



STATE OF FLORIDA
DEPARTMENT OF CITRUS

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July 12, 2016

ANNUAL REPORT FOR THE OFFICE OF INSPECTOR GENERAL FOR FY2015-2016

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

In accordance with Section 20.055(7), Florida Statutes (F.S.), I am submitting the Annual Report for the Office of Inspector General for FY2015-2016.

The Office of the Inspector General, under the authority of Section 20.055, F.S., is responsible to promote 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.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Kevin Eaton".

Kevin Eaton
Inspector General

Enclosure

c: Melinda Miguel, Chief Inspector General

**Office of Inspector General
Annual Report
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Audits:

Five audits were completed as follows:

Golin – Domestic, Contract 07-07, was audited for the period July 1, 2013 through June 30, 2015. The objectives of the audit were to ensure compliance with Department and State of Florida policies and procedures regarding contracts; document the system of internal controls in place at Golin; test the system of internal controls as it relates to Department programs; review contract manager activities to verify that deliverables were received, comply with contractual requirements, and accessible for follow up audit; and validate performance measure reporting. The Department and Golin established and maintained policies and internal controls that were relied upon to meet the audit objectives. Three recommendations to increase accountability and efficiency were noted.

Citrus Research and Development Foundation, Contracts 13-10 and 14-08, were audited for the period July 1, 2013 through June 30, 2015. The objectives of the audit were to verify compliance with contract terms and document the process in place for managing research contracts. Three recommendations to increase accountability and efficiency were noted.

The Nielsen Company, Contract 10-12, was audited for the period July 1, 2013 through June 30, 2015. The objectives of the audit were to verify compliance with contract terms and document the process in place for managing the contract. The Department and Nielsen established and maintained policies and internal controls that were relied upon to meet the audit objectives. Two recommendations to increase accountability and efficiency were noted.

The Citrus Fruit Post Estimate Price Collection and Reporting Procedures were audited for the 2014-2015 Season (October 10, 2014 – June 20, 2015) and the 2015-2016 Season to date (October 9, 2015 – January 23, 2016). The audit objective was to review the collection and reporting procedures in place at the Department in compliance with Chapter (Rule) 20-3, Florida Administrative Code, and to make recommendations to improve the process where necessary. Two recommendations to improve the process were noted.

Sohn’s Market Makers, Contract 14-11, was audited for the period July 1, 2014 through March 31, 2016. The objectives of the audit were to ensure compliance with Department and State of Florida policies and procedures regarding contracts; document the system of internal controls in place at Sohn’s; test the system of internal controls as it relates to Department programs; review contract manager activities to verify that deliverables were received, comply with contractual requirements, and accessible for follow up audit; and validate performance measure reporting. The Department and Sohn’s established and maintained policies and internal controls that were relied upon to meet the audit objectives. There were no recommendations.

One audit was in progress at the end of the fiscal year. Golin International, Contract 13-09, was initiated in June 2016. This contract, which ended on June 30, 2016, authorized funding to Golin to execute the Department's public relations, public affairs, strategic planning, and marketing and promotional services in Canada, France, United Kingdom, Belgium, Netherlands, and Sweden.

Investigations:

No investigations were conducted during FY2015-2016.

Other Activities:

Additional activities included conducting a risk assessment and completing the Audit Plan; conducting follow-up audits of completed audits; coordinating the Auditor General audit of the Department; updating the Internal Audit Charter and the Fraud Policy; preparing for and attending Florida Citrus Commission meetings; attending training for Certified Inspector General certification, and other miscellaneous activities.