

Florida Department of Citrus**Inspector General - Annual Audit Plan****July 2015 - June 2016**

Background: 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 July 2015.

The plan was submitted to the Chief Inspector General and approved by the Interim Executive Director. Monthly status reports will be available on fdogrower.com.

<u>Activity</u>	<u>Statutory Authority</u>	<u># Hours Projected</u>	<u>% of Total Hours</u>	<u>Time period</u>
<u>International Marketing contracts were ranked #2 for risk:</u>				
Golin - International	20.055(2)(d)	360	17%	FY 2013-14; FY 2014-15
Sohn's Market Makers, Ltd.	20.055(2)(d)	240	11%	FY 2013-14; FY 2014-15
<u>Domestic Marketing contracts were ranked #3 for risk:</u>				
Golin - Domestic	20.055(2)(d)	320	15%	FY 2013-14; FY 2014-15
<u>Research contracts were ranked #4 for risk:</u>				
Citrus Research and Development Foundation (CRDF)	20.055(2)(d)	208	10%	FY 2013-14; FY 2014-15
The Nielsen Co.	20.055(2)(d)	208	10%	FY 2013-14; FY 2014-15
<u>Performance Measures were ranked #1 for risk:</u>				
Validate performance measure methodology prior to LRPP	20.055(2)(b)	16	1%	FY 2015-16
Schedule of Required Reports		48	2%	FY 2015-16
Review of internal policies and procedures	20.055(2)(e)	48	2%	Ongoing
Enterprise & Miscellaneous Projects		240	11%	Ongoing
Prepare 2016-17 Audit Plan	20.055(5)(i)	32	2%	
Management Reviews	20.055(2)(a)	40	2%	Ongoing
Administrative Time				
Prepare monthly, quarterly and annual reports	42	20.055(7)(a)		
Preparation and attendance at Commission meetings	70	601.045		
Attendance at Staff meetings	96			
Leave - Annual, Sick & holidays	80	110.117		
Required training	40			
Total Administrative Time		328	16%	
Total		2088	100%	
Approved: 				
Shannon R. Shepp Interim Executive Director				