

School District of Escambia County
Office of Internal Auditing
Annual Work Plan - Revised
FY 2024-2025

ASSIGNMENT	DIRECTOR	AUDITOR	AUDITOR	PROPERTY RECORDS	AUDIT ADMIN	AUDIT INTERN
	Bryant	Waldie	Weekley	Palmer	Pilgrim	
Annual Hours	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00
Vacant	-	-	(216.00)	-	-	-
Holidays	(144.00)	(144.00)	(136.00)	(144.00)	(144.00)	-
Annual Leave	(120.00)	(96.00)	(88.00)	(150.00)	(120.00)	-
Sick/Personal Leave	(32.00)	(96.00)	(88.00)	(96.00)	(96.00)	-
Work Hours Available	1,784.00	1,744.00	1,552.00	1,690.00	1,720.00	2,080.00
Training, Staff Dev, Workshops, Supervision, Mtgs, Consults	(30.00)	(20.00)	(20.00)	-	(20.00)	-
TDY/Continuing Prof Ed/Licensure	(40.00)	(40.00)	(40.00)	-	(40.00)	-
Admin Duties/Professional	(100.00)	(56.00)	(40.00)	(52.00)	(242.00)	(54.00)
Audit Committee Affairs	(40.00)	-	-	-	(20.00)	-
Professional Advocacy	(80.00)	(80.00)	(80.00)	-	(40.00)	-
Subtotal Hours Available	1,494.00	1,548.00	1,372.00	1,638.00	1,358.00	2,026.00
AUDITS AND REVIEWS						
School Internal Accounts (plus PY follow-ups & cash counts)	(300.00)	(700.00)	(400.00)	(620.00)	(625.00)	(900.00)
Hotline Review	(30.00)	(20.00)	-	-	-	-
School Choice Review	(40.00)	(20.00)	(200.00)	-	-	-
Risk Assessment	(30.00)	(170.00)	(30.00)	-	-	-
Other project - Medium (Risk Based)	(40.00)	(240.00)	(20.00)	-	-	-
Other project - Medium (Risk Based)	-	-	-	-	-	-
Other investigations	(40.00)	(40.00)	(20.00)	-	(80.00)	(40.00)
Other - assistance	(40.00)	(20.00)	(20.00)	(40.00)	(40.00)	(20.00)
Subtotal	974.00	338.00	682.00	978.00	613.00	1,066.00
INVENTORY RECORDS						
Property Inventory Audits	(80.00)	(20.00)	(10.00)	(950.00)	(250.00)	(790.00)
Annual District Warehouse Inventory	(8.00)	(8.00)	(8.00)	(8.00)	(8.00)	(16.00)
Subtotal	886.00	310.00	664.00	20.00	355.00	260.00
MANAGEMENT/BOARD ASSURANCE & MONITORING						
Internal Accounts Monitoring	(20.00)	(40.00)	-	-	(125.00)	(200.00)
Principal Training	(10.00)	-	-	-	-	-
Employee Benefits Committee	(40.00)	-	-	-	-	-
OSO Monitoring	(10.00)				(160.00)	
Subtotal	806.00	270.00	664.00	20.00	70.00	60.00
OTHER ACTIVITIES						
FEMA	(800.00)	(250.00)	(644.00)	-	(50.00)	(60.00)
Other	(6.00)	(20.00)	(20.00)	(20.00)	(20.00)	-
Subtotal	-	-	-	-	-	-

Approved by the Audit Committee

NOTES

One Auditor position vacant from 07/01/2024 through 08/08/2024.