

Internal Audit Report

EXIT AUDIT

KEN ULMAN

COUNTY EXECUTIVE

FEBRUARY 2015

Office of the County Auditor



FINDINGS AND RECOMMENDATIONS

Objective #1 – To determine if the County’s procedures for separation from duty have been followed.

An Employee Inventory Checklist was prepared for and signed by Mr. Ulman. We found that he had returned all of the items assigned to him except for his iPad, for which he paid to the County an amount which represented the fair value of the device. He also filed a financial disclosure statement upon the expiration of his term.

Objective #2 – To determine whether the accounts maintained by the County Executive are in order.

We reviewed the Detailed Obligations vs. Budget report for the Office of the County Executive for the five months ended November 30, 2014 to determine if there was any over-expenditure or projected over-expenditure of funds in Mr. Ulman’s area of responsibility. We found no exceptions.

Objective #3 – To determine if the County officer’s access to County systems has been terminated.

We verified that Mr. Ulman’s access to County automated systems was terminated timely.

Objective #4 – To determine if the earnings on the final Earnings Statement were accurate.

Our review of Mr. Ulman’s final paycheck disclosed that he was paid for the full two week period ended December 14, 2014 (with a pay date of December 24, 2014) when, in fact, his term as County Executive expired December 1, 2104, the first day of the pay period.

According to the County’s Office of Law, the Howard County Charter provides that the County Executive’s annual salary for the 12 month period beginning December 2, 2013 and ending December 1, 2014 was \$171,301. We verified that Mr. Ulman received his full salary as of the pay period ending November 30, 2014 and would not be eligible to receive any

compensation after that date as he was no longer County Executive. Section 213 of the County Charter provides that, if as a result of this audit, an officer is found to be indebted to the County, the County Executive shall collect the indebtedness.

We recommend that the Department of Finance:

- a. calculate any overpayment made on Mr. Ulman's final paycheck,***
- b. in accordance with the County Charter take action to collect any overpayment, and***
- c. revise its procedures to ensure that future payments to elected officials are in accordance with the County Charter.***

Administration's Response

The Administration concurs with this recommendation. The Department of Finance is taking appropriate steps to recoup the overpayment.