

**Florida Department of Citrus  
Inspector General - Annual Audit Plan  
FY2017-2018**

**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/August 2017.

| ACTIVITY                                                                                                                | PROJECTED HOURS | % of TOTAL HOURS |
|-------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|
| <b>Revenue:</b>                                                                                                         |                 |                  |
| Foreign Agricultural Service (FAS) Program (in progress from FY16-17)                                                   | 45              | 2%               |
|                                                                                                                         |                 |                  |
| <b>International Marketing:</b>                                                                                         |                 |                  |
| Yamano & Associates                                                                                                     | 240             | 11%              |
| Lowe Stratus                                                                                                            | 240             | 11%              |
| MidSummer Marketing                                                                                                     | 240             | 11%              |
|                                                                                                                         |                 |                  |
| <b>Scientific Research Division:</b>                                                                                    |                 |                  |
| New Varieties Development & Management Corporation                                                                      | 240             | 11%              |
|                                                                                                                         |                 |                  |
| <b>Economic and Market Research Division:</b>                                                                           |                 |                  |
| University of Florida - FAMRC                                                                                           | 180             | 9%               |
|                                                                                                                         |                 |                  |
| <b>Other:</b>                                                                                                           |                 |                  |
| Purchase Card Program                                                                                                   | 180             | 9%               |
|                                                                                                                         |                 |                  |
| <b>Follow-Up Audits:</b>                                                                                                |                 |                  |
| Assessments on Imported Products                                                                                        | 24              | 1%               |
| Edible Inc. Contract 15-09/09a                                                                                          | 24              | 1%               |
|                                                                                                                         |                 |                  |
| <b>Additional Activities:</b>                                                                                           |                 |                  |
| Required Reports Coordination                                                                                           | 8               | 0%               |
| Risk Assessment Survey/Annual Audit Plan                                                                                | 16              | 1%               |
| Quality Assessment Review - Auditor General's Office                                                                    | 80              | 4%               |
| Coffee Fund Audit                                                                                                       | 24              | 1%               |
| Florida Citrus Commission Meetings (Attendance/Preparation)                                                             | 72              | 3%               |
| Senior Staff Meetings                                                                                                   | 52              | 2%               |
| Safety Meetings                                                                                                         | 8               | 0%               |
| Training                                                                                                                | 40              | 2%               |
| Annual and Misc. Reports                                                                                                | 8               | 0%               |
| Attend Professional Meetings                                                                                            | 24              | 1%               |
| Leave (Annual/Sick/Admin)                                                                                               | 240             | 11%              |
| Holidays/Personal Holiday                                                                                               | 80              | 4%               |
| Administrative Matters                                                                                                  | 15              | 1%               |
| <b>Total</b>                                                                                                            | <b>2080</b>     | <b>100%</b>      |
| <b>Approved:</b><br><br>Date: 8/9/17 |                 |                  |
| Shannon R. Shepp<br>Executive Director                                                                                  |                 |                  |