

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



**ITEM: 2.9
(ID # 27795)**

MEETING DATE:
Tuesday, May 20, 2025

FROM : AUDITOR CONTROLLER

SUBJECT: AUDITOR-CONTROLLER: Internal Audit Report 2025-322: Riverside County Sheriff-Coroner Department, Follow-up Audit [District: All]; [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Receive and file Internal Audit Report 2025-322: Riverside County Sheriff-Coroner Department, Follow-up Audit.

ACTION:Consent

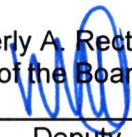
Ben J. Benoit

Ben J. Benoit, COUNTY AUDITOR-CONTROLLER 5/7/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Spiegel 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 20, 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	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0
NET COUNTY COST	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0
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 Riverside County Sheriff-Coroner Department. Our audit was limited to reviewing actions taken as of February 4, 2025, to correct findings noted in our original audit report 2021-203 dated March 9, 2021. The original audit report contained seven recommendations, all of which required implementation to help correct the reported findings.

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

- Four of the recommendations were implemented.
- Three of the recommendations were not implemented.

For an in-depth understanding of the original audit, please refer to Internal Audit Report 2021-203 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 2025-322: Riverside County Sheriff-Coroner Department, Follow-up Audit.



Office of Ben J. Benoit
Riverside County Auditor-Controller

Internal Audit Report

2025-322

Follow-up

7 Recommendations

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



Riverside County
Sheriff-Coroner Department,
Follow-up Audit

May 20, 2025



COUNTY OF RIVERSIDE
OFFICE OF THE AUDITOR-CONTROLLER

BEN J. BENOIT, AUDITOR-CONTROLLER
TANYA S. HARRIS, DPA, CPA,
ASSISTANT AUDITOR-CONTROLLER



May 20, 2025

Sheriff Bianco
Sheriff-Coroner
Riverside County Sheriff-Coroner Department
4095 Lemon St, 2nd Floor
Riverside, CA 92501

**Subject: Internal Audit Report 2025-322: Riverside County Sheriff-Coroner Department,
Follow-up Audit**

Dear Sheriff Bianco:

We completed the follow-up audit of the Riverside County Sheriff-Coroner Department. Our audit was limited to reviewing actions taken as of February 4, 2025, to help correct the findings noted in our original audit report 2021-203 dated March 9, 2021.

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

- Four of the recommendations were implemented.
- Three of the recommendations were not implemented.



Internal Audit Report 2025-322: Riverside County Sheriff-Coroner Department, Follow-up Audit

A 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 2021-203 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 2025-322: Riverside County Sheriff-Coroner Department, Follow-up Audit

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Attachments:

- A. Internal Audit Report 2021-203
- B. Status of Findings as Reported by the Riverside County Sheriff-Coroner Department on February 4, 2025



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Capital Assets

Finding 1: Capital Asset Compliance

“Sheriff Department is not in compliance with county and department capital asset procedures. We identified the following in our review:

- The Riverside County financial system was not updated with sufficient information to accurately identify capital assets in 12 of the 50 (24%) assets sampled. County tag numbers or serial numbers were missing for capital assets and as such, we were unable to verify the capital assets. Standard Practice Manual 513 (SPM 513), *Asset Tags*, states ‘All purchased capital equipment for use by the County shall be assigned a county property asset tag number.’ Additionally, SPM 513 states that tagging is important to, ‘provide an accurate method of identifying individual capital assets.’ By not providing sufficient capital asset information, the risk of capital asset inventory accuracy decreases.
- County tags were not affixed to capital assets in 6 of 50 (12%) assets sampled. SPM 513 requires county departments to ‘Place the tag where the number can be seen easily and identified without disturbing the operation of the item, which will assist with the physical inventory.’ Additionally, Riverside County Sheriff’s Department Directive #13-077 states ‘If the County property tag will not adhere to an item because of size, shape or use of the item, the assigned number should be affixed in some other manner (e.g., engraving, inscribing, and etching).’ Tagging of capital assets is an internal control designed to provide a method for identifying capital assets and aid in the annual capital asset physical inventory. This practice ensures accurate reporting requirements are met, capital assets are adequately accounted for, and processes are consistent throughout departments.
- Three capital assets out of a sample of 50 (6%) were not at the location indicated in the Riverside County financial system or at the location reported by Sheriff Department. SPM 513 states, ‘In the event an asset is to be moved from one location to another, or from one department to another, a Form AM-6 must be completed.’ SPM 513 further requires a location change be updated in the Riverside County financial system.
- Five out of 50 (10%) capital assets were not disposed/surplused in accordance with Standard Practice Manual 514 (SPM 514), *Disposal of Capital Asset*. We identified the following as it relates to disposal/surplus of capital assets.
 - Capital assets had been upgraded and removed from Sheriff Departments inventory by vendors. However, assets were not removed from the Riverside County financial system.



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- An inoperable capital asset was not transferred to Purchasing & Fleet for disposal and was not removed from the Riverside County financial system. We verified the capital asset was disposed in a waste container by a department employee.

SPM 514 states, 'Capital assets that are no longer needed by a department must be transferred to the custody of the Supply Services Division of the Purchasing and Fleet Services Department for disposal.' Standard Practice Manual 505, *Accounting For: Equipment*, states, 'The Departmental capital asset coordinator is responsible for completing Form AM-7 to dispose of an asset.'"

Recommendation 1.1

"Ensure sufficient capital asset information is updated in the Riverside County financial system to accurately identify assets."

Current Status 1.1: Implemented

Recommendation 1.2

"Ensure capital assets are affixed with a county tag in accordance with Standard Practice Manual 513, Asset Tags."

Current Status 1.2: Not Implemented

Four out of 25 (16%) capital assets randomly selected for testing did not have an affixed county asset tag.

Management's Response

"The Sheriff's Office will be requesting a picture of affixed asset tags to ensure complying with the recommendation."

Recommendation 1.3

"Ensure capital asset locations are updated in the Riverside County financial system."

Current Status 1.3: Not Implemented

Nineteen out of 25 (76%) capital assets randomly selected for testing did not have their current physical locations updated in the Riverside County Financial System.



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Management's Response

"Due to the Sheriff's Office having multiple operations under one location, the department utilizes the accounting string listed in the Riverside County Financial System Asset Module tracking to accurately identify asset location and responsible party."

Recommendation 1.4

"Ensure capital assets are disposed/surplused in accordance with Standard Practice Manual 514, Disposal of Capital Asset."

Current Status 1.4: Implemented



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Revolving Funds

Finding 2: Revolving Fund Reconciliation Review

“Five of the 10 revolving fund reconciliations randomly selected, did not contain the dates and signatures of the preparer and reviewer. As such, there is no evidence that proper segregation of duties exists, reconciliations are performed timely, and completed reconciliations are properly reviewed. 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.’ Reconciliations were not evidenced with dates and signature due to department oversight. Performance of monthly revolving fund reconciliations evidenced with proper signature of review is an internal control to ensure errors or unauthorized activities do not go undetected.”

Recommendation 2

“Ensure monthly bank reconciliations include dates and signatures by the preparer and reviewer.”

Current Status 2: Implemented

Finding 3: Revolving Fund Reconciliation

“The revolving funds were reconciled to the bank statement, not to the total authorized amount for 5 of the 10 randomly selected months. Additionally, 2 of 10 revolving fund reconciliations were not performed timely within a month. Standard Practice Manual 603, *Revolving Funds*, requires the custodian to reconcile the revolving fund on a monthly basis to ensure ‘the sum of the outstanding reimbursements, cash, and compiled receipts is equal to the original amount of the Fund.’ Revolving funds were not reconciled to the fund authorized amount due to department oversight. Performance of monthly reconciliations to the authorized amount ensures funds are tracked and safeguarded.”

Recommendation 3

“Ensure revolving funds are reconciled monthly to the total fund authorized amount.”

Current Status 3: Not Implemented

Three out of eight (38%) revolving fund reconciliations were not performed timely (within 30 days). The average number of days elapsed between month-end and preparation of the revolving



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fund reconciliation was 288 days, with the longest taking 579 days for preparation and the shortest taking 66 days. Additionally, one of eight (13%) revolving fund reconciliations did not reconcile to the authorized amount, showing a variance of \$4,969.

Management's Response

"Sheriff's Office revolving fund accounts are reconciled monthly to the total fund authorized amounts. Any necessary adjustments due to inadvertent mistakes are noted in the banking adjustment areas."

Finding 4: Revolving Fund Transfer of Accountability

"A transfer of revolving fund accountability was not completed for the newly elected Sheriff. Per Standard Practice Manual 603 (SPM 603) *Revolving Fund*, 'A change in the Department Head requires a new AR-1 Form to be completed acknowledging the amount of the Department's Revolving Fund and the departments designated Custodian.' A transfer of revolving fund accountability was not completed due to department oversight. By not transferring revolving funds to the incoming Sheriff, the department did not comply with SPM 603."

Recommendation 4

"Ensure SPM Form AR-1, *Revolving Fund Request Order & Change Form*, is completed and filed whenever a change in Sheriff occurs."

Current Status 4: Implemented