

June 2003

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

Re: Departure of Joseph Adler, Director,
Office of Personnel and Labor Relations

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 Personnel and Labor Relations. This audit was initiated due to the resignation of Joseph Adler, from the position of Director of the Office of Personnel and Labor Relations, effective November 22, 2002.

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 Personnel and Labor Relations were included in the scope of the County's annual financial audit, conducted by KPMG, LLP, independent auditors, for the year ended June 30, 2002, and no discrepancies or irregularities were disclosed. Therefore, we primarily directed our examination to include a review of Mr. Adler's travel advances, expense reimbursements, leave records, and selected expense accounts for the period July 1, 2001 through December 31, 2002.

FINDINGS, COMMENTS, AND RECOMMENDATIONS

Expenditures, Encumbrances and Commitments

A statement of expenditures, encumbrances and commitments compared with appropriations for the Office of Personnel and Labor Relations, Administration Division, for the period July 1, 2002

through December 31, 2002, is presented in Schedule 1 of this report. At December 31, 2002, total expenditures and encumbrances 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, 2001 through December 31, 2002, and determined that Mr. Adler did not have any unsettled travel advances at the time of his departure from the County. We also reviewed expense reimbursements paid to Mr. Adler for the period July 1, 2001 through December 31, 2002 and found no discrepancies or irregularities.

Leave Records and Final Pay

We verified final pay computations for Mr. Adler based on leave records maintained by the Payroll Section of the Office of Finance and the salary and hourly rate of pay maintained by the Office of Personnel and Labor Relations and found no discrepancies. We determined Mr. Adler's annual and sick leave payouts were computed correctly and found no discrepancies or irregularities.

Fixed Assets

The Fixed Assets Procedures Manual prepared by the Office of Finance requires that the Fixed Assets Section of the Office of Central Services' Contract Administration and Procurement 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 Contract Administration and Procurement Division and personnel within the Office of Personnel and Labor Relations to determine if

any assets issued to Mr. Adler were returned to the County. Based on our review, all assets were properly accounted for and returned.

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 Personnel and Labor Relations) 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 of employment.”

Mr. Adler filed the proper financial disclosure statement with the Prince George's County Board of Ethics for the period January 1, 2002 through November 22, 2002 on November 25, 2002, as required.

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

Mackenzie Lewis
Auditor-In-Charge

OFFICE OF PERSONNEL AND LABOR RELATIONS
ADMINISTRATION DIVISION
STATEMENT OF EXPENDITURES, ENCUMBRANCES AND COMMITMENTS
COMPARED WITH APPROPRIATIONS FOR THE PERIOD
JULY 01, 2002 THROUGH DECEMBER 31, 2002

<u>Appropriations</u>	<u>Compensation</u>	<u>Other Current Operating Expenses</u>	<u>Fringe Benefits</u>	<u>Transfer Between Funds</u>	<u>Total</u>
Current Year	\$ 551,900	\$ 246,800	\$118,800	\$ 66,300	\$ 983,800
Prior Year Encumbrances					
Outstanding	-	8,375	-	-	8,375
Total Appropriations	\$ 551,900	\$ 255,175	\$118,800	\$ 66,300	\$ 992,175
<u>Expenditures and Encumbrances</u>					
Current Year:					
Salaries - Professional	\$ 285,538	\$ -	\$ -	\$ -	\$ 285,538
Other Compensation	22,276	-	-	-	22,276
Fringe Benefits	-	-	52,715	-	52,715
Telephone	-	3,998	-	-	3,998
Duplication&Reproduction	-	1,446	-	-	1,446
Books, Newspapers,Period., Etc	-	72	-	-	72
Training	-	4,996	-	-	4,996
Memberships	-	430	-	-	430
Local Transportation&Mileage	-	(662)	-	-	(662)
Gen.&Admin. Contract Services	-	3,337	-	-	3,337
Office&Operating Supplies	-	1,822	-	-	1,822
Miscellaneous	-	2,682	-	-	2,682
Sub-total	\$ 307,814	\$ 18,121	\$ 52,715	-	\$ 378,650
Prior Year:					
Operating Expenses	\$ -	\$ 965	\$ -	\$ -	\$ 965
Sub-total	\$ -	\$ 965	\$ -	\$ -	\$ 965
Total Expenditures and Encumbrances	\$ 307,814	\$ 19,086	\$ 52,715	\$ -	\$ 379,615
Unencumbered Balance December 31, 2002	\$ 244,086	\$ 236,089	\$ 66,085	\$ 66,300	\$ 612,560