

Annual Internal Audit Plan 2018

Activity	No. Audits	Hours/ Audit	Total Hours	%
Estimated Available Hours (Excludes leave/holidays)			1725	100.0%
<u>Audit Planning and Administrative Duties:</u>				
Professional Development			40	
Audit Committee Preparation and Meetings			30	
Assistance to Others, Presentations/Guidance/Meetings			25	
Risk Assessment/Audit Plan			25	
Total Audit Planning and Administrative Duties			120	7.0%
<u>School Site Audits (Core High Risk Functions):</u>				
Cash/Purchase Cards/Time & Leave/Property/Travel, Financial	35	35	1225	
Total School Site Audits	35		1225	71.0%
<u>Fraud Waste & Abuse Hotline:</u>				
Fraud Waste & Abuse Hotline Reviews	TBD		100	
Total Fraud Waste & Abuse Hotline Reviews	TBD		100	5.8%
<u>Finance, HR or Operational Reviews:</u>				
High School Facility/Field Usage (PWCS Costs, Billings/Receivables, Financial/Automated Controls)	1	120	120	
Assistance & Input to PWCS Initiatives (Not a Formal Audit):				
- PTA/PTO/Boosters - Implementation of new guidelines	0	40	40	
- Conflicts of Interest Implementation of new guidelines	0	40	40	
- Kronos Implementation	0	40	40	
	1		240	13.9%
<u>Information Systems Reviews:</u>				
Systems Security - Follow-up (Carry-Over from 2017)	1	40	40	
	1		40	2.3%
Total Audits/Hours	37		1725	100.0%
Unassigned Hours			0	0.0%