

Annual Internal Audit Plan 2017

Activity	No.	Hours/Unit	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			20	
Assistance to Others, Presentations/Guidance/Meetings			25	
Risk Assessment/Audit Plan			25	
Total Audit Planning and Administrative Duties			110	6.4%
<u>School Site Audits (Core High Risk Functions):</u>				
Follow-up on Prior Years' School Audits	10	25	250	
Cash/Purchase Cards/Time & Leave/Property/Travel	25	35	875	
Total School Site Audits	35		1125	65.2%
<u>Fraud Waste & Abuse Hotline:</u>				
Fraud Waste & Abuse Hotline Reviews	TBD		80	
Total Fraud Waste & Abuse Hotline Reviews	TBD		80	4.6%
<u>Finance, HR or Operational Audits (2 of the Following):</u>				
Workforce Tracking to Monitor PWCS Goals (Student... Teacher Ratio, Class Size Reduction) - HR & Budget	1	110	110	
Special Education - Tracking and Use of Funding	1	110	110	
Purchase Card/Cash Receipts Oversight & Monitoring - Finance	1	25	25	
	3		245	14.2%
<u>Information Systems Audits:</u>				
Systems Security - Follow-up	1	55	55	
IT Capacity and Bandwidth (IT Infrastructure)	1	110	110	
	2		165	9.6%
Total Audits/Hours	40		1725	100.0%
Unassigned Hours			0	0.0%