

**FLORIDA DEPARTMENT OF CITRUS  
INSPECTOR GENERAL ANNUAL AUDIT PLAN  
FY2020-2021**

**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 2020.

| ACTIVITY                                                    | PROJECTED HOURS | % of TOTAL HOURS |
|-------------------------------------------------------------|-----------------|------------------|
| <b>Revenue:</b>                                             |                 |                  |
| Assessments on Imported Products                            | 180             | 8.6%             |
| Foreign Agricultural Service (FAS) Program                  | 180             | 8.6%             |
| <b>International Marketing:</b>                             |                 |                  |
| Porter Novelli Canada                                       | 180             | 8.6%             |
| Lowe Strateus                                               | 180             | 8.6%             |
| <b>Domestic Marketing:</b>                                  |                 |                  |
| Edible Inc.                                                 | 180             | 8.6%             |
| <b>Scientific Research Division:</b>                        |                 |                  |
| University of Connecticut                                   | 120             | 5.7%             |
| Think Healthy Group                                         | 120             | 5.7%             |
| <b>Economic and Market Research Division:</b>               |                 |                  |
| The Nielsen Co.                                             | 120             | 5.7%             |
| <b>Other:</b>                                               |                 |                  |
| Information Technology                                      | 120             | 5.7%             |
| Purchase Card Program Monthly Compliance Audits             | 120             | 5.7%             |
| Personal Use of Department Cell Phones (6 month recurring)  | 24              | 1.1%             |
| Other Income - Restitution Payments                         | 24              | 1.1%             |
| <b>Investigations:</b>                                      |                 |                  |
| TBD                                                         | 0               | 0.0%             |
| <b>External Audits/Compliance Reviews:</b>                  |                 |                  |
| Florida Auditor General - Quality Assessment Review of IG   | 40              | 1.9%             |
| Florida Department of Financial Services Audit              | 0               | 0.0%             |
| USDA FAS MAP Compliance Review                              | 0               | 0.0%             |
| Other                                                       | 0               | 0.0%             |
| <b>Additional Activities:</b>                               |                 |                  |
| COVID-19 Activities                                         | 40              | 1.9%             |
| Required Reports Coordination                               | 6               | 0.3%             |
| Risk Assessment Survey/Annual Audit Plan                    | 16              | 0.8%             |
| Florida Citrus Commission Meetings (Attendance/Preparation) | 56              | 2.7%             |
| Senior Staff Meetings                                       | 20              | 1.0%             |
| Safety Meetings                                             | 4               | 0.2%             |
| Training                                                    | 8               | 0.4%             |
| Annual and Misc. Reports                                    | 8               | 0.4%             |
| Attend Professional Meetings                                | 16              | 0.8%             |
| Leave (Annual/Sick/Admin)                                   | 240             | 11.5%            |
| Holidays/Personal Holiday                                   | 80              | 3.8%             |
| Administrative Matters                                      | 6               | 0.3%             |
| <b>Total</b>                                                | <b>2088</b>     | <b>100%</b>      |

Approved:



Date:

9/3/20

Shannon R. Shepp  
Executive Director