

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



ITEM: 2.19
(ID # 27717)

MEETING DATE:
Tuesday, May 06, 2025

FROM : AUDITOR CONTROLLER

SUBJECT: AUDITOR-CONTROLLER: Internal Audit Report 2025-327: Riverside County Agricultural Commissioner's Office, Change of Department Head, Follow-up Audit [District: All]; [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Receive and file Internal Audit Report 2025-327: Riverside County Agricultural Commissioner's Office, Change of Department Head, Follow-up Audit

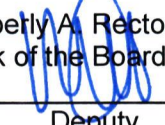
ACTION:


Ben J. Benoit, COUNTY AUDITOR-CONTROLLER 4/25/2025

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: May 6, 2025
xc: Auditor

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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

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

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

We completed a follow-up audit of the Riverside County Agricultural Commissioner's Office. Our audit was limited to reviewing actions taken as of February 11, 2025, to correct findings noted in our original audit report 2024-024 dated December 3, 2024. The original audit report contained five recommendations, all of which required implementation to help correct the reported findings.

Based on the results of our audit, we found that of the five recommendations:

- Three of the recommendations were implemented.
- Two of the recommendations were partially implemented.

For an in-depth understanding of the original audit, please refer to Internal Audit Report 2024-024 included as an attachment to this follow-up audit report, or it can also be found at <https://auditorcontroller.org/divisions/internal-audit/reports>.

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 2025-327: Riverside County Agricultural Commissioner's Office, Change of Department Head, Follow-up Audit



Office of Ben J. Benoit
Riverside County Auditor-Controller

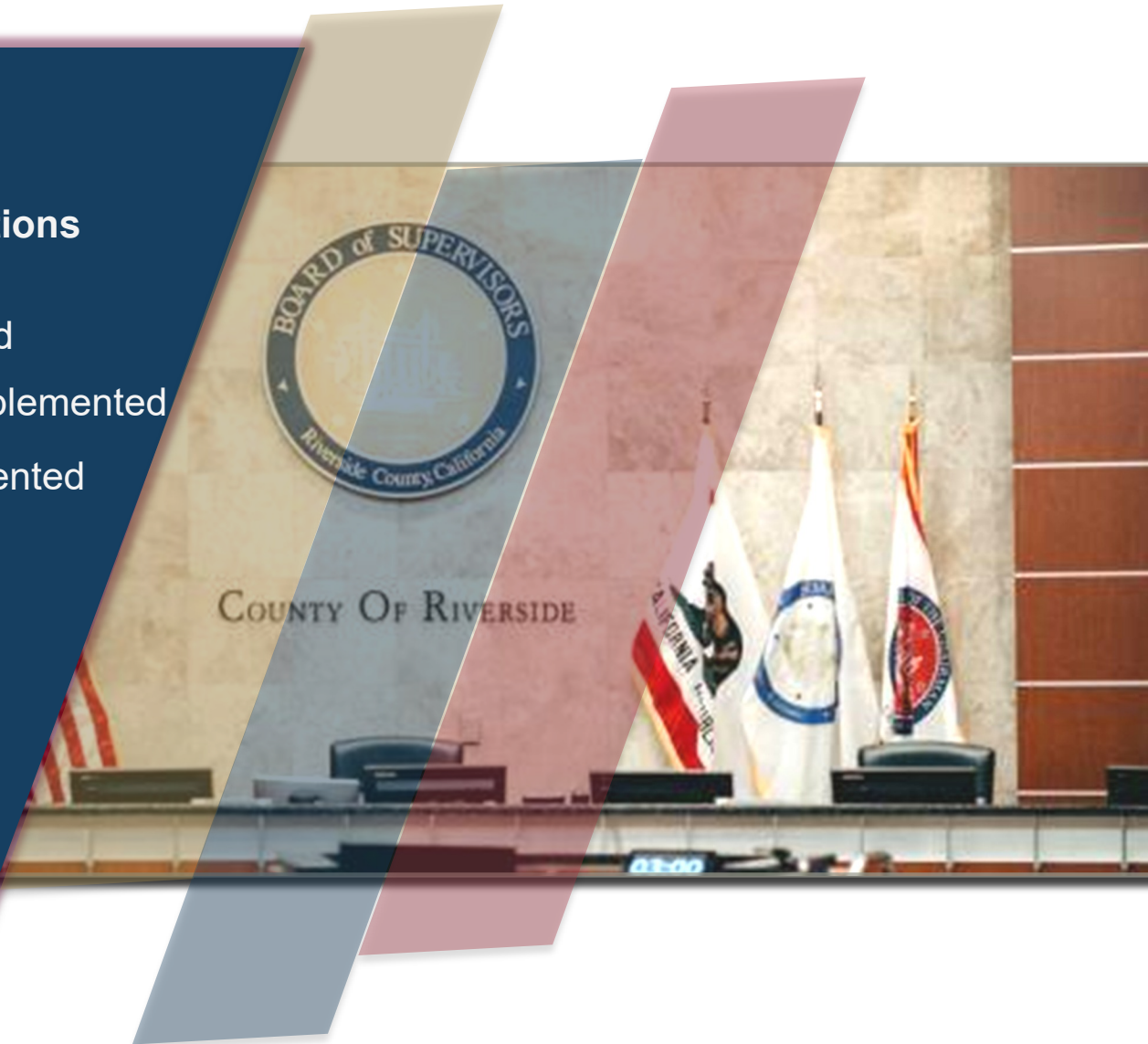
Internal Audit Report

2025-327

Follow-up

5 Recommendations

- ✓ 3 Implemented
- ▶ 2 Partially Implemented
- ✗ 0 Not Implemented



**Riverside County
Agricultural Commissioner's Office,
Change of Department Head,
Follow-up Audit**

May 6, 2025



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

Ben J. Benoit, Auditor-Controller
Tanya S. Harris, DPA, CPA, Assistant Auditor-Controller

4080 Lemon Street, 6th Floor
P.O. Box 1326
Riverside, CA 92502-1326
951-955-3800



May 6, 2025

Delia Jimenez Cioc
Agricultural Commissioner/Sealer of Weights & Measures
Riverside County Agricultural Commissioner's Office
3403 Tenth Street Suite 701
Riverside, CA 92501

**Subject: Internal Audit Report 2025-327: Riverside County Agricultural Commissioner's Office,
Change of Department Head, Follow-up Audit**

Dear Ms. Cioc:

We completed the follow-up audit of the Riverside County Agricultural Commissioner's Office. Our audit was limited to reviewing actions taken as of February 11, 2025, to help correct the findings noted in our original audit report 2024-024 dated December 3, 2024.

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 five recommendations, all of which required implementation to help correct the reported findings. Based on the results of our audit, we found that of the five recommendations:

- Three of the recommendations were implemented.
- Two of the recommendations were partially implemented.

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



Internal Audit Report 2025-327: Riverside County Agricultural Commissioner's Office, Change of Department Head, Follow-up Audit

understanding of the original audit, please refer to Internal Audit Report 2024-024 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/reports>.

We thank you and your staff for the 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
Juan Perez, Chief Operating Officer
Grand Jury



Internal Audit Report 2025-327: Riverside County Agricultural Commissioner’s Office, Change of Department Head, Follow-up Audit

Table of Contents

	Page
Results:	
Capital Asset Management	4
Attachments:	
A. Internal Audit Report 2024-024	
B. Status of Findings as Reported by Riverside County Agricultural Commissioner’s Office on February 11, 2025	



Internal Audit Report 2025-327: Riverside County Agricultural Commissioner's Office, Change of Department Head, Follow-up Audit

Capital Asset Management

Finding 1: Capital Asset Capitalization

"Standard Practice Manual 501, Section 5, *Cost Basis for Capital Assets and Capitalizable Thresholds*. Capital assets are tangible assets of significant value which a utility that extends beyond the current year and are broadly classified as land (value valued at \$1 or more), buildings and improvements, infrastructure, and equipment (acquisition cost of \$5,000 or greater).

Four assets acquired by Agricultural Commissioner's Office were not capitalized. The four assets had a total acquisition cost of \$80,980 and an individual unit price of \$20,245. Due to staff changes, knowledge of the capital asset procedures within the Riverside County's financial system was not transferred within the Agricultural Commissioner's Office. Properly accounting for capital assets, their location, and updated with complete and accurate information, ensures over or understatements do not occur, assets are readily available and needed information to track and identify the assets is reliable."

Recommendation 1.1

"Ensure all equipment purchases over \$10,000 are capitalized in accordance with Standard Practice Manual 501, Section 5, *Cost Basis for Capital Assets and Capitalizable Thresholds*."

Current Status 1.1: Implemented

Recommendation 1.2

"Work with the Auditor-Controller's Office to receive training on capitalizing assets in the Riverside County's Financial System to ensure that staff are properly familiarized with the procedures and able to manage the department's capital assets."

Current Status 1.2: Implemented

Finding 2: Capital Asset Compliance

"Based on our review of nine capital assets tested, we identified the following:

- A parent-child relationship was not established in the Riverside County financial system for one asset that was physically attached as a component to another department-owned asset. As a result, no asset tag was created at the time of acquisition. Standard Practice Manual 513,



Internal Audit Report 2025-327: Riverside County Agricultural Commissioner's Office, Change of Department Head, Follow-up Audit

Capital Asset Tag, states, 'An asset tag will be distributed once the Auditor-Controller's Office (ACO) receives the completed Form AM-5...Tags should stay with capital asset until it is retired.'

- Four assets were not at their reported location at the time fieldwork was conducted (June and July 2024). Due to staff changes, knowledge of the capital assets processes was not transferred within the Agricultural Commissioner's Office. Standard Practice Manual 513, *Asset Tags*, outlines procedures for asset movement, stating that when an asset is moved from one location or department, the change must be properly documented and updated in the PeopleSoft Asset Management Module. To ensure accurate asset management, the use of Form AM-4, *Capital Asset Listing Corrections*, is recommended for recording these updates and ensuring that all asset location changes are properly reflected in the system.
- Two assets were reported to be at locations where the Agricultural Commissioner's Office does not operate. Standard Practice Manual 513, *Asset Tags*, outlines procedures for asset movement, stating that when an asset is moved from one location or department, the change must be properly documented and updated in the PeopleSoft Asset Management Module. To ensure accurate asset management, the use of Form AM-4, *Capital Asset Listing Corrections*, is recommended for recording these updates and ensuring that all asset location changes are properly reflected in the system.

Properly accounting for capital assets, maintaining accurate location records, and updating information ensures reliable asset tracking, prevents overstatements or understatements, and aids in the annual physical inventory of capital assets."

Recommendation 2.1

"Ensure asset tags are affixed to assigned assets in accordance with Standard Practice Manual 513, *Capital Asset Tag*. If affixing a tag to an asset is not feasible, consider combining the asset with its parent asset to create a parent-child relationship. The department should work with the Auditor-Controller's Office to determine the appropriate process and submit the necessary documentation."

Current Status 2.1: Implemented

Recommendation 2.2

"Ensure capital assets that are not movable in nature are properly tracked in accordance with Standard Practice Manual 513, *Capital Asset Tag*."



Internal Audit Report 2025-327: Riverside County Agricultural Commissioner's Office, Change of Department Head, Follow-up Audit

Current Status 2.2: Partially Implemented

One out of five (20%) capital assets randomly selected for testing was not at the location reported in the asset management module and was incorrectly listed as active despite being transferred to Purchasing and Fleet Services for surplus. The department notified Purchasing and Fleet Services to surplus the asset, but did not submit the required asset disposition Form AM-7 to the Auditor-Controller's Office until after audit fieldwork was scheduled. Submission of the AM-7 is required to formally remove the asset from the asset management module.

Management's Response

"On November 6, 2024, the Asset Disposition Form AM-7 was completed and sent to Fleet Services. Our understanding was that Fleet Services would forward the form to the Auditor-Controller's Office. Additionally, the form was sent directly to the Auditor-Controller's Office on February 24, 2025. To prevent any future miscommunication, our office will ensure that forms are submitted to both departments and that a confirmation email is received. Moving forward, after submitting forms in accordance with Standard Practice Manual 513, our office will verify that the changes have been fully implemented in the PeopleSoft Asset Management Module and will coordinate with the Auditor-Controller's Office to resolve any discrepancies."

Recommendation 2.3

"Develop a process to coordinate with Auditor-Controller's Office to update the location in the PeopleSoft Asset Management Module."

Current Status 2.3: Partially Implemented

One out of five (20%) capital assets randomly selected for testing was not at the location reported in the asset management module and was incorrectly listed as active despite being transferred to Purchasing and Fleet Services for surplus. The department notified Purchasing and Fleet Services to surplus the asset, but did not submit the required asset disposition Form AM-7 to the Auditor-Controller's Office until after audit fieldwork was scheduled. Submission of the AM-7 is required to formally remove the asset from the asset management module.

Management's Response

"On November 6, 2024, the Asset Disposition Form AM-7 was completed and sent to Fleet Services. Our understanding was that Fleet Services would forward the form to the Auditor-Controller's Office. Additionally, the form was sent directly to the Auditor-Controller's Office on February 24, 2025. To prevent any future miscommunication, our office will ensure that forms



Internal Audit Report 2025-327: Riverside County Agricultural Commissioner's Office, Change of Department Head, Follow-up Audit

are submitted to both departments and that a confirmation email is received. Moving forward, after submitting forms in accordance with Standard Practice Manual 513, our office will verify that the changes have been fully implemented in the PeopleSoft Asset Management Module and will coordinate with the Auditor-Controller's Office to resolve any discrepancies."