

**Florida Department of Citrus
Inspector General - Annual Audit Plan
FY2016-2017**

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 July 2016.

ACTIVITY	PROJECTED HOURS	% of TOTAL HOURS
Revenue:		
Assessments on Imported Product	180	9%
Foreign Agricultural Service (FAS) Program	180	9%
Domestic Marketing and Public Relations:		
St. John & Partners Advertising & Public Relations	240	11%
Edible, Inc.	240	11%
International Marketing:		
Golin International Contract 13-09 (in progress from FY2015-2016)	200	10%
Yamano & Associates	240	11%
Assets:		
Inventories	120	6%
Fund Balance	180	9%
Additional Activities:		
Validate Performance Measures	16	1%
Required Reports Coordination	24	1%
Risk Assessment Survey/Annual Audit Plan	16	1%
Auditor General Coordination	32	2%
Coffee Fund Audit	16	1%
Florida Citrus Commission Meetings (Attendance/Preparation)	72	3%
Senior Staff Meetings	52	2%
Training	40	2%
Annual and Misc. Reports	16	1%
Attend Professional Meetings	24	1%
Leave (Annual/Sick)	120	6%
Holidays	80	4%
Total	2088	100%
Approved:  Shannon R. Shepp Executive Director		
Date: 7/22/16		