



HARFORD COUNTY, MARYLAND

Office of the County Auditor

AUDIT ADVISORY BOARD

MINUTES OF AUGUST 24, 2021 MEETING

Board Members: Bill Seymour, Pam Heckler, Gregory Scherer, Pat Vincenti, Rob Wagner, Chrystal Brooks

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

Board Meeting Minutes – May 25, 2021

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

Status of FY2021 Audit Plan

The 3 projects that remained open from the FY2021 audit plan have been completed. Their results were discussed later in the meeting.

Status of FY2022 Audit Plan

Ms. Brooks summarized the current audit plan, noting that 6 projects are currently underway, 1 is complete and the remaining tasks should proceed on schedule.

Audit Reports

- Ms. Brooks explained the results of the Construction Inspection and Billing Controls audit, noting that there was one finding related to missing daily reports to support invoiced inspection fees. Management plans to retrain the staff involved. Mr. Vincenti asked about the revenue generated for the Inspections; Ms. Brooks responded that it was approximately \$491, 000 in FY2020 and \$447,000 in FY2021. As a follow-up, Mr. Seymour asked about whether the \$35/hour billing rate is appropriate and whether it fully captures the cost of performing the inspections. Ms. Brooks noted that the rates have not changed in many years. They do not cover the costs, but she will follow-up with Public Works to see if they have considered making adjustments. *Management later advised that the rates in the County Code must be changed by the County Council and they “are not ware of any Council or Administration request for any cost studies or consideration of rate adjustment.”* Mr. Seymour also asked about the risk that inspectors spend less time onsite than they report. Ms. Brooks explained that the risk of overcharging developers was considered during the audit planning, but we determined that the compensating controls are the project kick-off meeting (where the anticipated timeline of inspections is agreed upon) and developers reviewing their invoices for accuracy. This is a more specific risk, however, so it can be added to the risk assessment for this process.



HARFORD COUNTY, MARYLAND

Office of the County Auditor

AUDIT ADVISORY BOARD

- Ms. Brooks explained the results of the Property Management Controls Audit. There was one finding reported which detailed payments that were not received timely or completely. Management has advised that the accounts were brought up to date before the report was issued. The group had no questions.
- The Purchase Card Controls audit was completed in August. Ms. Brooks noted that the project procedures were extended from the regular continuous monitoring procedures to include the program-wide controls. There were no issues included in the audit report and the group had no questions.
- Ms. Brooks explained that the audits of Petty Cash covered 5 accounts: Amusement Park Tickets, McFaul Activity Center, Havre de Grace Senior Center, Jury Commissioner and Sod Run Wastewater Treatment Plant. All of the accounts agreed to the expected cash-on-hand and had relevant documentation supporting routine reconciliations and proper use. Mr. Wagner asked if the County sold Amusement Park tickets during the pandemic. They were not sold last year.

The meeting was adjourned at approximately 5:00 PM. The next meeting is scheduled for November 23, 2021 but may be postponed to December depending on the number of reports issued before then.

Respectfully submitted,
Chrystal Brooks
County Auditor

Minutes were approved via email on 09/24/2021