



# HARFORD COUNTY, MARYLAND

## Office of the County Auditor

### **SECTION 214 REVIEW – PARKS AND RECREATION**

#### **Report Highlights**

**Report Number:** 2016-A-07

**Date Issued:** 05/13/2016

#### **Why We Did This Audit**

This audit was conducted as required by §214 of the Harford County Charter.

#### **What We Found**

We noted James Malone does not have any indebtedness to the County.

Council Members and County Executive Glassman:

In accordance with Section 214 of the Harford County Charter, we have performed an audit of the accounts under the direction of the former Director of Parks and Recreation, James Malone. The results of that audit, our findings and recommendations for improvement are detailed in the attached report. We would like to thank the members of management for their cooperation during the audit.

The audit found Mr. Malone does not have any indebtedness to Harford County.

I am available to respond to any questions you have regarding the attached report.

Sincerely,

*Chrystal Brooks, CPA*

Chrystal Brooks  
County Auditor

cc: Mr. Robert Sandlass, Treasurer  
Mr. James Richardson, Director of Human Resources  
Mr. Billy Boniface, Director of Administration



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### REVIEW RESULTS

We have audited the accounts under the control of James Malone, former Director of Parks and Recreation for the period of 12/1/2014 through 5/13/2016. In accordance with §214 the Harford County Charter, these audit procedures are required “upon the death, resignation or removal of any County officer”.

Our conclusion, based on the evidence obtained, is that Mr. Malone does not have any indebtedness to Harford County. The audit approach focused on testing the key controls that address management’s objectives for the process. Management has been provided an opportunity to respond to this report; however, none was required or provided since there are no recommendations reported. Conclusions drawn are below.

<b>Risk</b>	<b>Expected Control</b>	<b>Conclusion</b>
Accounts under the Official’s control were not properly used.	<ul style="list-style-type: none"> <li>• Spending is within budgeted limits.</li> <li>• Large transactions are supported by adequate documentation.</li> <li>• Travel, Meal Expenses and Employee Reimbursements were justified.</li> <li>• Transactions are approved through proper channels.</li> </ul>	Satisfactory
Official continues to have access to County financial resources.	<ul style="list-style-type: none"> <li>• Signatory access is removed from County bank accounts.</li> <li>• Assigned purchase cards are returned and disabled.</li> <li>• Access to financial and information systems is revoked timely.</li> </ul>	Satisfactory
Official continues to have physical access to County resources.	<ul style="list-style-type: none"> <li>• Keys, security and identification cards are returned.</li> <li>• Assigned equipment, uniforms and vehicles are returned.</li> </ul>	Satisfactory
Official is paid more than authorized.	<ul style="list-style-type: none"> <li>• Separation documentation was completed timely.</li> <li>• Pay rate reflects the approved budget amount.</li> <li>• Changes to pay rates were approved.</li> <li>• Leave payouts were correct based on accrued balances.</li> </ul>	Satisfactory

## **BACKGROUND INFORMATION**

### **PROGRAM DESCRIPTION AND KEY STATISTICS**

James Malone served as Harford County's Director of Parks and Recreation from December 2014 until his resignation in April 2016. As the Director of Parks and Recreation, he was responsible for interpreting policy and overseeing the work of and providing support services for the following areas: Administration, Facilities & Operations, Recreational Services, and Capital Planning & Development. These areas are responsible for operating and maintaining park facilities and grounds, preserving open space, and offering a variety of leisure opportunities and activities for the County's young, adult, and disabled residents.

### **REVIEW OBJECTIVE, SCOPE AND METHODOLOGY**

In accordance with Harford County Charter section 214, upon death, resignation or removal of any county officer, the County Auditor shall cause an audit and investigation to be made of any accounts maintained by the officer and by his agency. The objective of this review was to satisfy the requirements of Charter Section 214, with regard to James Malone, Director of Parks and Recreation, who resigned effective April 15, 2016. The scope was limited to the accounts and resources under the control of the Director of Parks and Recreation.

The audit focused on activity during the period of 12/1/2014 through 5/13/2016. Our audit procedures included interviewing personnel, observation and testing. Specifically, we confirmed that the accounts under Mr. Malone's control did not have unusual or inappropriate costs; Mr. Malone's physical and financial access to County resources had been revoked and that his final paycheck and leave payout were correct.

Harford County management is responsible for establishing and maintaining effective internal controls. Internal control is a process designed to provide reasonable assurance that objectives pertaining to the reliability of financial records, effectiveness and efficiency of operations including safeguarding of assets and compliance with applicable laws, rules and regulations are achieved. Because of inherent limitations in internal control, errors or fraud may nevertheless occur and not be detected.

The audit was performed in accordance with Generally Accepted Government Auditing Standards (GAGAS). Those standards require that we plan and perform the audit to obtain sufficient evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.