Florida Department of Citrus
Inspector General - Annual Audit Plan
FY2018-2019

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 2018.

ACTIVITY	PROJECTED HOURS	% of TOTAL HOURS
Revenue:		
Assessments on Imported Products	180	9%
International Marketing:		
Midsummer Marketing (in progress from FY2017-2018)	172	8%
Weber Shandwick Canada	180	9%
Domestic Marketing:		
Porter Novelli Public Services, Inc.	180	9%
Edible, Inc.	180	9%
Scientific Research Division:		
University of Kansas	180	9%
Economic and Market Research Division:		
The Nielsen Co.	180	9%
Other:		
Information Technology	150	7%
Purchase Card Program	120	6%
Investigations:		
IT Administrator	40	2%
External Audits/Compliance Reviews:	0	0%
Additional Activities:		
Required Reports Coordination	8	0.38%
Risk Assessment Survey/Annual Audit Plan	8	0.38%
Quality Assessment Review - Auditor General's Office	0	0.00%
Coffee Fund Audit	0	0.00%
Florida Citrus Commission Meetings (Attendance/Preparation)	72	3.46%
Senior Staff Meetings	38	1.83%
Safety Meetings	8	0.38%
Training	8	0.38%
Annual and Misc. Reports	8	0.38%
Attend Professional Meetings	32	1.54%
Leave (Annual/Sick/Admin)	240	11.54%
Holidays/Personal Holiday	80	3.85%
Administrative Matters	16	0.77%
Total	**2080**	**100%**

Approved:

Date: 7/24/18

Shannon R. Shepp
Executive Director