



# HARFORD COUNTY, MARYLAND

## Office of the County Auditor

### AUDIT ADVISORY BOARD

#### MINUTES OF FEBRUARY 25, 2020 MEETING

Board Members: Gregory Scherer, Pat Vincenti, Rob Wagner, Kim Spence, Chrystal Brooks

Other Attendees: Sarah Self

The meeting began at approximately 4:30 pm in the County Council Conference Room

#### **Board Meeting Minutes – November 26, 2019**

With no changes, Members approved meeting notes via email prior to this meeting.

#### **Status of FY2020 Audit Plan**

- Ms. Brooks updated the Board Members on the changes to the FY2020 audit plan since the last meeting. Three projects were completed, with another two in planning and one in progress.

#### **Proposed FY2021 Budget**

- Ms. Brooks reviewed the FY2021 Auditor Budget and explained the request remains level from the prior year. The request includes adequate funding for training and approximately 250 hours of external audit services. In addition, the request includes funding for LexisNexis access, as well as two summer interns. Mr. Wagner asked if both interns would be assigned to the Auditor and Ms. Brooks noted they would be.

#### **Audit Reports**

- Financial Statement Audits – Ms. Brooks noted the County's financial statements, Single Audit and related audits had been completed by CliftonLarsonAllen and no management letters were issued. Ms. Brooks also noted that financial statement audits were provided for the County's affiliated agencies and no management letters were issued. Ms. Brooks did note the fire companies continue to report their finances late, with three outstanding reports received after the audit was issued. Mr. Vincenti questioned the history of the late reporting and Ms. Brooks noted that it has been an issue in prior years as well. There were no other questions and the Board was satisfied with the results.
- Audit of Detention Center Inmate Accounts – Ms. Brooks explained the objective of the audit and noted the processes over inmates' accounts and revenue reporting are generally effective. There was an issue with several incomplete account reconciliations that could be addressed by implementing a three-way match reconciliation process.



# HARFORD COUNTY, MARYLAND

## Office of the County Auditor

### AUDIT ADVISORY BOARD

Measures have since been taken to incorporate this process. Ms. Brooks also noted that revenue received by the County from the Sheriff's Office was approximately \$400,000 in Fiscal Year 2019 in response to a question. Mr. Scherer asked if it was possible to monitor inmate complaints regarding account balances and Ms. Brooks explained that it was not an issue the auditor's office could readily track but no complaints have been received by the Office. There were no other questions and the Board was satisfied with the results.

- Audit of Mobile Home Park Fees – Ms. Brooks explained the objective of the audit and noted controls are adequate to ensure revenue is being properly collected. The audit did recommend Treasury confirm all required support documents were received prior to making adjustment entries in the County's financial system. Ms. Spence noted that management is working on addressing this issue. There were no questions and the Board was satisfied with the results.

### **County Wide Risk Assessment**

- Ms. Brooks described the Office's Risk Assessment process and noted which projects are being considered for FY2021. Mr. Vincenti asked if the Liquor Control Board is audited by the Office and Ms. Brooks explained it was not. Mr. Vincenti also inquired about the potential for an audit of Law Enforcement Asset Forfeiture and Seizure. Ms. Brooks stated the process is largely directed on the Federal level and noted the length of time between acquisition and disposal makes it a difficult process to audit at the County level. Ms. Brooks also explained the objectives of a Roads Condition Inventory and the reasons for its inclusion in the risk planning process in response to Mr. Vincenti's question. Mr. Wagner asked what items are included in the Inventory Control process. Ms. Brooks explained the types of items included and noted that management is working to implement a standardized process and system to be used by all departments. Mr. Wagner also asked whether the Office performs audits of the revenue received by the recreation councils throughout the County. Ms. Brooks explained that the Office does not have the authority to do so, per legal guidance. Mr. Scherer inquired if an audit of the Loan Programs provided by the Department of Economic Development will be performed and Ms. Brooks noted that audit is scheduled for late spring of FY2020. The proposed FY2021 audit plan will be presented at the next board meeting for feedback from the Board.

### **Other Items**

- Ms. Brooks mentioned the continued need to fill the vacancy on the Board. Mr. Vincenti stated that he knew of someone who was interested in the position and will be in contact with them regarding completing the online application.



# HARFORD COUNTY, MARYLAND

## Office of the County Auditor

### **AUDIT ADVISORY BOARD**

The meeting was adjourned at 5:04 pm. The next meeting is scheduled for May 27, 2020.

Respectfully submitted,  
Chrystal Brooks  
County Auditor

*Minutes were approved via email on 03/10/2020*