FLORIDA DEPARTMENT OF CITRUS INSPECTOR GENERAL ANNUAL AUDIT PLAN FY2022-2023		
Note: This audit plan was developed in accordance with Chapter 20.055(5)(i)F.S. based on a risk assessment survey conducted with the Florida Citrus Commissioners and FDOC Management/Contract Managers during September 2022 as well as the FY2021-2022 audit plan that was not completed due to vacancy in the OIG.		
ACTIVITY	**PROJECTED HOURS**	**% of TOTAL HOURS**
Revenue:		
Assessments on Imported Products	240	11.5%
Assessments on Domestic Fruit	240	11.5%
International Marketing:		
Yamano & Associates	180	8.6%
Porter Novelli Canada	180	8.6%
Domestic Marketing:		
Visit Florida	180	8.6%
Scientific Research Division:		
New Varieties Development & Management Corporation	120	5.7%
Economic and Market Research Division:		
University of Florida FAMRC	180	8.6%
Other:		
Information Technology	120	5.7%
Purchase Card Program Monthly Compliance Audits	80	3.8%
Personal Use of Department Cell Phones (6 month recurring)	24	1.1%
Investigations:		
TBD	0	0.0%
External Audits/Compliance Reviews:		
Florida Auditor General - Quality Assessment Review of IG	0	0.0%
Florida Department of Financial Services Audit	0	0.0%
USDA FAS MAP Compliance Review	0	0.0%
House Bill 1079 Compliance Audit (every 3 years)	0	0.0%
Additional Activities:		
Continuing Professional Education	40	1.9%
Certified Inspector General Certification	40	1.9%
Required Reports Coordination	4	0.2%
Risk Assessment Survey/Annual Audit Plan	20	1.0%
Florida Citrus Commission Meetings (Attendance/Preparation)	56	2.7%
Senior Staff Meetings	20	1.0%
Safety Meetings	4	0.2%
Training (Department Non CPE)	8	0.4%
Annual and Misc. Reports	16	0.8%
Attend Professional Meetings	16	0.8%
Leave (Annual/Sick/Admin)	200	9.6%
Holidays/Personal Holiday	80	3.8%
Administrative Matters	40	1.9%
Total	**2088**	**100%**
Approved: Date: 9/23/22 **Shannon R. Shepp** **Executive Director**		