

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

472



FROM: Executive Office

SUBMITTAL DATE:
October 13, 2004

SUBJECT: Approval of Amending Ordinance No. 440 Pursuant to Resolution No. 440-8568 submitted herewith to Add Positions and Making Budget Adjustments for the Auditor-Controller's Internal Audits Unit

RECOMMENDED MOTION: That the Board of Supervisors approve:

1. Establishing a separate budget unit for the Internal Audits unit; and,
2. Resolution No. 440-8568 amending Ordinance 440 as shown in Attachment A to: a) move eight (8) existing internal audits positions from the Auditor-Controller's present budget unit to the budget unit established above specifically for Internal Audits; and b) add six (6) Senior Internal Auditors to the Internal Audits unit for the specific purpose of performing mandated audits and follow-up on mandated audits; and,
3. Making the necessary budget adjustments as shown in Attachment B.

BACKGROUND: On September 28, 2004, the Board of Supervisors directed the Executive Office to return with recommendations in response to the Grand Jury's findings that the Auditor-Controller's Internal Audits unit is understaffed. The Board of Supervisors indicated they want sufficient positions funded to perform mandated audits and to meet the statutory two-year audit cycle specified in Government Code Section 25250.

Denise C. Harden
Denise C. Harden
Principal Management Analyst

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 259,869	In Current Year Budget:	NO
	Current F.Y. Net County Cost:	\$ 259,869	Budget Adjustment:	YES
	Annual Net County Cost:	\$ 431,000	For Fiscal Year:	2004/05

SOURCE OF FUNDS: Contingency	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE.

County Executive Office Signature *William Hanna*

Dep't Recomm.: Policy
Per Exec. Ofc.: Policy
Consent Policy
Consent Policy

Prev. Agn. Ref.:
06/29/04 #3.46; 09/28/04 #3.63

District:

Agenda Number:

3.43

FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, Auditor-Controller
BY *James Moore* 10/14/04
Deputy
Departmental Concurrence

Approved by Ronald W. Komers
Asst. County Executive Officer/
Human Resources Director

Board of Supervisors

SUBJECT: Approval of Amending Ordinance No. 440 Pursuant to Resolution No. 440-856 submitted herewith to Add Positions and Making Budget Adjustments for the Auditor-Controller's Internal Audits Unit

October 13, 2004

Page 2 of 2

We analyzed the Auditor's current staffing, and reviewed his response to the Grand Jury as well as his request for additional positions presented to the Board on June 29, 2004. At that time, he requested six (6) additional positions for FY 2004/05, and indicated his intent to request an additional four positions in FY 2005/06, as well as two additional positions in each successive year through FY 2008/09. At that rate, the full staffing level in the Internal Audits unit the Auditor-Controller aims to achieve would be 24 positions, staged as follows:

Existing	8
FY 2004/05	+6
FY 2005/06	+4
FY 2006/07	+2
FY 2007/08	+2
FY 2008/09	+2
Total	<u> </u> =24

The recommendations here add and fully fund the initial six positions for the specific purpose of addressing mandated audits. We also recommend allocating these positions to a discrete budget unit to provide transparency and accountability for this functional unit. To ensure the Board's priorities are met in this regard, the Executive Office will report to the Board quarterly on staffing, audit progress, and other activity, and continue to work with the Auditor-Controller's Office to identify and implement ways of recovering the cost of certain types of audits, where appropriate.

RESOLUTION NO. 440-8568

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on October 19, 2004, that pursuant to Section 5.A. of Ordinance No. 440, the County Executive Officer of Ordinance No. 440, is authorized to make the following listed change(s), operative on the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
77415	- 1	1300100000	Chief Accountant
77415	+ 1	1300200000	Chief Accountant
77414	- 1	1300100000	Principal Accountant
77414	+ 1	1300200000	Principal Accountant
77421	- 6	1300100000	Senior Internal Auditor
77421	+ 12	1300200000	Senior Internal Auditor

Budget Adjustments
Auditor - Controller Internal Audits Unit

Decrease Appropriations:

10000 - 1300100000 510040	Regular Salaries	\$ 470,882
10000 - 1300100000 518100	Budgeted Benefits	<u>188,353</u>
		659,235
10000 - 1300100000 520270	County Delivery Services	500
10000 - 1300100000 520330	Communication Services	12,000
10000 - 1300100000 523100	Memberships	500
10000 - 1300100000 523620	Books/Publications	1,000
10000 - 1300100000 523700	Office Supplies	10,000
10000 - 1300100000 523800	Printing/Binding	1,000
10000 - 1300100000 525120	Micrographic Services	2,500
10000 - 1300100000 527280	Awards/Recognition	500
10000 - 1300100000 527840	Training-Education/Tuition	6,600
10000 - 1300100000 528140	Conference/Registration F	750
10000 - 1300100000 528900	Air Transportation	650
10000 - 1300100000 528920	Car Pool Expense	500
10000 - 1300100000 528980	Meals	300
10000 - 1300100000 529040	Private Mileage Reimburse	<u>1,600</u>
		38,400
10000 - 1103000000 581000	Appropriations for Contingency	<u>259,869</u>
		<u><u>\$ 957,504</u></u> ↗

Increase Appropriations:

10000 - 1300200000 510040	Regular Salaries	617,396
10000 - 1300200000 518100	Budgeted Benefits	<u>246,958</u>
		864,354
10000 - 1300200000 520250	Communications Equip-Inst	2,000
10000 - 1300200000 520270	County Delivery Services	500
10000 - 1300200000 520330	Communication Services	15,000
10000 - 1300200000 523100	Memberships	500
10000 - 1300200000 523620	Books/Publications	1,000
10000 - 1300200000 523640	Computer Equip-Non Fixed	44,000
10000 - 1300200000 523700	Office Supplies	10,000
10000 - 1300200000 523800	Printing/Binding	1,000
10000 - 1300200000 525120	Micrographic Services	2,500
10000 - 1300200000 527280	Awards/Recognition	500
10000 - 1300200000 527840	Training-Education/Tuition	11,600
10000 - 1300200000 528140	Conference/Registration F	750
10000 - 1300200000 528900	Air Transportation	650
10000 - 1300200000 528920	Car Pool Expense	500
10000 - 1300200000 528980	Meals	550
10000 - 1300200000 529040	Private Mileage Reimburse	<u>2,100</u>
		93,150
		<u><u>\$ 957,504</u></u> ↗