

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 2.11  
(ID # 21281)**

**MEETING DATE:**  
Tuesday, February 28, 2023

**FROM :** AUDITOR CONTROLLER:

**SUBJECT:** AUDITOR CONTROLLER: Internal Audit Report 2023-316: Riverside County Office on Aging, Follow-up Audit, All Districts. [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Receive and file Internal Audit Report 2023-316: Riverside County Office on Aging, Follow-up Audit

**ACTION:Consent**

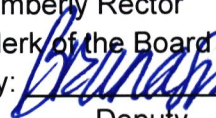
  
Ben J. Benoit, COUNTY AUDITOR-CONTROLLER 2/16/2023

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Gutierrez and duly carried, IT WAS ORDERED that the above matter is received and filed as recommended.

Ayes: Jeffries, Spiegel, Washington, and Gutierrez  
Nays: None  
Absent: Perez  
Date: February 28, 2023  
xc: Auditor

Kimberly Rector  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>NET COUNTY COST</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: n/a</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

We completed a follow-up audit of the Riverside County Office on Aging. Our audit was limited to reviewing actions taken as of December 27, 2022, to correct findings noted in our original audit report 2019-004 dated June 19, 2019. The original audit report contained two recommendations, all of which required implementation to help correct the reported findings.

Based on the results of our audit, we found all two recommendations were implemented.

For an in-depth understanding of the original audit, please refer to Internal Audit Report 2019-004 included as an attachment to this follow-up audit report or it can also be found at:

<https://auditorcontroller.org/divisions/internal-audit>

**Impact on Citizens and Businesses**

Provide an assessment of internal controls over the audited areas.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

Not applicable

**ATTACHMENTS:**

A: Riverside County Auditor-Controller - Internal Audit Report 2023-316: Riverside County Office on Aging, Follow-up Audit.

  
 Stephanie P., Principal Management Analyst 2/21/2023

**Internal Audit Report 2023-316**

**Riverside County  
Office on Aging  
Follow-up Audit**

**Report Date: February 28, 2023**



**Office of Ben J. Benoit  
Riverside County Auditor-Controller  
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[www.auditorcontroller.org](http://www.auditorcontroller.org)



**COUNTY OF RIVERSIDE**  
OFFICE OF THE  
AUDITOR-CONTROLLER

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Ben J. Benoit  
Riverside County Auditor-Controller

Tanya S. Harris, DPA, CPA  
Assistant Auditor-Controller

February 28, 2023

Jewel Lee  
Director  
Riverside County Office on Aging  
3610 Central Avenue, Suite 102  
Riverside, CA 92506

**Subject: Internal Audit Report 2023-316: Riverside County Office on Aging, Follow-up Audit**

Dear Ms. Lee:

We completed the follow-up audit of Riverside County Office on Aging. Our audit was limited to reviewing actions taken as of December 27, 2022, to help correct the findings noted in our original audit report 2019-004 dated June 19, 2019.

We conducted our audit in accordance with the International Standards for the Professional Practice of Internal Auditing. These standards require that we plan and perform the audit to obtain reasonable assurance that our objective, as described in the preceding paragraph, is achieved. Additionally, the standards require that we conduct the audit to provide sufficient, reliable, and relevant evidence to achieve the audit objectives. We believe the audit provides a reasonable basis for our conclusion.

The original audit report contained two recommendations, all of which required implementation to help correct the reported findings. Based on the results of our audit, we found that all two recommendations were implemented.

**Internal Audit Report 2023-316: Riverside County Office on Aging, Follow-up Audit**

Summary of the conditions from the original audit and the results of our review on the status of the implementation of the recommendations are provided in this report. For an in-depth understanding of the original audit, please refer to Internal Audit Report 2019-004 included as "Attachment A" of this audit report along with your department status letter as "Attachment B". You can also find the original audit report at <https://auditorcontroller.org/divisions/internal-audit>.

We thank you and your staff for your help and cooperation. The assistance provided contributed significantly to the successful completion of this audit.



Ben J. Benoit  
Riverside County Auditor-Controller



By: René Casillas, CPA, CRMA  
Deputy Auditor-Controller

cc: Board of Supervisors  
Jeff A. Van Wagenen, County Executive Officer  
Dave Rogers, Chief Administrative Officer  
Grand Jury

**Internal Audit Report 2023-316: Riverside County Office on Aging, Follow-up Audit**

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**Attachments:**

A. Internal Audit Report 2019-004

B. Status of Findings as Reported by Riverside County Office on Aging on December 27, 2022.

Internal Audit Report 2023-316: Riverside County Office on Aging, Follow-up Audit

**Grant Agreement Compliance**

**Finding 1: Unallowable Expenditures**

“Office on Aging contracted for services considered unallowable by the HARTS grant agreement with Riverside County Department of Public Social Services. The HARTS grant is to provide nursing services to in-home support services recipients. According to the agreement, ‘No agreement shall be made by Office on Aging with any party to furnish any services herein.’ Office on Aging did not have the personnel to provide nursing service at the start of the program and sub-contracted the services until qualified personnel was hired. Non-compliance with grant agreement requirements can lead to the loss of grant funds.”

**Recommendation 1**

“Revise policies and procedures to ensure compliance with grant agreement requirements or amend the agreement to allow the use of outside services.”

**Current Status 1: Implemented**

Internal Audit Report 2023-316: Riverside County Office on Aging, Follow-up Audit

**Revolving Funds**

**Finding 2: Fund Reconciliations**

“There is no evidence that proper segregation of duties exist, reconciliations and reviews are performed in a timely manner, and adequate reviews at the appropriate level are performed. In our sample of five monthly revolving fund reconciliations reviewed, three did not have date and signature from the preparer and reviewer. The Auditor Controller’s Standard Practice Manual 603, Revolving Funds, states, ‘Reconciliations must be properly reviewed and approved by a supervisor...’ Further, Standard Practice Manual 1001, Internal Controls, states, ‘Duties are divided or segregated so that no one person has complete control over a key function or activity.’ Office on Aging staff did not comply with county policies and procedures. Lack of segregation of duties, untimely reconciliations, and no monitoring controls, can lead to misappropriation, theft, or loss of funds.”

**Recommendation 2**

“Ensure monthly fund reconciliations are evidenced with dates and signatures by the preparer and reviewer.”

**Current Status 2: Implemented**