

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



ITEM: 2.9
(ID # 23559)

MEETING DATE:
Tuesday, December 05, 2023

FROM : AUDITOR CONTROLLER:

SUBJECT: AUDITOR-CONTROLLER: Internal Audit Report 2024-316: Riverside County Cooperative Extension, Follow-up Audit, [District: All]; [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Receive and file Internal Audit Report 2024-316: Riverside County Cooperative Extension, Follow-up Audit.

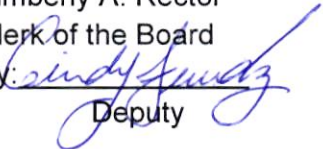
ACTION:Consent


Ben J. Benoit, COUNTY AUDITOR-CONTROLLER 11/28/2023

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 and Perez and Gutierrez
Nays: None
Absent: None
Date: December 5, 2023
xc: Auditor Controller

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:

BACKGROUND:

Summary

We completed a follow-up audit of the Riverside County Cooperative Extension. Our audit was limited to reviewing actions taken as of July 18, 2023, to correct findings noted in our original audit report 2023-008 dated December 13, 2022. The original audit report contained three recommendations, all of which required implementation to help correct the reported findings. Based on the results of our audit, we found that of the three recommendations, all were implemented.

For an in-depth understanding of the original audit, please refer to Internal Audit Report 2023-008 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 2024-316: Riverside County Cooperative Extension, Follow-up Audit.



Office of Ben J. Benoit
Riverside County Auditor-Controller

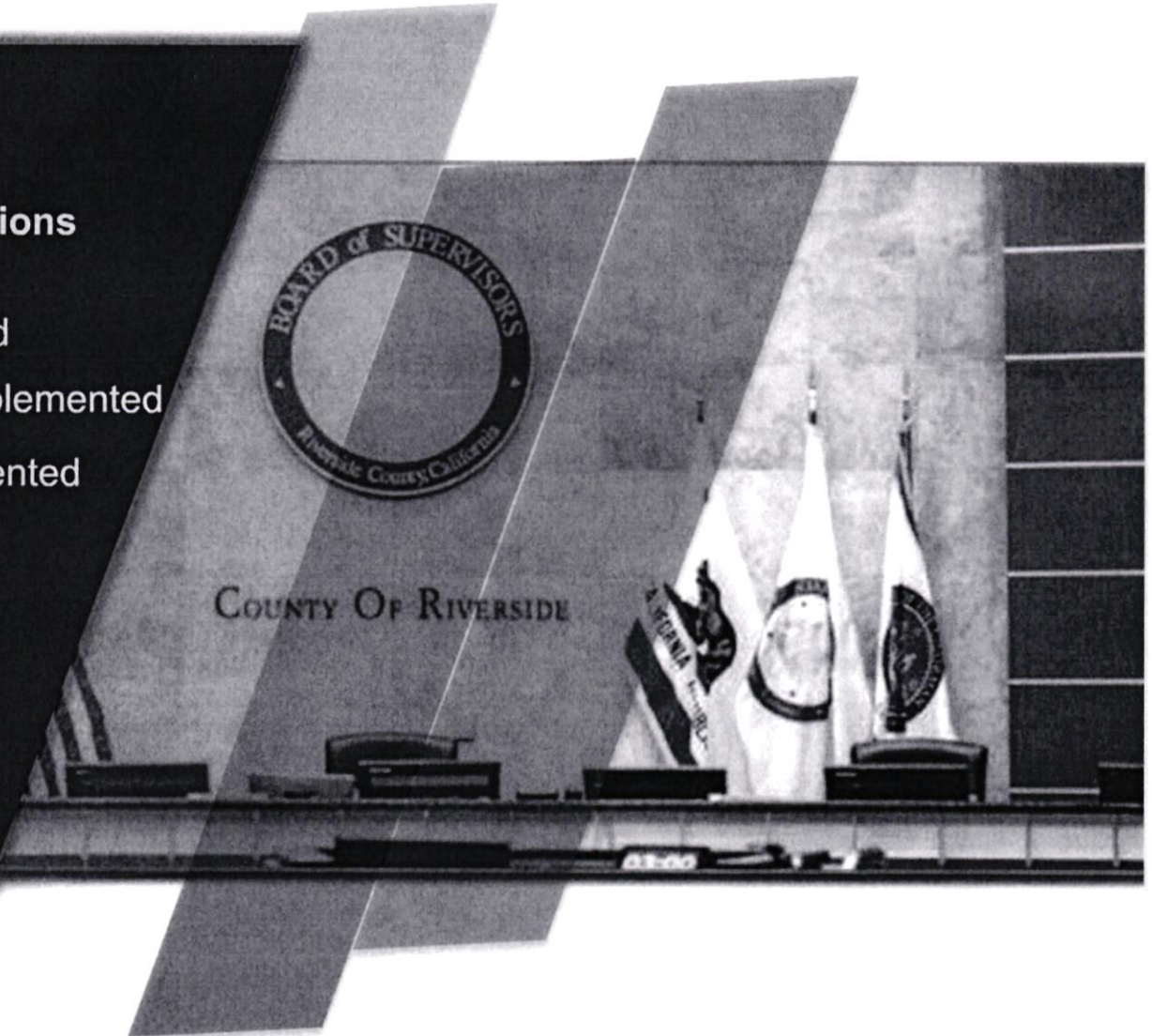
Internal Audit Report

2024-316

Follow-up

3 Recommendations

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



**Riverside County
Cooperative Extension,
Follow-up Audit**

November 28, 2023



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

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

4080 Lemon Street, 11th Floor
P.O. Box 1326
Riverside, CA 92502-1326
951-955-3800



November 28, 2023

Rita Clemons
Director
Riverside County Cooperative Extension
2980 Washington St.
Riverside, CA 92504

Subject: Internal Audit Report 2024-316: Riverside County Cooperative Extension, Follow-up Audit

Dear Ms. Clemons:

We completed the follow-up audit of Riverside County Cooperative Extension. Our audit was limited to reviewing actions taken as of July 18, 2023, to help correct the findings noted in our original audit report 2023-008 dated December 13, 2022.

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 three recommendations, all of which required implementation to help correct the reported findings. Based on the results of our audit, we found that of the three recommendations, all were 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 understanding of the original audit, please refer to Internal Audit Report 2023-008 included as "Attachment A" of this audit report along with your department status letter as "Attachment B."



Internal Audit Report 2024-316: Riverside County Cooperative Extension, Follow-up Audit

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 Jr., County Executive Officer
Dave Rogers, Chief Administrative Officer
Grand Jury



Internal Audit Report 2024-316: Riverside County Cooperative Extension, Follow-up Audit

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Internal Audit Report 2024-316: Riverside County Cooperative Extension, Follow-up Audit

System Access Controls

Finding 1: Timely Termination of Access Rights

"One (33%) out of three terminated employees did not have their access rights terminated or disabled within 24 hours of ending employment with the Cooperative Extension. The time lapsed to disable the active directory account was 42 days. Additionally, one (33%) out of three terminated employees reviewed, the active directory account had not been disabled as of the date of our review. County of Riverside Information Security Standard v1.0, Section 4.7, Account and Access Management, states, "Accounts for terminated or transferred employees shall be disabled or removed on the day of termination or transfer." Cooperative Extension does not have written policies and procedures that detail the process and requirements for deactivating user active directory accounts when employees end employment with the department. Furthermore, Cooperative Extension was not utilizing the correct task request provided by Information Technology to initiate the active directory termination. Maintaining active directory access rights open after employment has ended exposes the department to risk where information maintained in department systems can be continuously accessed by individuals who no longer have a right or need to know. Depending on the sensitivity of the information maintained by department systems, it can create administrative issues and have a financial impact if held liable."

Recommendation 1.1

"Communicate with Information Technology to determine the appropriate type of request needed to ensure that terminated employee's active directory accounts are appropriately disabled."

Current Status 1.1: Implemented

Recommendation 1.2

"Develop policies and procedures to ensure the disabling of accounts linked to active directory are requested and approved within 24 hours of an employee's termination or transfer from the department."

Current Status 1.2: Implemented



Internal Audit Report 2024-316: Riverside County Cooperative Extension, Follow-up Audit

Recommendation 1.3

“Ensure compliance with County of Riverside Information Security Standard v1.0, Section 4.1, Account and Access Management, by disabling accounts linked to active directory on the day of an employee's termination or transfer from the department.”

Current Status 1.3: Implemented

Attachment A

Internal Audit Report 2023-008

Riverside County Cooperative Extension

Report Date: December 13, 2022



Office of Ben J. Benoit
Riverside County Auditor-Controller
4080 Lemon Street, 11th Floor
Riverside, CA 92501
(951) 955-3800

www.auditorcontroller.org



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

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ACC AUDITOR
CONTROLLER
COUNTY OF RIVERSIDE

Paul Angulo, CPA, MA
Riverside County Auditor-Controller

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

December 13, 2022

Rita Clemons
Director
Riverside County Cooperative Extension
21150 Box Springs Rd., Ste. 202
Moreno Valley, CA 92557-8718

Subject: Internal Audit Report 2023-008: Riverside County Cooperative Extension Audit

Dear Ms. Clemons

In accordance with Board of Supervisors Resolution 83-338, we audited the Riverside County Cooperative Extension to provide management and the Board of Supervisors with an independent assessment of internal controls over system access controls and expenditures.

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.

Our conclusion and details of our audit are documented in the body of this audit report.

Internal Audit Report 2023-008: Riverside County Cooperative Extension Audit

As requested, in accordance with paragraph III.C of the Board of Supervisors Resolution 83-338, management responded to each reported condition and recommendation contained in our report. Management's responses are included in the report. We will follow-up to verify that management implemented the corrective actions.

Paul Angulo, CPA, MA
Riverside County Auditor-Controller



By: René Casillas, CPA, CRMA
Deputy Auditor-Controller

cc: Board of Supervisors
Jeff A. Van Wagenen, Jr., County Executive Officer
Dave Rogers, Chief Administrative Officer
Grand Jury

Internal Audit Report 2023-008: Riverside County Cooperative Extension Audit

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Internal Audit Report 2023-008: Riverside County Cooperative Extension Audit

Executive Summary

Overview

Riverside County Cooperative Extension (Cooperative Extension) is a partnership between the University of California and the County of Riverside. Its primary purpose is to enhance the quality of life and the environmental and economic well-being of the citizens of California through research and education. The Cooperative Extension is composed of five programs including Agriculture, Nutrition, Family and Consumer Sciences, 4H Youth Development, and Master Gardening. To provide these programs, Cooperative Extension's budget is \$687,896 with five authorized positions to execute its responsibilities, *County of Riverside, Fiscal Year 2022-23 Adopted Budget, 60-61, Volume 1.*

Audit Objective

Our objective is to provide management and the Board of Supervisors with an independent assessment about the adequacy and effectiveness of internal controls over system access controls and expenditures. 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. Reasonable assurance recognizes internal controls have inherent limitations, including cost, mistakes, and intentional efforts to bypass internal controls.

Audit Scope and Methodology

We conducted the audit from June 27, 2022, through September 8, 2022, for operations from July 1, 2020, through September 1, 2022. Our scope included the following:

- Expenditures
- System Access Controls

Audit Highlights

Summary of Existing Conditions

- Terminated employees' access rights to active directory were not disabled timely. Additionally, an active directory account was not disabled after an employee ended employment with the department. When an account is not closed immediately after

Internal Audit Report 2023-008: Riverside County Cooperative Extension Audit

employment has ended, there is a security risk to the information maintained in the systems used by the department.

Summary of Improvement Opportunities

- Communicate with Riverside County Information Technology to determine the appropriate type of request needed to ensure that terminated employee's active directory accounts are appropriately disabled.
- Develop policies and procedures to ensure the disabling of accounts linked to active directory are requested and approved within 24 hours of an employee's termination or transfer from the department.
- Ensure compliance with County of Riverside Information Security Standard v1.0, Section 4.1, Account and Access Management, by disabling accounts linked to active directory on the day of an employee's termination or transfer from the department.

Audit Conclusion

Based upon the results of our audit, we identified opportunities for improvement of internal controls relating to system access controls.

Internal Audit Report 2023-008: Riverside County Cooperative Extension Audit

System Access Controls

Background

System access controls within information systems ensure proper confidentiality, integrity, and availability to the data stored within the system. Authentication is a control which confirms a user's identity to provide access to a systems sensitive information. Sensitive information is any information that must be protected from unauthorized access to maintain the information security of an organization or an individual. Authentication is often achieved by using login credentials such as a username and password. Authentication relies on the presumption that the user is authorized to use the system and that only the user knows the login credentials to gain access.

Active directory is a directory service which allows Cooperative Extension to manage permissions and access to network resources, and linked data applications utilized by the department. When a user ends employment with a county department, it is the department's responsibility to create and approve a help desk ticket to request the removal of the terminated employee's access rights to their Active Directory account. Once the ticket is approved by appropriate department personnel, Riverside County Information Technology (Information Technology) is notified to disable Active Directory to remove permissions and network access. These help desk tickets contain various workflow tasks such as disabling e-mail accounts, active directory, data/application systems access, badge access, reclaiming software licenses, and reclaiming any equipment that may have been issued to an employee. A help desk ticket is not closed until all tasks within have been completed by Information Technology personnel.

Objective

To verify the existence and adequacy of internal controls over employee access termination to system applications used by Cooperative Extension.

Audit Methodology

To accomplish these objectives, we:

- Obtained an understanding of County of Riverside Information Security Standard v1.0.

Internal Audit Report 2023-008: Riverside County Cooperative Extension Audit

- Interviewed key personnel regarding the department's employee access termination processes.
- Obtained a listing of Cooperative Extension staff and selected a sample of individuals who were terminated during the audit review period.
- Verified whether requests to disable Active Directory were created and approved by Cooperative Extension personnel within 24 hours of an employee's termination or transfer from the department.

Finding 2: Timely Termination of Access Rights

One (33%) out of three terminated employees did not have their access rights terminated or disabled within 24 hours of ending employment with the Cooperative Extension. The time lapsed to disable the active directory account was 42 days. Additionally, one (33%) out of three terminated employees reviewed, the active directory account had not been disabled as of the date of our review. County of Riverside Information Security Standard v1.0, Section 4.1, Account and Access Management, states, "Accounts for terminated or transferred employees shall be disabled or removed on the day of termination or transfer." Cooperative Extension does not have written policies and procedures that detail the process and requirements for deactivating user active directory accounts when employees end employment with the department. Furthermore, Cooperative Extension was not utilizing the correct task request provided by Information Technology to initiate the active directory termination. Maintaining active directory access rights open after employment has ended exposes the department to risk where information maintained in department systems can be continuously accessed by individuals who no longer have a right or need to know. Depending on the sensitivity of the information maintained by department systems, it can create administrative issues and have a financial impact if held liable.

Recommendation 1.1

Communicate with Information Technology to determine the appropriate type of request needed to ensure that terminated employee's active directory accounts are appropriately disabled.

Internal Audit Report 2023-008: Riverside County Cooperative Extension Audit

Management's Response

"Partially Concur. CE experienced a complicated hiring situation with the AA-I position."

Actual/estimated Date of Corrective Action: July 21, 2022

Recommendation 1.2

Develop policies and procedures to ensure the disabling of accounts linked to active directory are requested and approved within 24 hours of an employee's termination or transfer from the department.

Management's Response

"Concur. A termination checklist will be created to ensure all procedures are conducted in a timely manner."

Actual/estimated Date of Corrective Action: November 18, 2022

Recommendation 1.3

Ensure compliance with County of Riverside Information Security Standard v1.0, Section 4.1, Account and Access Management, by disabling accounts linked to active directory on the day of an employee's termination or transfer from the department.

Management's Response

"Concur. Aside from the complication situation with the AA-I position, CE has complied with County of Riverside Information Security Standard v1.0, Section 4.1, Account and Access Management, by disabling accounts linked to active directory on the day of an employee's termination or transfer from the department with two out of the three terminated employees reviewed in this audit. In addition to continuing to comply with this standard, procedure of termination checklist will be implemented to ensure timely response is submitted."

Actual/estimated Date of Corrective Action: November 4, 2022

Expenditures

Background

Cooperative Extension was established through the passing of the Smith-Lever Act of 1914. The passing of the law extended outreach programs through land-grant universities to educate Americans in agricultural practices and technology. University of California Cooperative Extension is funded in two primary ways, one is through the University of California, and the second way is through the Riverside County's general fund. The Riverside County Board of Supervisors has discretion as to the amount of funding the county provides for Cooperative Extension operations. The county funding is approximately \$687,896 for fiscal year 2022-23 and is primarily used for salaries of administrative staff and supply expenses. However, the Memorandum of Understanding allows the department to use the funds for program-related expenditures.

Objective

Our objective is to provide management and the Board of Supervisors with an independent assessment of internal controls over expenditures.

Audit Methodology

To accomplish these objectives, we:

- Obtained an understanding of board policies, and applicable standards.
- Obtained an understanding of the Smith-Lever Act of 1914, which established the outreach programs for Cooperative Extension.
- Obtained an understanding about the Memorandum of Understanding agreement with Cooperative Extension.
- Reviewed the Riverside County's Purchasing Policy.
- Selected a sample of expenditures to verify their appropriateness and whether supervisory review and approval was obtained.

Internal Audit Report 2023-008: Riverside County Cooperative Extension Audit

Finding 1: None Noted

Based upon the results of our audit, we determined Cooperative Extension's internal controls over expenditures provide reasonable assurance that its objectives relating to these areas will be achieved. Reasonable assurance recognizes internal controls have inherent limitations, including costs, mistakes, and intentional efforts to bypass internal controls.

Attachment B

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Cooperative Extension Riverside County
2980 Washington Street, Riverside, CA 92504
951-955-0170

The following are the status of the reported findings and planned corrective actions contained in Internal Audit Report 2023-008: Riverside County Cooperative Extension Audit.

Rita Clemons

07/18/23

Authorized Signature

Date

Finding 2: Timely Termination of Access Rights

One (33%) out of three terminated employees did not have their access rights terminated or disabled within 24 hours of ending employment with the Cooperative Extension. The time lapsed to disable the active directory account was 42 days. Additionally, one (33%) out of three terminated employees reviewed, the active directory account had not been disabled as of the date of our review. County of Riverside Information Security Standard v1".0, Section 4.7, Account and Access Management, states, "Accounts for terminated or transferred employees shall be disabled or removed on the day of termination or transfer." Cooperative Extension does not have written policies and procedures that detail the process and requirements for deactivating user active directory accounts when employees end employment with the department. Furthermore, Cooperative Extension was not utilizing the correct task request provided by Information Technology to initiate the active directory termination. Maintaining active directory access rights open after employment has ended exposes the department to risk where information maintained in department systems can be continuously accessed by individuals who no longer have a right or need to know. Depending on the sensitivity of the information maintained by department systems, it can create administrative issues and have a financial impact if held liable.

Current Status

Reported Finding Corrected? Yes No

Recommendation 1.1

Communicate with Information Technology to determine the appropriate type of request needed to ensure that terminated employee's active directory accounts are appropriately disabled.

Management Reply

"Partially Concur. CE experienced a complicated hiring situation with the AA-I position."

Actual/estimated Date of Corrective Action: July 27, 2022

Current Status

Corrective Action: Fully Implemented Partially Implemented Not Implemented

Description of the corrective action taken (or pending action and estimated date of completion for planned corrective action that is partially or not implemented).

Cooperative Extension has created both a process and a procedure for departing employees to ensure we remain in compliance.

Recommendation 1.2

Develop policies and procedures to ensure the disabling of accounts linked to active directory are requested and approved within 24 hours of an employee's termination or transfer from the department.

Management's Reply

"Concur. A termination checklist will be created to ensure all procedures are conducted in a timely manner."

Actual/estimated Date of Corrective Action: November 18, 2022

Current Status

Corrective Action: Fully Implemented Partially Implemented Not Implemented

Description of the corrective action taken (or pending action and estimated date of completion for planned corrective action that is partially or not implemented).

A separation of employment checklist has been created and will be implemented moving forward with all future terminations/separations.

Recommendation 1.3

Ensure compliance with County of Riverside Information Security Standard v1.0, Section 4.1, Account and Access Management, by disabling accounts linked to active directory on the day of an employee's termination or transfer from the department.

Management Reply

"Concur. Aside from the complication situation with the AA-I position, CE has complied with County of Riverside Information Security Standard v1".0, Section 4.L, Account and Access Management, by disabling accounts linked to active directory on the day of an employee's

termination or transfer from the department with two out of the three terminated employees reviewed in this audit. In addition to continuing to comply with this standard, procedure of termination checklist will be implemented to ensure timely response is submitted."

Actual/estimated Date of Corrective Action: November 4, 2022

Current Status

Corrective Action: Fully Implemented Partially Implemented Not Implemented

Description of the corrective action taken (or pending action and estimated date of completion for planned corrective action that is partially or not implemented).

In addition to standardizing a process, a checklist was created to ensure timely responses are submitted to necessary departments.