

Risk Assessment and Audit Plan Fiscal Year 2020



The Savannah-Chatham County Internal Audit Department office 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.

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Introduction

The purposes of the FY2020 Internal Audit Department's audit plan are:

- To promote SCCPSS achievement of its strategic goals, as defined in the District's Accountability System.
- To 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. The risk assessment should be conducted at least every three years, but updated on a continuous basis as factors affecting risks are identified. The Internal Audit Department has conducted yearly risk assessments for the past several years. 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. Based upon the risk assessment results, Internal Audit develops its annual audit plan.

The District's audit plan is to be 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 audit plan status reports shows some measure of progress, such as staff days against budgeted staff days, and accounts for all Internal Audit staff time, including administrative time.

This plan is exclusive of any program evaluations performed in Fiscal 2020.

Detailed Procedures Performed

Internal Audit prepared the FY2020 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, media reports, and surveys of employees.
- Held discussions with the District’s 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 funds spent, areas of money spent, and change in management.

FY 2020 Audit Plan

The following narrative provides background information on each of the FY2020 Primary Audit Priorities.

| | |
|---------------------------|--|
| | Definition |
| Performance Audits | Conducted to ensure the identified area is adhering to federal, state, and local laws, policies, and regulations; 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, this is an examination or review that has 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 FY19 – Substitute and Teacher Absences, Student Discipline Practices & ESPLOST – Yamacraw Center

Substitute and Teacher Absences

The scope of this audit will include reviewing the District costs of substitutes, reasons for the need of substitutes and determining ways the District is mitigating the need. We will look at teachers' absences and reasons for the absence and identify risks to the educational welfare of students due to the identified absence levels. We will identify national averages of comparative school districts along with other school districts within Georgia.

Student Discipline Practices

The scope of this audit will focus on the compliance of discipline policy and procedures, accuracy of discipline reporting, training opportunities for school site personnel and teacher/administrators roles within the disciplinary process.

ESPLOST - Yamacraw Center

The ESPLOST audit of the Yamacraw Center for Performing Arts began in June 2019.

Internal Audit has scheduled Business Process Reviews for the following schools in July – September 2019. These are due to a change in site administration, a follow-up review, or not having a review for the past three years. The following schools will be reviewed:

- Beach High School
- Bloomingdale Elementary
- DeRenne Middle School
- Charles Ellis Montessori Academy – Follow-up
- Garden City Elementary School – Follow-up
- Garrison K-8 School – Follow-up
- Hodge Elementary School – Follow-up
- JG Smith Elementary School
- Largo-Tibet Elementary School
- Mercer Middle School – Follow-up
- Oatland Island
- Port Wentworth Elementary School – Follow-up
- Rice Creek 3-8 School – Follow-up
- School of Liberal Studies at Savannah High School
- Andrea B. Williams Elementary School – Follow-up
- West Chatham Middle School
- White Bluff Elementary School – Follow-up

2. ESPLOST Audits

The following three projects will be reviewed:

- White Bluff Elementary Phase I
- Savannah HS CTAE Addition
- Islands HS Athletic Complex

3. Contract Audit – TBD

4. Social Workers

The scope of this audit will focus on the function of Social Workers within the educational setting and their function within the District. This audit will serve to identify if the programs within the District that are supported by Social Workers are successively meeting the goals and objectives of the District.

5. Grants and Donations

The scope of this audit will focus on the District's grant and donation management in both the financial and academic areas of the District.

6. Non-Audit Services

Internal Audit may also conduct reviews in risk areas that will assist management in their monitoring of controls while providing an objective view of the designed controls. These services once rendered are not ongoing and will not replace management's responsibility of monitoring the area reviewed.

Appendix II – Internal Audit Process



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

**Savannah-Chatham County Public School System
FY 2020 Internal Audit Status Report**

| | Estimated FY 2020 Staff Days (Proposed Plan) | | Actual FY 2020 Staff Days to Date | | Variance | Original Estimated Draft Report to Management (Exit Conference) | Revised Estimated Draft Report to Management (Exit Conference) <i>*** = Actual</i> |
|---|--|-----------------|-----------------------------------|-----------------|------------|---|---|
| | Days | % of total time | Days | % of total time | Days | | |
| I. INTERNAL AND ACADEMIC AUDITS | | | | | | | |
| A: Carryover from previous years: | | | | | | | |
| Student Discipline Practices | 45 | | - | | 45 | October 2019 | |
| Substitutes and Teacher Absences | 5 | | - | | 5 | August 2019 | |
| ESPLOST - Yamacraw Center | 25 | | - | | 25 | September 2019 | |
| Total Carryover Time | 75 | 8% | - | #DIV/0! | 75 | | |
| B: School Audits | | | | | | | |
| Business Process Reviews (15) | 50 | | - | | 50 | October 2019 | |
| Total School Audits | 50 | 5% | - | #DIV/0! | 50 | | |
| C: Audits | | | | | | | |
| ESPLOST | | | | | | | |
| White Bluff Elementary Phase I | 45 | | - | | 45 | January 2020 | |
| Savannah HS CTAE Addition | 35 | | - | | 35 | March 2020 | |
| Islands HS Athletic Complex | 35 | | - | | 35 | June 2020 | |
| Contract | | | | | | | |
| TBD | 35 | | - | | 35 | April 2020 | |
| Internal Audits/Reviews | | | | | | | |
| Social Workers | 50 | | - | | 50 | February 2020 | |
| Grants and Donations | 45 | | - | | 45 | June 2020 | |
| D: Non-Audit Services | | | | | | | |
| Non-Audit Reviews/Investigations | 40 | | - | | 40 | Various | |
| Total Academic/Internal Audits/Non-Audit | 285 | 30% | - | #DIV/0! | 285 | | |
| E: Audit Follow-ups | | | | | | | |
| Report on Use of Audits | 15 | | - | | 15 | | |
| Total Follow-up Time | 15 | 2% | - | #DIV/0! | 15 | | |
| Total Audit Services | 425 | 45% | - | #DIV/0! | 425 | | |

| | Estimated FY 2020 Staff Days (Proposed Plan) | | Actual FY 2020 Staff Days to Date | | Variance |
|---|--|-----------------|-----------------------------------|-----------------|------------|
| | Days | % of total time | Days | % of total time | Days |
| II. PROFESSIONAL DEVELOPMENT | | | | | |
| Various courses required by standards | 40 | | - | | 40 |
| <i>Total Professional Development Courses</i> | 40 | 4% | - | #DIV/0! | 40 |
| III. RISK IDENTIFICATION AND AUDIT PLANNING | | | | | |
| Ethics HotLine, Issues & Training | 63 | | - | | 63 |
| Risk Assessment/Audit Plan | 10 | | - | | 10 |
| External Auditor Assistance | 5 | | - | | 5 |
| <i>Total Risk ID & Audit Plan</i> | 78 | 8% | - | #DIV/0! | 78 |
| IV. Other Support Services | | | | | |
| Consulting & Advising | 25 | | - | | 25 |
| External Audit RFPs/Program Evaluations | 10 | | - | | 10 |
| Policy Support & Maintenance | 110 | | - | | 110 |
| Board Projects (GSBA Board of Distinction, Proctoring, Misc. Research, Supt. Evaluation Instrument) | 20 | | - | | 20 |
| <i>Total Support Services</i> | 165 | 18% | - | #DIV/0! | 165 |
| V. AUDIT COMMITTEE AND BOE MEETINGS AND PREPARATION | | | | | |
| Audit Committee Meetings and Preparation | 45 | | - | | 45 |
| BOE/Board Committee Meetings | 50 | | - | | 50 |
| <i>Total Audit Comm. & BOE Meetings</i> | 95 | 10% | - | #DIV/0! | 95 |
| VI. ADMINISTRATIVE ACTIVITIES | | | | | |
| Internal Audit Admin | 40 | | - | | 40 |
| Leave & Weather | 65 | | - | | 65 |
| Orientation/Recruitment | 8 | | - | | 8 |
| Professional Associations | 10 | | - | | 10 |
| Peer Review | - | | - | | - |
| Staff Meetings | 10 | | - | | 10 |
| <i>Total Administrative</i> | 133 | 14% | - | #DIV/0! | 133 |
| Total Non-Audit Services | 511 | 55% | - | #DIV/0! | 511 |
| TOTAL STAFF DAYS | 936 | | - | | 936 |