

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



ITEM: 2.9  
(ID # 29722)

**MEETING DATE:**  
Tuesday, February 03, 2026

**FROM :** AUDITOR CONTROLLER

**SUBJECT:** AUDITOR-CONTROLLER: Internal Audit Report 2026-014: Riverside County Department of Waste Resources, Change of Department Head Audit, [District: All]; [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Receive and file Internal Audit Report 2026-014: Riverside County Department of Waste Resources, Change of Department Head Audit.

**ACTION:Consent**

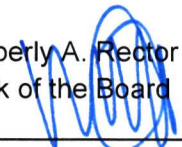
  
Ben J. Benoit, COUNTY AUDITOR-CONTROLLER 1/28/2026

---

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Washington, seconded by Supervisor Gutierrez 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: February 3, 2026  
xc: Auditor

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0
<b>NET COUNTY COST</b>	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: n/a</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

In accordance with Board of Supervisors Resolution 83-338, we completed a Change of Department Head audit for the Riverside County Department of Waste Resources. This audit is conducted to assess internal controls over the transfer and safeguarding of revolving funds and capital asset management when there is a change in department head.

Based on the results of our audit, we determined internal controls over capital assets and the revolving fund are functioning as designed to help Waste Resources achieve its business process objective.

**Impact on Residents and Businesses**

Provide an assessment of internal controls over the audited areas.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

Not applicable

**ATTACHMENTS:**

A: Riverside County Auditor-Controller's Office - Internal Audit Report 2026-014: Riverside County Department of Waste Resources, Change of Department Head Audit.



Office of Ben J. Benoit  
Riverside County Auditor-Controller

**Number of Findings & Recommendations**

**High Risk**

**0** Findings

**Medium Risk**

**0** Findings

**Low Risk**

**0** Findings

\* Please refer to Appendix A for a classification of the priority levels.

# Internal Audit Report

2026-014

Riverside County  
Department of Waste Resources,  
Change of Department Head Audit

February 3, 2026



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

**BEN J. BENOIT  
AUDITOR-CONTROLLER**

**TANYA S. HARRIS, DPA, CPA | JON JENSEN, CPP  
ASSISTANT AUDITOR-CONTROLLER**



February 3, 2026

Andrew Cortez  
General Manager-Chief Engineer  
Riverside County Department of Waste Resources  
14310 Fredrick Street  
Moreno Valley, CA 92553

**Subject: Internal Audit Report 2026-014: Riverside County Department of Waste Resources,  
Change of Department Head Audit**

Dear Mr. Cortez:

In accordance with Board of Supervisors Resolution 83-338, we completed a Change of Department Head audit for Riverside County Department of Waste Resources. This audit is conducted to assess internal controls over the transfer and safeguarding of capital assets and revolving funds when there is a change in our department head.

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.

TEL:  
(951) 955-3800

ADDRESS:  
4080 Lemon Street  
6th Floor  
Riverside, CA 92501

WEB:  
<https://auditorcontroller.org>



**Internal Audit Report 2026-014: Riverside County Department of Waste Resources, Change of Department Head Audit**

Since the audit resulted in no findings or recommendation, there is no requirement for a response in accordance with Board of Supervisors Resolution 83-338.

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  
Juan Perez, Chief Operating Officer  
Don Kent, Chief Finance Officer  
Charissa Leach, Assistant County Executive Officer  
Grand Jury



**Internal Audit Report 2026-014: Riverside County Department of Waste Resources, Change of Department Head Audit**

## **Table of Contents**

---

	<b>Page</b>
<b>Executive Summary</b> .....	<b>4</b>
 <b>Results:</b>	
Capital Assets .....	5
Revolving Fund .....	7
 Appendix A: Finding Priority Level Classification .....	 9



## Internal Audit Report 2026-014: Riverside County Department of Waste Resources, Change of Department Head Audit

### Executive Summary

---

#### Overview

The Riverside County Department of Waste Resources (Waste Resources) is responsible for the efficient and effective landfilling of non-hazardous waste. Waste Resources operates five active landfills, 33 inactive landfills, has a contract agreement for waste disposal with an additional private landfill, and administers several transfer station and collection center leases. The department believes that much of what our society throws away today actually has residual value and should be repurposed for a better use; therefore, every effort is made to recycle and reuse appropriate items with scrupulous attention to public health and safety.

Waste Resources has an adopted budget of \$166.1 million for FY 2025/26 and 284 adopted positions. *County of Riverside Fiscal Year 2025/26 Adopted Budget, 344.*

#### Audit Objective

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

#### Audit Conclusion

Based on the results of our audit, we determined internal controls over capital assets and the revolving fund are functioning as designed to help Waste Resources achieve its business process objective.

#### AUDIT HIGHLIGHTS

- Policies and procedures for capital assets and the revolving fund are followed as written and established by the department, with review, approval, and reconciliation processes in place.



## Internal Audit Report 2026-014: Riverside County Department of Waste Resources, Change of Department Head Audit

### 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 \$10,000 or greater).

Per the Riverside County Auditor-Controller's Standard Practice Manual, Policy Number 512, *Transfer of Accountability on Capital Assets*, it states that 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 July 9, 2024, the time the department head was appointed/elected and acknowledged receipt of capital assets from the outgoing officer, the Riverside County Department of Waste Resources maintained 551 capital assets in the Riverside County financial system asset management module, consisting of field equipment, computer and office equipment, shop/yard equipment, and vehicle equipment, with the combined acquisition cost of \$66 million.

#### 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. Also, to assess the adequacy of internal controls over the safeguarding of capital assets.

#### Audit Methodology

To accomplish these objectives, we:

- Obtained an understanding of Auditor-Controller's Office Standard Practice Manual 512, *Capital Assets Policies*.
- Verified proper forms were completed for transfer of accountability of capital assets and submitted to the Riverside County Auditor-Controller's Office.
- Selected a sample of capital assets to verify adequate internal controls exist over the safeguarding of assets.
- Selected a sample of of capital assets and verified its existence.



### Internal Audit Report 2026-014: Riverside County Department of Waste Resources, Change of Department Head Audit

- Selected a sample of expenditures to identify any potential capital assets that should have been capitalized but were recorded as operating expenses.
- Established the date of the department head change.
- Identified additional capital assets during field work review and traced the capital assets to the asset management module to verify accurate reporting.

Finding: None Noted	N/A
---------------------	-----

Based upon the results of our audit, we determined Waste Resources' internal controls over capital asset management provide reasonable assurance that its objectives related to this area will be achieved. Reasonable assurance recognizes internal controls have inherent limitations, including cost, mistakes, and intentional efforts to bypass internal controls.



## Internal Audit Report 2026-014: Riverside County Department of Waste Resources, Change of Department Head Audit

### Revolving Fund

---

#### 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 Supervisor's adopted Board Resolution 83-338 on November 1, 1983, 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.

Waste Resources has one revolving fund, with an authorized balance of \$14,990. Of that balance, \$300 is designated for petty cash reimbursements, \$14,440 is designated for gate fee change funds across four landfill sites, \$150 for the Composting/Community Outreach Division, and \$100 for the Waste Recycling Group's Reuse Stores.

#### 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. Also, to assess the adequacy of internal controls over the safeguarding over revolving funds.

#### Audit Methodology

To accomplish these 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.
- Interviewed key personnel and reviewed department procedures over the revolving fund.
- Verified revolving fund reconciliations were prepared.
- Performed a surprise cash count and reconciled to the fund assignment amounts without exception.
- Verified adequate segregation of duties.



**Internal Audit Report 2026-014: Riverside County Department of Waste Resources, Change of Department Head Audit**

<b>Finding: None Noted</b>	<b>N/A</b>
----------------------------	------------

Based upon the results of our audit, we determined Waste Resources' internal controls over the revolving fund provide reasonable assurance that its objectives related to this area will be achieved. Reasonable assurance recognizes internal controls have inherent limitations, including cost, mistakes, and intentional efforts to bypass internal controls.



**Internal Audit Report 2026-014: Riverside County Department of Waste Resources, Change of Department Head Audit**

**Appendix A: Finding Priority Level Classification**

Priority Level 1	Priority Level 2	Priority Level 3
<p>These are audit findings that represent the most critical issues that require immediate attention and pose a significant risk to the department’s objectives, compliance, security, financial health, or reputation. They may indicate serious control failures, non-compliance with laws or regulations, significant financial errors, or vulnerabilities with severe potential impact. Immediate corrective measures are necessary to mitigate the risks associated with these findings.</p>	<p>These are audit findings that are important and require timely resolution, but their impact is not as severe as Priority Level 1. They may highlight moderate control weaknesses, areas of non-compliance with internal policies and procedures, or financial discrepancies that are significant but are not critical. While they might not pose an immediate threat, they should be addressed promptly to prevent further escalation or potential negative consequences.</p>	<p>These are audit findings that are less critical and generally have a lower impact on the department’s objectives, compliance, or operations. They may include minor control deficiencies, procedural deviations with minimal impact, or non-critical administrative errors. While they may not require immediate attention, they should still be acknowledged and addressed within a reasonable timeframe to ensure ongoing improvement and prevent potential accumulation of minor issues.</p>
<p><b><u>Expected Implementation Date of Recommendation*</u></b> One to three months</p>	<p><b><u>Expected Implementation Date of Recommendation *</u></b> Three to six months</p>	<p><b><u>Expected Implementation Date of Recommendation *</u></b> Six to twelve months</p>

\* Expected completion to implement recommendation date begins after issuance of final audit report.