

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



ITEM: 2.2
(ID # 18557)

MEETING DATE:
Tuesday, March 22, 2022

FROM : AUDITOR CONTROLLER:

SUBJECT: AUDITOR-CONTROLLER: Internal Audit Report 2022-305: Riverside County Community Action Partnership Follow-up Audit

RECOMMENDED MOTION: That the Board of Supervisors:

1. Receive and file Internal Audit Report 2022-305: Riverside County Community Action Partnership Follow-up Audit


ACTION:Consent


Tanya Harris, Assistant Auditor Controller 2/25/2022

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: March 22, 2022
xc: Auditor

Kecia R. Harper
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
NET COUNTY COST	\$ 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 the Riverside County Community Action Partnership. Our audit was limited to reviewing actions taken as of December 27, 2021, to correct findings noted in our original audit report 2018-002 dated December 26, 2018. The original audit report contained two recommendations, all of which required implementation to help correct the reported findings.

Please see report for audit results.

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 2022-305: Riverside County Community Action Partnership Follow-up Audit.

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Internal Audit Report 2022-305

**Riverside County
Community Action Partnership Follow-up
Audit**

Report Date: March 22, 2022



**Office of Paul Angulo, CPA, MA
Riverside County Auditor-Controller
4080 Lemon Street, 11th Floor
Riverside, CA 92509
(951) 955-3800**

www.auditorcontroller.org



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

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

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

March 22, 2022

Carrie Harmon
Interim Executive Director
Riverside County Community Action Partnership
3403 Tenth St., Ste. 300
Riverside, CA 92501

Subject: Internal Audit Report 2022-305: Riverside County Community Action Partnership Follow-up Audit

Dear Ms. Harmon:

We completed the follow-up audit of Community Action Partnership. Our audit was limited to reviewing actions taken as of December 27, 2021, to help correct the findings noted in our original audit report 2018-002 dated December 26, 2018.

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, which required implementation to help correct the reported finding. Based on the results of our audit, we found that the two recommendations were implemented.

**Internal Audit Report 2022-305: Riverside County Community Action Partnership,
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 2018-002 at www.auditorcontroller.org/Divisions/AuditsandSpecializedAccounting/InternalAuditReports.

Paul Angulo, CPA, MA
Riverside County Auditor-Controller



By: René Casillas, CPA, CRMA
Chief Internal Auditor

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

**Internal Audit Report 2022-305: Riverside County Community Action Partnership,
Follow-up Audit**

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**Internal Audit Report 2022-305: Riverside County Community Action Partnership,
Follow-up Audit**

Warehouse Security

Finding 1: Warehouse Security

During a warehouse inspection at the time of fieldwork, the back door leading to the parking lot was left opened and unlocked. This was caused by the door not locking unless it is pulled shut, with automatic lock enabled. The inspection also showed computer monitors located next to the door that could be easily stolen. In addition, there were 20 boxes of files containing applications and other personal client information. All doors leading to the warehouse should remain locked to prevent unauthorized access and prevent the theft of items. By having the door unlocked, Community Action risks unauthorized persons entering the building, the potential theft of computer equipment and files containing personal client information, and exposing staff to security dangers.

Recommendation 1

Ensure all doors are repaired or replaced immediately.

Current Status 1: Implemented

This recommendation was implemented after the original audit. The Auditor-Controller's Office verified the implementation and did not perform steps for this recommendation in this follow up.

**Internal Audit Report 2022-305: Riverside County Community Action Partnership,
Follow-up Audit**

Sub-contractor Insurance

Finding 2: Sub-contractor Insurance Documentation

Community Action did not retain evidence that insurance requirements were met for two of the three sub-contractors reviewed. Community Action's policies and procedures over insurance requires all sub-contractors to maintain commercial liability and workers compensation, each in the amount of \$1 million. Community Action's record retention policies requires all evidence of insurance to be maintained for at least ten years, but is not consistently retaining the previous years' insurance information. The county risks being liable for any actions of the sub-contractor if the sub-contractor is not adequately insured. Community Action should ensure that support is maintained to document proof of insurance for all sub-contractors in accordance with their insurance and records retention requirements.

Recommendation 2

Ensure that support is maintained to document proof of insurance for all sub-contractors.

Current Status 1: Implemented