



STATE OF FLORIDA  
DEPARTMENT OF CITRUS

605 EAST MAIN STREET / BOX 9010 / BARTOW, FLORIDA 33831

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DOUGLAS R. ACKERMAN  
EXECUTIVE DIRECTOR  
PHONE: 863-537-3999  
FAX: 877-352-2487

MARTIN McKENNA  
CHAIRMAN  
FLORIDA CITRUS COMMISSION

February 25, 2014

**To:** Douglas Ackerman, Executive Director

**Subject:** Auditor General Report #2014-004: Six-Month Required Follow Up

The Inspector General is required by Section 20.055 (5)(h) Florida Statutes, to report to the agency head on the status of corrective actions taken on reports published by the Auditor General no later than six months after the report is published. The Auditor General report on Contract Management and other Administrative Matters issued in August 2013 included two findings with recommendations that required such action by the Department. **Sufficient corrective actions have been taken as noted below.**

**Finding No. 1: Department controls over scientific research contract disbursements could be enhanced.**

We recommend that the Department enhance its controls to ensure that third-party scientific research contracts and bid recaps are obtained in accordance with the requirements of Department policies and procedures. We also recommend that the Department enhance its controls to ensure that, prior to issuing payments to primary contract agencies, contract deliverables have been satisfied.

**Follow-up:** In September 2013 the Department issued Fiscal Policy #111, Contract Research Fiscal Policy that outlines requirements for the management of research activities under contract with the Department. This fiscal policy addresses issues specific to the confidential nature of research in procurement, third-party agreements, and invoice documentation. In addition, the invoice auditing procedure now includes steps to assure that contract deliverables have been satisfied prior to making payment.

**Finding No. 2: The Department had not established written policies and procedures for certain information technology functions.** We recommend that the Department enhance its written IT policies and procedures to better ensure that all IT controls are communicated consistently.

**Follow-up:** Department IT staff has developed an information technology policy that documents policies and procedures in place to ensure consistently communication to all staff. The policy addresses the specific concerns expressed in the audit report, and will be distributed Department-wide upon completion of an administrative review.

**C:** Florida Citrus Commission  
Christine Marion, Comptroller  
Cathy Boyett, Joint Legislative Auditing Committee

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