



**Poudre School District  
2016 Internal Audit Planning**  
*Confidential*

Project Name	Project Type	Estimated Start	Estimated Finish	Estimated Work (in Hours)
Purchasing	Internal audit			180
Cash Management - Central	Internal audit			120
Warehouse - Internal Controls over purchasing process	Limited scope site audit			50
Site Based Controls - Site follow up	Follow up on prior internal audit findings			80
Site Based Controls - As requested	Site internal audit			80
Site Based Controls - Cash management/Support Organizations/Fixed and tracked assets/Je's and transfers	Limited scope site audit			90
Athletics	Internal audit			200
Grants	Internal audit/compliance audit			180
Capital Projects - Project monitoring	Limited scope audit			100
Human Resources - Manual attendance process	Internal audit			80
Benefits - ACA compliance	Compliance audit			120
Benefits - Self insured medical plan	Internal audit			120
Subtotal of audit areas				1,400
Internal Audit development	Development of IA policies and procedures, implement IPPF and IIA Practice Advisories and Standards, implement other recommendations for improving the IA function	Ongoing		160
Plan revision and subsequent year planning	Walkthroughs/interviews/process documentation	Ongoing		120
Plan revision and subsequent year planning	Risk assessment and audit plan - 2017	Ongoing		120
Professional development	Various (seminars, webinars, reading and research)	Ongoing		80
Administration	Meetings (AC, OM, updates with finance, etc.)	Ongoing		50
PTO/Holidays	Various	Ongoing		152
Subtotal other				682
<b>TOTAL</b>				<b>2,082</b>

Planning	30%
Field work	60%
Reports	5%
Follow up	5%
<b>Total</b>	<b>100%</b>