



RICHARD CORCORAN
Commissioner



MIKE BLACKBURN
Inspector General


FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF INSPECTOR GENERAL

MEMORANDUM

Date: June 15, 2020
To: Richard Corcoran
Commissioner
From: Mike Blackburn
Inspector General
Subject: Annual Audit Plan

In accordance with section 20.055, Florida Statutes, attached is our audit plan for fiscal year 2020-21. This plan also includes anticipated projects for two subsequent fiscal years. The plan is based on a risk assessment to provide the most effective coverage of the department's programs and processes. The activities outlined in our audit plan address the major operations of the department and optimize the use of our resources.

The approved audit plan will guide our activities throughout the year, but will be adjusted to meet management needs as other priorities are identified. We look forward to continuing our work with management and staff in support of education in Florida.

APPROVED: 
Richard Corcoran, Commissioner
Department of Education

Attachment

INTRODUCTION

The Office of Inspector General was established within the Department of Education to provide a central point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency in government. Section 20.055 of Florida Statutes (F.S.) describes the responsibilities of the inspector general, which include:

- Conducting financial, compliance, electronic data processing, and performance audits of the department and preparing audit reports;
- Reviewing and evaluating internal controls necessary to ensure fiscal accountability, efficiency and integrity of the department's programs;
- Advising in the development of performance measures, standards, and procedures for the evaluation of department programs;
- Recommending corrective action concerning fraud, abuses, and deficiencies, and reporting on the progress made in implementing corrective actions; and
- Ensuring effective coordination and cooperation between the Auditor General, federal auditors, and other governmental bodies with a view toward avoiding duplication.

Section 20.055, F.S., further requires the inspector general to develop long-term and annual audit plans based on periodic risk assessments of the department. The objective of the risk assessment is to optimize the assignment of internal audit resources through a comprehensive understanding of the audit universe and the risks associated with each item.

RISK ASSESSMENT

The risk assessment includes identifying programs and activities administered by the department and evaluating each activity based on indicators of risk exposure, or risk factors. The programs and activities were determined through review of organization charts and discussions with responsible management personnel. Risk factors were then used to rate the vulnerability of the programs and activities. Senior management scored each identified activity on seven risk factors:

- Financial impact
- Public relations impact
- Control environment
- Changes in operations/personnel
- Management interest
- Audit coverage
- Sensitive data

We interviewed members of senior management and other key personnel to solicit their views on risks facing the department and areas where audits could add value. Using the results from these efforts and our professional judgment, we developed the audit plan for fiscal year 2020-2021. We also developed the long-term audit plan, which consists of anticipated projects for two subsequent fiscal years. The audit plan is subject to change as department priorities change and new risks are identified.

RESOURCES

The OIG currently has five professional auditor positions supervised by an audit director. Two of the audit positions are funded with federal vocational rehabilitation money and must be dedicated to audits of vocational rehabilitation programs.

2020-2021 PLANNED PROJECTS

DIVISION	PROJECT
PUBLIC SCHOOLS	EDUCATOR CERTIFICATION – CARRYOVER
PUBLIC SCHOOLS	CERTIFICATE DATABASE – CARRYOVER
DIVISION OF BLIND SERVICES	INDEPENDENT LIVING ADULT OLDER BLIND PROGRAM - CARRYOVER
TECHNOLOGY AND INNOVATION	CONTRACTS
CAREER AND ADULT EDUCATION	APPRENTICESHIP SERVICES
PUBLIC SCHOOLS	FAMILY CAFE
TECHNOLOGY AND INNOVATION	APPLICATION DEVELOPMENT AND SUPPORT
PUBLIC SCHOOLS	GRANTS MANAGEMENT – BUREAU OF EXCEPTIONAL EDUCATION AND STUDENT SERVICES
DIVISION OF BLIND SERVICES	CONTRACT MANAGEMENT
VOCATIONAL REHABILITATION	ADULTS WITH DISABILITIES
VOCATIONAL REHABILITATION	CIL IN CENTRAL FLORIDA - CARRYOVER
VOCATIONAL REHABILITATION	FEE FOR SERVICE PROVIDER
VOCATIONAL REHABILITATION	TRANSITIONAL PROGRAMS
VOCATIONAL REHABILITATION	JOBS FOR FLORIDA’S GRADUATES CONTRACT
CHIEF INSPECTOR GENERAL	ENTERPRISE PROJECT

LONG-TERM PLANNED PROJECTS

FISCAL YEAR	DIVISION	PROJECT
2021-2022	PUBLIC SCHOOLS	ANNUAL PROGRAM PERFORMANCE REPORTS (APPRs)
	BLIND SERVICES	BRAILLE & TALKING BOOK LIBRARY
	BLIND SERVICES	COMMUNITY RESOURCE PROVIDERS
	ACCOUNTABILITY, RESEARCH, AND MEASUREMENT	FLORIDA COLLEGE SYSTEM PERFORMANCE REPORTS
	ACCOUNTABILITY, RESEARCH AND MEASUREMENT	SCHOOL GRADES
	FINANCE AND OPERATIONS	FACILITIES
	FLORIDA COLLEGES	DEVELOPMENTAL EDUCATION ACCOUNTABILITY
	ACCOUNTABILITY, RESEARCH AND MEASUREMENT	GRADUATION RATE
	BLIND SERVICES	TRANSITION SERVICES
	VOCATIONAL REHABILITATION	FORMAL CONTRACT
	VOCATIONAL REHABILITATION	FEE-FOR-SERVICE PROVIDER
	VOCATIONAL REHABILITATION	CENTERS FOR INDEPENDENT LIVING
	VOCATIONAL REHABILITATION	REBA
2022-2023	PUBLIC SCHOOLS	JUST READ FLORIDA
	BLIND SERVICES	ASSET MANAGEMENT

FISCAL YEAR	DIVISION	PROJECT
	ACCOUNTABILITY, RESEARCH, AND MEASUREMENT	ACCOUNTABILITY SYSTEM (DJJ)
	FINANCE AND OPERATIONS	SSFAD
	PUBLIC SCHOOLS	EDUCATOR PREPARATION PROGRAM
	BLIND SERVICES	REHAB CENTER FOR THE BLIND AND VISUALLY IMPAIRED
	PUBLIC SCHOOLS	SCHOOL IMPROVEMENT GRANTS
	VOCATIONAL REHABILITATION	FEE-FOR-SERVICE PROVIDER
	VOCATIONAL REHABILITATION	CENTERS FOR INDEPENDENT LIVING
	VOCATIONAL REHABILITATION	FORMAL CONTRACT