

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

702



FROM: Auditor-Controller

SUBMITTAL DATE:
June 29, 2015

SUBJECT: Internal Audit Report 2015-029: Riverside County Community Action Partnership, Change of Department Head [District: All]; [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Receive and file Internal Audit Report 2015-029: Riverside County Community Action Partnership, Change of Department Head

BACKGROUND:

Summary

We have completed an audit of Riverside County Community Action Partnership, Change of Department Head, to provide management and the Board of Supervisors with an independent assessment of internal controls over the transfer of capital assets and revolving funds when there is a change of department head. The audit covered the period February 19, 2015 through May 25, 2015.

(Continued on page 2)

Paul Angulo
Paul Angulo, CPA, CGMA, MA
County Auditor-Controller

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	Consent <input checked="" type="checkbox"/> Policy <input type="checkbox"/>
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

BY: *Samuel Wong 7/23/15*
Samuel Wong

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

Departmental Concurrence

- Positions Added
- Change Order
- A-30
- 4/5 Vote

Prev. Agn. Ref.:

District: ALL

Agenda Number:

2-31

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Internal Audit Report 2015-029: Riverside County Community Action Partnership, Change of Department Head [District: All]; [\$0]

DATE: June 29, 2015

PAGE: Page 2 of 2

BACKGROUND:

Summary (continued)

Based upon the results of our audit, we determined the revolving fund and capital assets were transferred to the new Riverside County Community Action Partnership Director and the appropriate paper work filed with the Riverside County Auditor-Controller.

Impact on Citizens and Businesses

Provide an assessment of internal controls over the audited areas.

SUPPLEMENTAL:

Additional Fiscal Information

Not applicable

ATTACHMENTS:

- A: County of Riverside Auditor-Controller's Office - Internal Audit Report 2015-029: Riverside County Community Action Partnership, Change of Department Head

Internal Audit Report 2015-029

**Community Action Partnership, Change of
Department Head**

Report Date: June 29, 2015



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ACC | **AUDITOR
CONTROLLER**
COUNTY OF RIVERSIDE

Paul Angulo, CPA, CGMA, MA
Auditor-Controller

Frankie Ezzat, MPA
Assistant Auditor-Controller

June 29, 2015

Susan Harrington, Director
Department of Public Health
4065 County Circle Drive
Riverside, CA 92503

Subject: Internal Audit Report 2015-029: Riverside County Community Action Partnership, Change of Department Head

Dear Ms. Harrington:

We have completed an audit of the Riverside County Community Action Partnership, Change of Department Head. In an effort to provide independent, objective, and reliable assessments of internal controls to the Board of Supervisors and management in accordance with Board of Supervisors Resolution 83-338, we conducted a Change of Department Head audit. This audit is conducted to ensure accountability over the transfer of revolving funds and capital assets from the predecessor to the new appointed department head. The audit covered the period of February 19, 2015 through May 25, 2015.

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 sufficient, reliable, relevant and useful information to provide reasonable assurance that our objective as described above is achieved. An internal audit includes the systematic analysis of information to evaluate and improve the effectiveness of internal controls. We believe this audit provides a reasonable basis for our conclusion.

Internal controls are processes designed to provide management reasonable assurance of achieving efficiency of operations, compliance with laws and regulations, and reliability of financial and non-financial information. Management is responsible for establishing and maintaining adequate internal controls; our responsibility is to evaluate the internal controls.

Based upon the results of our audit, we determined the capital assets and revolving fund were transferred to the new director of Riverside County Community Action Partnership and the appropriate paper work filed with the Riverside County Auditor-Controller.

**Internal Audit Report 2015-029: Riverside County Community Action Partnership, Change of
Department Head**

We thank the Riverside County Community Action Partnership management and staff for their cooperation; their assistance contributed significantly to the successful completion of this audit.

Paul Angulo, CPA, CGMA, MA
Riverside County Auditor-Controller



By: René Casillas, CPA, CRMA
Interim Chief Internal Auditor

cc: Board of Supervisors
Executive Office
District Attorney
Grand Jury

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Executive Summary

Overview

Riverside County Community Action Partnership (Community Action) is a member of a national network of over 1,100 Community Action Agencies (CAAs) across the United States, in the Caribbean and the Pacific trust territories. Community Action was established under the presidency of Lyndon Baines Johnson in 1964 as a part of the "War on Poverty" with the purpose of eradicating poverty by removing barriers, and enabling the poor in the pursuit of economic security. Community Action programs provide the county's low-income residents with a variety of support mechanisms as they move toward self-sufficiency. Primary funding is provided through Federal grants targeting specific programs designed to produce outcomes that result in changed lives. Community Action relies on partners, volunteers, and in-kind services to leverage the Federal funding. Effective February 19, 2015 Community Action became a Division under the Department of Public Health.

Audit Objective

Our audit objective is to provide management and the Board of Supervisors with an independent assessment of internal controls over the transfer of revolving funds and capital assets when there is a change in department head.

Audit Conclusion

Based upon the results of our audit, we determined the capital assets and revolving fund were transferred to the new director of Riverside County Community Action Partnership and the appropriate paper work filed with the Riverside County Auditor-Controller.

Revolving Funds

Background

Under the authority of Government Code Section 29320-29334, the Riverside County Board of Supervisor's adopted Board Resolution 74-156 on May 14, 1974, authorizing the establishment of a revolving fund, under the custodianship of a county officer, for use on official county business. The Board of Supervisors adopted Board Resolution 83-338, authorizing the Riverside County Auditor-Controller to audit revolving funds of any officer accountable for such resources upon transfer of such resources to a new officer.

The Riverside County Community Action Partnership has one revolving fund #59, with an authorized balance of \$50,000, maintained in a bank account. Upon transfer of revolving fund #59, the revolving fund was reduced to an authorized level of \$10,000 and \$40,000 was returned to the Treasury.

Objective

To determine if the required forms for the transfer of accountability of revolving funds from the predecessor to the new appointed department head were completed, and properly filed with the Riverside County Auditor-Controller's Office.

Audit Methodology

- To accomplish our objectives, we:
- Reviewed Riverside County Auditor-Controller Standard Practice Manual Form AR-1, *Revolving Fund Request Order & Change Form* for the establishment and transfer of the revolving funds.
- Determined the date of the department head change.
- Verified the number of revolving funds authorized for the department.
- Obtained the AR-1, *Revolving Fund Request Order & Change Form* for each authorized revolving fund filed with the Auditor-Controller's Office.

Results

We reviewed and verified Riverside County Auditor-Controller Standard Practice Manual Form AR-1, *Revolving Fund Request Order & Change Form*, was completed and filed with the Riverside County Auditor-Controller's Office for the transfer of custodianship of the revolving funds to the new department head.

Capital Assets

Background

Capital assets are tangible assets of significant value which have a utility that extends beyond the current year, and are broadly classified as land (valued at \$1 or more), buildings and improvements, infrastructure, and equipment (acquisition cost of \$5,000 or greater).

Per the Riverside County Auditor-Controller's Standard Practice Manual, Policy Number 912, upon retirement or termination of a department head, accountability for capital assets must be transferred to the new or acting department head and notification filed with the Riverside County Auditor-Controller's Office.

As of February 19, 2015, the time the new director was appointed the Riverside County Community Action Partnership maintained 23 capital assets in the Riverside County financial system asset module, consisting of vehicles, copiers, servers, and teleconference equipment, with the combined acquisition cost of \$500,262.

Objective

To determine if the required Standard Practice Manual Form AM-1, *The Inventory of County Property for Capital Assets*, for the transfer of accountability of capital assets from the predecessor to the new appointed department head was completed and properly filed with the Riverside County Auditor-Controller's Office.

Audit Methodology

To accomplish our objectives, we:

- Obtained an understanding of board policies and applicable standards.
- Determined the date of the department head change.
- Verified proper forms were completed for transfer of accountability of capital assets and submitted to the Riverside County Auditor-Controller's Office.

Results

Based upon the results of our testing, we verified the appropriate forms were completed and properly filed with the Auditor-Controller's Office for the transfer of capital assets.