



FLORIDA DEPARTMENT OF  
EDUCATION  
fldoe.org



PAM STEWART  
*Commissioner*

MIKE BLACKBURN  
*Inspector General*

**FLORIDA DEPARTMENT OF EDUCATION  
OFFICE OF INSPECTOR GENERAL**

**MEMORANDUM**

To: Pam Stewart  
Commissioner

From: Mike Blackburn *MB*  
Inspector General

Date: June 27, 2016

Subject: Annual Audit Plan

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In accordance with section 20.055, Florida Statutes, attached is our audit plan for fiscal year 2016-17. This plan also includes anticipated projects for two subsequent fiscal years. The plan is based on a risk assessment to provide the most effective coverage of the department's programs and processes. The activities outlined in our audit plan address the major operations of the department and optimize the use of our resources.

The approved audit plan will guide our activities throughout the year, but will be adjusted to meet management needs as other priorities are identified. We look forward to continuing our work with management and staff in support of education in Florida.

APPROVED: *Pam Stewart*

Pam Stewart, Commissioner  
Department of Education

Attachment

## **INTRODUCTION**

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The Office of Inspector General was established within the Department of Education to provide a central point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency in government. Section 20.055 of Florida Statutes (F.S.) describes the responsibilities of the inspector general, which include:

- Conduct financial, compliance, electronic data processing, and performance audits of the department and prepare audit reports;
- Review and evaluate internal controls necessary to ensure fiscal accountability, efficiency and integrity of the department's programs;
- Advise in the development of performance measures, standards, and procedures for the evaluation of department programs;
- Recommend corrective action concerning fraud, abuses, and deficiencies, and report on the progress made in implementing corrective actions; and
- Ensure effective coordination and cooperation between the Auditor General, federal auditors, and other governmental bodies with a view toward avoiding duplication.

Section 20.055, F.S., further requires the inspector general to develop long-term and annual audit plans based on periodic risk assessments of the department. The objective of the risk assessment is to optimize the assignment of internal audit resources through a comprehensive understanding of the audit universe and the risks associated with each item.

## **RISK ASSESSMENT**

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The risk assessment includes identifying programs and activities administered by the department and evaluating each activity based on indicators of risk exposure, or risk factors. The programs and activities were determined through review of organization charts and discussions with responsible management personnel. Risk factors were then used to rate the vulnerability of the programs and activities. Senior management scored each identified activity on seven risk factors:

- Financial impact
- Public relations impact
- Control environment
- Changes in operations/personnel
- Management interest
- Audit coverage
- Sensitive data

We interviewed members of senior management and other key personnel to solicit their views on risks facing the department and areas where audits could add value. Using the results from these efforts and our professional judgment, we developed the audit plan for fiscal year 2015-2016. We also developed the long-term audit plan, which consists of anticipated projects for two subsequent fiscal years. The audit plan is subject to change as department priorities change and new risks are identified.

## **RESOURCES**

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The OIG currently has five professional auditor positions supervised by an audit director. Two of the audit positions are funded with federal vocational rehabilitation money and must be dedicated to audits of vocational rehabilitation programs. Additionally, the Chief Inspector General has asked each agency inspector general to allocate twenty percent of direct audit hours to enterprise projects, which address administrative issues common to most agencies.

## **2016-2017 PLANNED PROJECTS**

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<b>DIVISION</b>	<b>PROJECT</b>
BLIND SERVICES	DISTRICT ALLOCATIONS - CARRYOVER
BLIND SERVICES	SOCIAL SECURITY REIMBURSEMENT
DIVISION OF TECHNOLOGY AND INNOVATION	APPLICATIONS DEVELOPMENT AND SUPPORT - CARRYOVER
DIVISION OF TECHNOLOGY AND INNOVATION	RULE 74A COMPLIANCE REVIEW
PUBLIC SCHOOLS	PPS PROCESS REVIEW
PUBLIC SCHOOLS	FEDERAL EDUCATION PROGRAMS - GRANTS MONITORING
PUBLIC SCHOOLS	FAMILY AND COMMUNITY OUTREACH - GRANTS MONITORING
ARM	FLORIDA COLLEGE SYSTEM PERFORMANCE FUNDING REPORTS

MULTIPLE DIVISIONS	STUDENT DATA
FINANCE AND OPERATIONS	STATE SCHOLARSHIPS – CARRYOVER
VOCATIONAL REHABILITATION	FEE-FOR-SERVICE VENDORS
VOCATIONAL REHABILITATION	CENTERS FOR INDEPENDENT LIVING
VOCATIONAL REHABILITATION	THIRD PARTY COOPERATIVE AGREEMENTS
VOCATIONAL REHABILITATION	ADULTS WITH DISABILITIES
VOCATIONAL REHABILITATION	SERVICE SOURCE - CARRYOVER
VOCATIONAL REHABILITATION	EMPLOYMENT SERVICES PROVIDER MONITORING - CARRYOVER

## LONG-TERM PLANNED PROJECTS

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<b>FISCAL YEAR</b>	<b>DIVISION</b>	<b>PROJECT</b>
2017-2018	FLORIDA COLLEGES	BACCALAUREATE PROCESS
	PUBLIC SCHOOLS	TITLE I
	PUBLIC SCHOOLS	21 <sup>ST</sup> CENTURY COMMUNITY LEARNING CENTER
	PUBLIC SCHOOLS	OFFICE OF SAFE SCHOOLS
	BLIND SERVICES	TIME STUDY
	ACCOUNTABILITY, RESEARCH AND MEASUREMENT	VAM MODEL RUN PROCESS
	CAREER AND ADULT EDUCATION	GRANT ADMINISTRATION

<b>FISCAL YEAR</b>	<b>DIVISION</b>	<b>PROJECT</b>
	DIVISION OF TECHNOLOGY AND INNOVATION	PROJECT MANAGEMENT RULE REVIEW
	VOCATIONAL REHABILITATION	SPECIAL CONTRACTS
	VOCATIONAL REHABILITATION	RATE CONTRACTS
	VOCATIONAL REHABILITATION	CENTERS FOR INDEPENDENT LIVING
	VOCATIONAL REHABILITATION	TITLE I AND VI
2018-2019	BLIND SERVICES	VR PROGRAM/TRANSITION SERVICES
	BLIND SERVICES	TRAINING FOR BLIND AND VISUALLY IMPAIRED ADULTS
	ACCOUNTABILITY, RESEARCH AND MEASUREMENT	DROPOUT RATE
	ACCOUNTABILITY, RESEARCH AND MEASUREMENT	ROSTER VERIFICATION TOOL
	FINANCE AND OPERATIONS	OSFA CLAIMS AND RECOVERY
	CAREER AND ADULT EDUCATION	APPRENTICESHIP SERVICES
	PUBLIC SCHOOLS	GRANT MONITORING
	VOCATIONAL REHABILITATION	THIRD PARTY COOPERATIVE AGREEMENTS
	VOCATIONAL REHABILITATION	FEE-FOR-SERVICE VENDORS
	VOCATIONAL REHABILITATION	CENTERS FOR INDEPENDENT LIVING
	VOCATIONAL REHABILITATION	SPECIAL CONTRACTS