and Completion Status

ACTIVITY	PLAN START	PLAN DURATION/DAY	ACTUAL START	ACTUAL DURATION/DAY	PERCENT COMPLETE/OVER	Quarter One	Quarter Two	Quarter Three	Quarter Four
ESPLOST Beach	1	3	1	0	30%	1			
Days		27		0					
BPR	1	4	1	0	40%	1			
Days		41		0					
Contract	1	4			0%				
Days		30							
Jenkins	1	4	0	0	0%				
Days		41		0					
Grant Review	4	4	0	0	0%				
Days		31							
Trans. - HR Activities	4	5	0	0	0%				
Days		45							
HVAC Replacement	8	5	0	0	0%				
Days		51							
Trans. Timekeeping	9	5	0	0	0%				
Days		45							
Woodville Tompkins - School Addition	13	0	0	0	0%				
Days		30							
Inv.	13	0	0	0	0%				
Days		25			0%				