

August 2009

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

Re: Departure of Pamela H. Piper  
Director of the Office of Central Services

#### INTRODUCTION AND SCOPE OF EXAMINATION

Conforming with 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 Central Services, Office of the Director. This audit was initiated due to the resignation of Pamela H. Piper, from the position of Director of the Office of Central Services, effective January 2009.

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 the records of the Office of Central Services were included in the scope of the County's annual financial audit, conducted by Thompson, Cobb, Bazilio & Associates, PC, independent auditors, for the fiscal year ended June 30, 2008, and no discrepancies or irregularities were disclosed. Therefore, we primarily directed our examination to include a review of Ms. Piper's travel advances, expense reimbursements, fixed assets records, and selected expense accounts for the period July 1, 2008 through January 31, 2009.

## FINDINGS, COMMENTS, AND RECOMMENDATIONS

### Expenditures, Encumbrances and Commitments

A statement of expenditures, encumbrances and commitments compared with appropriations for the Office of Central Services, for the period July 1, 2008 through January 31, 2009, is presented on Schedule 1 of this report. At January 31, 2009, total expenditures and encumbrances did not exceed total appropriations for the office.

### Travel Advances and Expense Reimbursements

We reviewed the travel advance records maintained by the Office of Finance, Accounting Division, for the period July 1, 2008 through January 31, 2009, and determined that Ms. Piper did not have any unsettled travel advances at the time of her departure from the Office of Central Services. We also reviewed expense reimbursements paid to Ms. Piper for the period July 1, 2007 through January 31, 2009 and found no discrepancies or irregularities.

### Leave Records and Final Pay

We verified the final pay computations for Ms. Piper 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.

### 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 costs of the assets. We contacted personnel within the General Services Division and personnel within the Office of Central Services to determine whether any fixed assets were assigned to Ms. Piper and determined that there were no fixed assets assigned to Ms. Piper.

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 maintained 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 Ms. Piper was collected and properly accounted for.

Financial Disclosure Requirement

Section 2-294(c) (1) of the Prince George's County Code required certain officials, employees, and candidates for office (among them the Director of the Office of Central Services) to file financial disclosure statements. Council Bill 125-1984, effective February 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.”

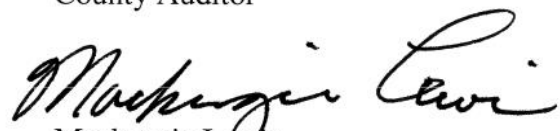
According to the County Code, Ms. Piper was required to file a financial disclosure within sixty (60) days of leaving office. As of June 30, 2009, Ms. Piper had not filed a financial disclosure statement with the Prince George's County Board of Ethics, for the month of January 2009 as required.

We therefore recommend:

- 1. The Prince George's County Board of Ethics take the necessary action to ensure Ms. Piper files a 2009 financial disclosure statement as required by the County code.**



David H. Van Dyke, CPA  
County Auditor



Mackenzie Lewis  
Auditor-In-Charge

**OFFICE OF CENTRAL SERVICES**  
**OFFICE OF THE DIRECTOR**  
**STATEMENT OF EXPENDITURES, ENCUMBRANCES AND COMMITMENTS**  
**COMPARED WITH APPROPRIATIONS FOR THE PERIOD**  
**JULY 1, 2008 THROUGH JANUARY 31, 2009**

<b><u>Appropriations</u></b>	<b>Other Current</b>				<b>Total</b>
	<b>Compensation</b>	<b>Operating Expenses</b>	<b>Expenditures Recoveries</b>	<b>Fringe Benefits</b>	
Current Year	\$ 1,536,100	278,400	(326,000)	\$ 385,900	\$ 1,874,400
Prior Year	-	314,308	-	-	314,308
<b>Total Appropriations</b>	<b>\$ 1,536,100</b>	<b>\$ 592,708</b>	<b>\$ (326,000)</b>	<b>\$ 385,900</b>	<b>\$ 2,188,708</b>
<b><u>Expenditures and Encumbrances</u></b>					
Current Year:					
Compensation					
Officials & Administrative	\$ 501,621	\$ -	\$ -	\$ -	\$ 501,621
Professionals	324,566	-	-	-	324,566
Office & Clerical	70,509	-	-	-	70,509
Para--Professionals	60,026	-	-	-	60,026
Other Compensation	4,325	-	-	-	4,325
General & Admin. Contract Serv.	-	105,625	-	-	105,625
Procurement Card Purchases	-	15,545	-	-	15,545
Telephone	-	15,472	-	-	15,472
Local Transp/Mileage/Moving	-	8,060	-	-	8,060
Office Automation	-	6,661	-	-	6,661
Training Costs	-	6,003	-	-	6,003
Printing & Reproduction	-	5,993	-	-	5,993
Office & Operating Supplies	-	3,218	-	-	3,218
Memberships	-	2,615	-	-	2,615
Office & Operating Equip. Rep/Maint	-	1,325	-	-	1,325
Group Health	-	-	-	74,641	74,641
Employer FICA	-	-	-	63,024	63,024
Supplemental Retirement	-	-	-	58,773	58,773
Employees Retirement	-	-	-	36,849	36,849
Group Life	-	-	-	5,322	5,322
Disability Insurance	-	-	-	358	358
<b>Sub-total</b>	<b>\$ 961,047</b>	<b>\$ 170,517</b>	<b>-</b>	<b>\$ 238,967</b>	<b>\$ 1,370,531</b>
Prior Year Cost:					
Advertising	\$ -	\$ 158,950	\$ -	\$ -	\$ 158,950
Printing & Reproduction	-	\$ 129,129	-	-	\$ 129,129
Office Automation	-	\$ 20,229	-	-	\$ 20,229
Genl. & Admin. Contract Services	-	\$ 12,000	-	-	\$ 12,000
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ 320,308</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 320,308</b>
<b>Total Expenditures and Encumbrances</b>	<b>\$ 961,047</b>	<b>\$ 490,825</b>	<b>-</b>	<b>\$ 238,967</b>	<b>\$ 1,690,839</b>
<b>Unencumbered Balance January 31, 2009</b>	<b>\$ 575,053</b>	<b>\$ 101,883</b>	<b>\$ (326,000)</b>	<b>\$ 146,933</b>	<b>\$ 497,869</b>