

Annual Internal Audit Plan - Calendar Year 2019

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			40	
Assistance to Others, Presentations/Guidance/Meetings			40	
Risk Assessment/Audit Plan			30	
Total Audit Planning and Administrative Duties			150	8.7%
<u>School Site Audits (Core High Risk Functions):</u>				
Cash/Purchase Cards/Time & Leave/Property/Travel, Financial	31	40	1240	
Total School Site Audits	31		1240	71.9%
<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>				
Unspecified Audit	1	125	125	
Assistance to PWCS Initiatives (Not a Formal Audit):				
- PTA/PTO/Boosters - Implementation of new guidelines	0	55	55	
- Kronos Implementation	0	55	55	
	1		235	13.6%
Total Audits/Hours	32		1725	100.0%
Unassigned Hours			0	0.0%