



Inspector General Annual Report

FISCAL YEAR 2023–2024

FLORIDA DEPARTMENT OF CITRUS





STATE OF FLORIDA
DEPARTMENT OF CITRUS

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STEVE JOHNSON
CHAIRMAN
FLORIDA CITRUS COMMISSION

September 12, 2024

OFFICE OF THE INSPECTOR GENERAL ANNUAL REPORT FOR FY2023-2024

To: Steve Johnson, Chairman, Florida Citrus Commission
Shannon R. Shepp, Executive Director, Florida Department of Citrus (FDOC)

Cc: The Florida Citrus Commission (FCC)
Melinda Miguel, Chief Inspector General, Executive Office of the Governor

Executive Summary:

In accordance with Section 20.055(7), Florida Statutes (F.S.), I am submitting the Office of the Inspector General Annual Report for FY2023-2024.

The Office of the Inspector General, under the authority of Section 20.055, F.S., is responsible for promoting accountability, integrity, and efficiency. Duties include conducting audits, reviews, and investigations; assessing the reliability and validity of performance measures and standards; and the promotion of economy and efficiency and the administration of other activities designed to prevent fraud and abuse within the Department.

Section 20.055, F.S. also requires that an annual report be submitted to the department head not later than September 30 each year, summarizing the activities during the preceding fiscal year.

Good work was completed during FY23-24 which included four audits, coordination of several external assessments and audits, and valuable training. I continue to take much pride in serving as the Inspector General for the FDOC and look forward to another year.

A handwritten signature in blue ink, appearing to read "Garrett Pearn".

Garrett Pearn, CIA, CIG
Inspector General

Maximize consumer demand for Florida citrus products to ensure the sustainability and economic well-being of the Florida citrus grower, the citrus industry and the State of Florida.

The Florida Department of Citrus is an Equal Opportunity Employer and Agency.

Background:

The mission of the FDOC is to maximize consumer demand for Florida Citrus products to ensure the sustainability and the economic well-being of the Florida Citrus grower, the citrus industry, and the state of Florida. The department conducts marketing and promotional campaigns for Florida Citrus products; establishes minimum maturity and quality standards for citrus fruits; regulates the practices used in harvesting, grading, packaging, and processing citrus fruits; conducts scientific research supporting citrus products; and conducts economic and marketing research.

The Inspector General (IG) reports functionally to the Chairman of the Commission, and administratively to the Department's Executive Director, thereby insuring the degree of independence essential to the effectiveness of internal auditing. IG activities have no direct responsibility or authority over department activities it reviews. IG audits, investigations and reviews do not relieve others in the Department of any of their assigned duties and responsibilities.

The purpose of the FDOC Office of Inspector General's (OIG) internal audit activity is to provide independent, objective assurance and consulting services designed to add value and improve the FDOC's operations. The mission of the OIG is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. The OIG helps the FDOC accomplish its objectives by bringing a systemic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes.

Certifications, Affiliations and Training:

The Inspector General has the following certifications.

- Certified Internal Auditor (CIA) through the Institute of Internal Auditors
- Certified Inspector General (CIG) through the Association of Inspectors General

The Inspector General is affiliated with the following professional organizations.

- National Association of Inspectors General
- Florida Chapter of the Association of Inspectors General

Both the CIA and CIG certifications have continuing professional education (CPE) requirements to maintain on an annual and biannual basis. A minimum of 40 hours CPE training is included in the annual audit plan to ensure certifications are maintained. Training during FY2023-2024 included cybersecurity and cloud computing audit training, ethics training, and other various specialized audit topics.

Investigations:

There were no investigations completed during FY2023-2024.

Audits:

Four audits were completed as follows:

Porter Novelli Audit: This audit was conducted for the period of July 1, 2021 through June 30, 2022 (contract 20-08). Audit work began during FY2022-2023 but was substantially completed during FY2023-2024. The objectives were to ensure compliance with FDOC and State of Florida policies and procedures regarding contracts; to review contract manager activities to verify that deliverables were received, comply with contractual requirements and are accessible for follow-up audit, and test the internal controls as it relates to FDOC programs. There were no findings or recommendations for this audit.

Audit of the Assessments on Imported Products: This audit encompassed the 2022-2023 citrus season. The objective was to evaluate compliance with Chapter 601.155 of the Florida Citrus Code, Rule 20 of the Florida Administrative Code, as well as select FDOC processes and procedures. One finding and recommendation was noted for this audit, which was also noted during the audit of the 2021-2022 growing season audited in the prior fiscal year. An interim solution has been implemented while a long-term solution is pursued.

Buildings, Equipment, and Inventory Audit: This audit included an inspection of current tangible property as well as property records from FY2023-2024 and FY2022-2023. The objectives were to ensure compliance with FDOC and State of Florida policies and procedures regarding tangible property and to ensure the accuracy of property records. There was one finding and recommendation for this audit that has been resolved.

Purchasing Card Monthly Compliance Audit: This audit was conducted for each month during FY2023-2024 (July 2023 through June 2024). The objectives were to provide reasonable assurance that internal controls were in place to prevent and detect errors, misuse or abuse, or inappropriate purchases; monitor purchasing card transactions to provide reasonable assurance that purchases comply with State law and are valid obligations of the State; and ensure transactions in the Works system are supported by receipts and other required documentation. There were no findings or recommendations for this audit.

In addition to these four audits, the following audit was still in progress as of fiscal year-end:

Audit of Edible, Inc: This audit was conducted for the period of July 1, 2022 through June 30, 2023 (contract 20-06a). The objectives of the audit were to ensure compliance with FDOC and State of Florida policies and procedures regarding contracts; review of contract manager activities to verify that deliverables were received, comply with contractual requirements, and are accessible for follow up audit, and test internal controls as it relates to FDOC programs. As of fiscal year-end, Edible was still providing support and results were not finalized.

Quality Assessment Review:

During FY2023-2024, the Florida Auditor General performed an external Quality Assessment Review of the FDOC OIG internal audit activity for FY2022-2023. The objectives of the review were to evaluate the extent to which the FDOC OIG internal audit activity's charter, policies and procedures, quality assurance and improvement program, work products, and other selected programs, activities, and functions conform to applicable professional auditing standards and the Code of Ethics issued by The Institute of Internal Auditors (IIA) and identify work processes, as well as its value to Department management. There were no findings for the audit and the Auditor General determined the FDOC OIG internal audit activity was adequately designed and complied with applicable standards and the Code of Ethics issued by the IIA.

Other Activities:

Additional activities included conducting reviews of the personal use of Department cell phones, reviewing supplemental employment forms for potential conflicts, conducting a risk assessment, creating the Audit Plan, preparing presentations and attending Florida Citrus Commission meetings, and other miscellaneous activities. The IG also coordinated a cybersecurity risk assessment performed by a third party and an external audit of the department performed by the USDA.