

Annual Internal Audit Plan - Calendar Year 2020

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			30	
Risk Assessment/Audit Plan			30	
Total Audit Planning and Administrative Duties			130	7.5%
<u>School Site Audits (Core High Risk Functions):</u>				
Cash/Purchase Cards/Time & Leave/Property/Travel, Financial	29	40	1160	
Total School Site Audits	29		1160	67.2%
<u>Fraud Waste & Abuse Hotline:</u>				
Fraud Waste & Abuse Hotline Reviews	TBD		65	
Total Fraud Waste & Abuse Hotline Reviews	TBD		65	3.8%
<u>Operational/Process Reviews:</u>				
Review of Debt Service Process	1	120	120	
Student Learning - Compliance with Guideline Changes to Improve Student Success (Homework, Testing/Grading, Technology & Teacher Feedback)	1	160	160	
Assistance to PWCS Initiatives (Not a Formal Audit):				
- PTA/PTO/Boosters - Implementation of new guidelines	0	30	30	
- Finance Implementation of Credit Card Payments	0	30	30	
- Kronos Implementation	0	30	30	
	2		370	21.4%
Total Audits/Hours	31		1725	100.0%
Unassigned Hours			0	0.0%