

**Departure of Aspasia Xypolia, Director
Department of Housing and Community Development (DHCD)**

**EXIT AUDIT
October 2025**

**OFFICE OF AUDITS AND INVESTIGATIONS
Prince George's County
Largo, Maryland**



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

October 2025

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

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 Director of the Department of Housing and Community Development (DHCD). This audit was initiated due to the resignation of Aspasia Xypolia from the position of Director of the Department of Housing and Community Development, effective June 20, 2025.

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 CliftonLarsonAllen LLP, independent auditors, for the year ended June 30, 2024. Therefore, we primarily directed our examination to include a review of Ms. Xypolia's travel advances, expense reimbursements, leave records, fixed assets records, and selected expense accounts for the period July 1, 2024, through June 30, 2025.

This report, in our opinion, fulfills the requirements of Article III, Section 313 to perform a special audit of the accounts maintained by the departing official and their agency. We wish to express our sincere gratitude to the Administration for the cooperation and assistance extended to us during the course of this engagement.



Turkessa M. Green, CPA, CIA, CISA

County Auditor



Larry Whitehurst, Jr., CPA, MBA, CIA

Audit Manager



Emmanuel Amaechi Jr.

Auditor

FINDINGS, COMMENTS, AND RECOMMENDATIONS

Expenditures, Encumbrances, and Commitments

A statement of expenditures, encumbrances, and commitments compared with appropriations for the Office of the Director of the DHCD, for the period July 1, 2024, through June 30, 2025, is presented on Schedule 1 of this report. As of June 30, 2025, total expenditures and encumbrances did not exceed total appropriations for the Office of the Director of the DHCD.

Travel Advances and Expense Reimbursements

We requested travel advance records maintained by the Office of Finance, Accounting Division, for the period July 1, 2024, through June 30, 2025, and confirmed that Ms. Xypolia did not have any unsettled travel advances at the time of her resignation. We also reviewed two (2) expense reimbursements paid to Ms. Xypolia for the period July 1, 2024, through June 30, 2025, and found no discrepancies or irregularities.

Expense Accounts

We reviewed selected expense accounts for the Office of the Director, for the period July 1, 2024, through June 30, 2025, to ensure that County funds expended by the departed official were appropriate. During our review of 12 selected expenditure transactions incurred by the Office of the Director, we found that one (1) of the 12 transactions did not have adequate documentation to support the expenditure (i.e. agency control sheet, invoice/receipt detailing the date, amount, and itemized details for the expense, etc.).

However, through a review of account transaction descriptions in the County's financial system and available supporting documentation, we were able to reasonably be assured that this transaction was for the benefit of the Office of the Director and not Ms. Xypolia.

- 1. We recommend that the Department of Housing and Community Development ensure that all expenditure activity, including purchasing card transactions, are adequately supported and properly approved.**

Leave Records and Final Pay

We verified the final pay computations for Ms. Xypolia 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 leave compensation was computed correctly and found no discrepancies or irregularities.

Fixed Assets and Non-Fixed Assets

The Capital Assets Manual, prepared by the Office of Finance and the Office of Central Services, requires the Office of Central Services' General Services Division to perform an exit inventory of capital (fixed) assets and report findings to the Director of the Office of Central Services, upon the departure or transfer of a Department/Agency Head. The Office of Central Services is required to take the necessary steps to recover any missing asset or seek restitution for the value of the assets. We contacted personnel within the Office of Central Services' General Services Division, Fleet Management Division, and DHCD, and determined that there were no County-owned fixed assets, including a County vehicle, assigned to Ms. Xypolia.

Our review also included the verification of County issued non-fixed asset items such as a cell phone, personal digital assistant, a County identification and security card, keys, a 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 separated employees. When an employee separates from County service, an Employee Separation Form (PGC Form #4281) is filled out by the employee as a part of the exit process. This form (PGC Form #4281) records the return of assigned County personal property and normally a copy can be found in the employee's personnel file. At the time of our review, there was an Employee Separation Form in Ms. Xypolia's personnel file that documented her return of the non-fixed assets that were assigned to her.

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 Director of the Department of Housing and Community Development) to file financial disclosure 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, Ms. Xypolia was required to file a financial disclosure within sixty (60) days of leaving office. At the time of our review, Ms. Xypolia had filed a financial disclosure statement with the Prince George’s County Board of Ethics, for the period January 1, 2024 through December 31, 2024, as required. Ms. Xypolia was also required to file a financial disclosure statement for the period of January 1, 2025, through June 20, 2025. Despite notifications and requests from the Office of Ethics and Accountability (OEA), at the time of this report, the Board of Ethics had not received her final financial disclosure statement. OEA reported that it is their policy to provide OHRM with a memorandum documenting the official's delinquent filing to be maintained in their personnel file.

- 2. As part of the County agency's exit interview process and to further ensure compliance with financial disclosure requirements, we recommend that the Departmental HR Liaisons encourage employees to file their financial disclosure statements prior to the expiration of their term or the last day of employment with the County.**

Schedule 1

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF THE DIRECTOR
STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND COMMITMENTS
COMPARED WITH APPROPRIATIONS FOR THE PERIOD
JULY 1, 2024 THROUGH JUNE 30, 2025

	Compensation	Fringe Benefits	Operating Expenses	Total
<u>Appropriations</u>				
Current Year	\$890,500	\$254,868	\$488,032	\$1,633,400
<u>Expenditures and Encumbrances</u>				
Salaries				
Full Time Regular	\$931,252			\$931,252
Compensation Journal Entry Adjustment	(2,424)			(2,424)
Fringe Benefits		207,614		207,614
Operating Expenses				
Telephone - Wireless/Cell		3,926		3,926
Books/Periodicals/Reference		363		363
Office Automation Charges		418,600		418,600
Training Costs		2,124		2,124
Training - Travel & Lodging		4,565		4,565
Advertising		876		876
Memberships		2,044		2,044
Pool Car Rental		4,500		4,500
Contract Services		1,880		1,880
Professional Services		2,160		2,160
Office and Operating Supplies		166		166
General Office Supplies		12,911		12,911
Food		556		556
License, Tags, & Forms		30		30
Software Non-Capital		504		504
Total Expenditures & Encumbrances	\$928,828	\$207,614	\$455,205	\$1,591,647
Unencumbered Balance as of June 30, 2025	(\$38,328)	\$47,254	\$32,827	\$41,753