



Internal Audit Report Innovation and Technology Inventory Asset Management

City Manager's Office

City Council
May 3, 2016

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BACKGROUND

1. IT Department is responsible for ensuring all technology-related purchases conform to City technology standards.
2. IT Department is responsible for purchasing computers, mobile devices, servers, etc. at the request of departments.



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AUDIT OBJECTIVES

1. Determine if IT inventory purchases are recorded and managed timely and accurately;
2. Determine whether IT assets are appropriately safeguarded while in the physical control of IT; and
3. Confirm whether donation of surplus or obsolete IT assets complies with City Administrative Policy, 07.013.00.



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AUDIT RESULTS

1. Process improvements related to inventory management were implemented by the IT Department prior to the audit.
2. Recommendations to further strengthen existing inventory management practices include:
 - a) Developing a Citywide administration policy for technology purchases;
 - b) Developing internal procedures for conducting physical inventory of IT assets;
 - c) Conducting a Citywide physical inventory of IT assets; and
 - d) Automating the IT inventory tracking process.



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FISCAL IMPACT OF AUDIT RECOMMENDATIONS

Recommendations to further strengthen IT's inventory asset management practices will require additional IT resources and budgetary allowances.



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RECOMMENDATION

That the City Council receive, review and provide input on the Internal Audit report concerning Innovation and Technology Department's Inventory Asset Management.



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