



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

November 2011

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

Re: Departure of Eugene A. Jones
Fire Chief, Fire/EMS Department

INTRODUCTION AND SCOPE OF EXAMINATION

Conforming to Article III, Section 313 of the Charter for Prince George's County, Maryland, we have performed a special audit of the accounts of the Office of the Chief of the Fire/EMS Department. This audit was initiated due to the resignation of Mr. Eugene A. Jones from the position of Fire Chief of the Fire/EMS Department, effective December 6, 2010.

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 were included in the scope of the County's annual financial audit conducted by Clifton Gunderson, LLP, independent auditors, for the year ended June 30, 2010, and no discrepancies or irregularities were disclosed. Therefore, we primarily directed our examination to include a review of Mr. Jones' travel advances, expense reimbursements, leave records, and selected expense accounts for the period July 1, 2010 through December 31, 2010.

FINDINGS, COMMENTS, AND RECOMMENDATIONS

Expenditures, Encumbrances and Commitments

A statement of expenditures, encumbrances and commitments compared with appropriations for the Office of the Chief of the Fire/EMS Department, for the period July 1, 2010 through December 31, 2010, is presented on Schedule 1 of this report. As of December 31, 2010, total expenditures and encumbrances did not exceed total appropriations for the Fire/EMS Department.

Travel Advances and Expense Reimbursements

We reviewed the travel advance records maintained by the Office of Finance, Accounting Division, for the period July 1, 2010 through December 31, 2010, and determined that Mr. Jones did not have any unsettled travel advances at the time of his departure from the County. We also reviewed expense reimbursements paid to Mr. Jones for the period July 1, 2010 through December 31, 2010 and found no discrepancies or irregularities.

Leave Records and Final Pay

We verified final pay computations for Mr. Jones 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 and found no discrepancies or irregularities.

Petty Cash Account

The departing Fire Chief was the custodian of record of a petty cash account. We reviewed the petty cash records, and performed a petty cash count and determined that the petty cash account was operated in compliance with established requirements.

We further determined that the petty cash account has now been formally transferred to the incoming Fire Chief, of the Fire/EMS Department, who is now the new custodian of record for that petty cash account.

Fixed Assets

The Fixed Assets Procedures Manual prepared by the Office of Finance requires that the Office of Central Services' General Services Division, upon departure of any agency head, take inventory of only those fixed assets for which the 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 cost of the assets. We contacted personnel within the General Services Division and determined that no fixed assets were assigned to Mr. Jones.

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 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 an employee is terminated from County service, an Employee Separation Form (OHRM Form # 4281) is filled out by each employee as a part of the exit process. Form #4281 records the return of assigned County personal property and normally a copy can be found in the terminated employee's personnel file. At the time of our review we determined there was a Form #4281 in the personnel file documenting the return of County issued non-fixed assets and all County personal property issued to Mr. Jones was collected and properly accounted for.

The County Council and County Executive
Page -4-

Financial Disclosure Requirement

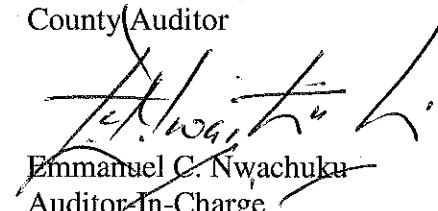
Section 2-294(c) (1) of the Prince George's County Code requires certain officials, employees, and candidates for office (among them the Fire Chief) to file financial disclosure statements. Council Bill 125-1984, effective February 4, 1985, modified Section 2-294(c) (1) of the County Code, by adding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

Mr. Jones filed a final financial disclosure statement with the Prince George's County Board of Ethics for the reporting period January 1, 2010 through December 31, 2010.



David H. Van Dyke, CPA
County Auditor



Emmanuel C. Nwachukwu
Auditor In-Charge

**OFFICE OF THE CHIEF, FIRE/EMS DEPARTMENT
STATEMENT OF EXPENDITURES AND ENCUMBRANCES
COMPARED WITH APPROPRIATIONS FOR THE PERIOD
JULY 1, 2010 THROUGH DECEMBER 31, 2010**

	Compensation	Fringe Benefits	Operating Expenses	Other		Expenditure Recoveries	Total
				Appropriations	Expenditure Recoveries		
<u>Appropriations</u>							
Current Year	\$ 1,323,900	\$ 927,400	\$ 35,900	\$ (142,500)		\$ 2,144,700	
Total Appropriations	\$ 1,323,900	\$ 927,400	\$ 35,900	\$ (142,500)		\$ 2,144,700	
<u>Expenditures and Encumbrances</u>							
Current Year:							
Salaries							
Officials and Administrative	\$ 72,286	\$ -	\$ -	\$ -		\$ 72,286	
Professionals	542,460	-	-	-		542,460	
Other	23,993	-	-	-		23,993	
Duplication & Reproduction	-	-	378	-		378	
Training Costs		-	1,704	-		1,704	
Gen. & Admin. Contract Svc	-	-	65	-		65	
Operational Contract Service	-	-	32,050	-		32,050	
Office & Operating Supplies	-	-	5,027	-		5,027	
Equipment Rental/Lease	-	-	2,707	-		2,707	
Building Repair & Maintenance	-	-	6,083	-		6,083	
Expenditure Recoveries	-	-	-	-		-	
Fringe Benefits	-	290,553	-	-		290,553	
Total Current Year Expenditures and Encumbrances	\$ 638,739	\$ 290,553	\$ 48,014	\$ -		\$ 977,306	
Unencumbered Balance December 31, 2010	\$ 685,161	\$ 636,847	\$ (12,114)	\$ (142,500)		\$ 1,167,394	