



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

March 2016

The County Council and County Executive
of Prince George's County, Maryland

Re: Departure of Mark A. Magaw
Chief of Police

INTRODUCTION AND SCOPE OF EXAMINATION

Conforming to Article III, Section 313 of the Charter of Prince George's County, Maryland, we have performed a special audit of the accounts of the Office of the Chief of the Prince George's County Police Department. This audit was initiated due to the retirement of Mark A. Magaw from the position of Chief of Police, effective December 31, 2015.

Our examination included tests of the accounting records and other auditing procedures, as we considered necessary under the circumstances. Consideration was given to the fact that these records are included in the scope of the County's annual financial audit conducted by Clifton Larson Allen, LLP, independent auditors, for the year ended June 30, 2015. Therefore, we primarily directed our examination to include a review of Mr. Magaw's travel advances, expense reimbursements, leave records, fixed assets records, and selected expense accounts for the period July 1, 2015, through December 31, 2015.

FINDINGS, COMMENTS, AND RECOMMENDATIONS

Expenditures, Encumbrances, and Commitments

A statement of expenditures, encumbrances, and commitments compared with appropriations for the Police Department, Office of the Chief, for the period July 1, 2015, through December 31, 2015, is presented on Schedule 1 of this report. As of December 31, 2015, total expenditures and encumbrances did not exceed total appropriations for the Police Department, Office of the Chief.

Travel Advances and Expense Reimbursements

We reviewed the travel advance records maintained by the Office of Finance, Accounting Division, for the period July 1, 2015, through December 31, 2015, and determined that Mr. Magaw did not have any unsettled travel advances at the time of his retirement. We also reviewed expense reimbursements paid to Mr. Magaw for the period July 1, 2015, through December 31, 2015, and found no discrepancies or irregularities.

Leave Records and Final Pay

We verified final pay computations for Mr. Magaw based on leave records maintained by the Payroll Section of the Office of Finance and verified the salary and hourly rate of pay maintained by the Office of Human Resources Management. We determined that the annual and sick leave compensation was computed correctly and found no discrepancies or irregularities.

Fixed Assets

The Fixed Assets Procedures Manual prepared by the Office of Finance requires that the Office of Central Services' General Services Division, upon the departure of any agency head, take inventory of only those fixed assets for which that agency head has signed an Equipment Custody Receipt (PGC FORM# 1890) form. It further requires that the unexplained loss of any such fixed assets be reported to the Chief Administrative Officer, who is to take action to recover the value of the assets. We contacted personnel within the Office of Central Services' General Services Division, the Fleet Management Division, and the Police Department and determined the only fixed asset assigned to Mr. Magaw was a County vehicle. The vehicle was accounted for and returned upon his retirement.

Our review also included the verification of County issued non-fixed asset items such as cell phone, personal digital assistant, County identification and security card, keys, laptop computer/equipment, etc. This review included an examination of personnel records maintained by the Office of Human Resources Management (OHRM) and the Office of Finance's Payroll Section on terminated employees. When a sworn employee is terminated from County service, a Sworn Employee Separation Clearance Form is filled out by the employee as a part of the exit process. The form records the return of ID Cards, Keyscan Cards, Parking Sticker, and an MPCTC Card; normally, a copy can be found in the terminated employee's personnel file. At the time of our review we determined the form was in the personnel file documenting the non-fixed assets were returned and/or properly accounted for. We also determined all other County personal property (Desktop, laptop, Cell phone, IPad) issued to Mr. Magaw were collected and/or properly accounted for.

Financial Disclosure Requirement

Section 2-294 (c) (1) of the Prince George's County Code requires certain officials, employees, and candidates for office (among them the Chief of the Police Department) to file financial disclosures statements. Council Bill 125-1984, effective February 4, 1985, modified Section 2-294(c) (1) of the County Code, by adding the following requirement:

"Any official or employee who is required to file a statement and who leaves office or employment for any reason, other than the official's or employee's death, shall file, within sixty (60) days of leaving office or employment, the statement required by this section, for the calendar year immediately preceding, unless a statement has previously been filed for that year, and any portion of the current calendar year during which that official or employee held office or employment".

According to the County Code, Mr. Magaw was required to file a financial disclosure statement within sixty (60) days of leaving office. At the time of our review, Mr. Magaw had filed a financial disclosure statement with the Prince George's County Board of Ethics, for the period July 1, 2015, through December 31, 2015, as required.



David H. Van Dyke, C.P.A.
County Auditor



Jude S. Moise
Auditor-In-Charge

POLICE DEPARTMENT
OFFICE OF THE CHIEF
STATEMENT OF EXPENDITURES AND ENCUMBRANCES
COMPARED WITH APPROPRIATIONS FOR THE PERIOD
JULY 1, 2015, THROUGH DECEMBER 31, 2015

	Compensation	Fringe Benefits	Other Operating Expenses	Total
<u>Appropriations</u>				
Current Year	\$ 3,574,800	\$ 2,915,500	\$ 45,300	\$ 6,535,600
Total Appropriations	\$ 3,574,800	\$ 2,915,500	\$ 45,300	\$ 6,535,600
<u>Expenditures and Encumbrances</u>				
Current Year:				
Salaries				
Full Time Regular	\$ 1,545,994	\$ -	\$ -	\$ 1,545,994
Overtime Compensation	47,125	- -		47,125
Holiday Premium Compensation	26,641	- -		26,641
Shift Differential	1,570	- -		1,570
Leave Payout	25,421	- -		25,421
Beneflex Opt Out	646	- -		646
Other Training Costs	- -	22,859		22,859
Travel & Lodging-Non Training	- -	6,835		6,835
Other Membership Costs	- -	2,975		2,975
Professional Service- Audit	- -	5,350		5,350
Food	- -	2,194		2,194
Licenses Tags & Forms	- -	150		150
Other Operating Supplies	- -	7,180		7,180
Fringe Benefits	- -	831,831	- -	831,831
Total Expenditures & Encumbrances	\$ 1,647,397	\$ 831,831	\$ 47,543	\$ 2,526,770
Unencumbered Balance as of December 31, 2015	<u>\$ 1,927,403</u>	<u>\$ 2,083,669</u>	<u>\$ (2,243)</u>	<u>\$ 4,008,830</u>