



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

August 2019

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

Re: Departure of Gail Francis
Director of the Office of Finance

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 Administration Division of the Office of Finance. This audit was initiated due to the retirement of Gail Francis from the position of Director of the Office of Finance, effective December 31, 2018.

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, 2018. Therefore, we primarily directed our examination to include a review of Ms. Francis's travel advances, expense reimbursements, leave records, fixed assets records, and selected expense accounts for the period July 1, 2018, through December 31, 2018.

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FINDINGS, COMMENTS, AND RECOMMENDATIONS

Expenditures, Encumbrances, and Commitments

A statement of expenditures, encumbrances, and commitments compared with appropriations for the Administration Division of the Office of Finance, for the period July 1, 2018, through December 31, 2018, is presented on Schedule 1 of this report. As of December 31, 2018, total expenditures, encumbrances, and commitments did not exceed total appropriations for the Administration Division.

Travel Advances and Expense Reimbursements

We reviewed the travel advance records maintained by the Office of Finance, Accounting Division, for the period July 1, 2018, through December 31, 2018, and determined that Ms. Francis did not have any unsettled travel advances at the time of her retirement. We also reviewed expense reimbursements paid to Ms. Francis for the period July 1, 2018, through December 31, 2018, and found no discrepancies or irregularities.

Leave Records and Final Pay

We verified final pay computations for Ms. Francis 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 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 the Office of Finance and determined there were no fixed assets assigned to Gail Francis.

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 separated employees. When an employee is separated from County service, an Employee Separation Form (PGC Form #4281) is filled out by each 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. Francis's personnel file documenting the return of non-fixed assets that were assigned to her. In accordance with Administrative Procedure 624, Ms. Francis's request to purchase her Dell XPS laptop was approved by the Director of the Office of Central Services.

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 Office of Finance) 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. Francis was required to file a financial disclosure statement within sixty (60) days of leaving office. At the time of our review, Ms. Francis had filed a financial disclosure statement with the Prince George’s County Board of Ethics, for the period January 1, 2018, through December 31, 2018, as required.



David H. Van Dyke, CPA
County Auditor



Nana K. Boadu
Auditor-In-Charge

**OFFICE OF FINANCE
ADMINISTRATION DIVISION
STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND COMMITMENTS
COMPARED WITH APPROPRIATIONS FOR THE PERIOD
JULY 1, 2018 THROUGH DECEMBER 31, 2018**

	Compensation	Fringe Benefits	Other Operating Expenses	Total
<u>Appropriations</u>				
Current Year	\$ 1,165,900	\$ 336,400	\$ 80,700	\$ 1,583,000
<u>Expenditures and Encumbrances</u>				
Current Year:				
Salaries				
Full Time Regular (Net of adjustments)	\$ 589,292	\$ -	\$ -	\$ 589,292
Beneflex Opt Out	1,130	-	-	1,130
Compensation JE Adjustment	(21,941)	-	-	(21,941)
Fringe Benefits	-	150,682	-	150,682
Telephone	-	-	550	550
Printing and Reproduction	-	-	154	154
Other Books Periodicals Reference Materials	-	-	504	504
Office Automation Charges	-	-	67,100	67,100
Conference & Seminar Fees	-	-	280	280
Membership Fees/Dues	-	-	575	575
Mileage Reimbursement	-	-	122	122
General Office Supplies	-	-	1,014	1,014
Other Operating Equipment Non-Capital	-	-	16,441	16,441
Total Expenditures & Encumbrances	\$ 568,481	\$ 150,682	\$ 86,740	\$ 805,903
Unencumbered Balance as of December 31, 2018	\$ 597,419	\$ 185,718	\$ (6,039)	\$ 777,097