



OFFICE OF THE COUNTY AUDITOR

Craig Glendenning, CPA
County Auditor

MEMORANDUM

February 9, 2017

MEMO TO: Council Members

Allan Kittleman
County Executive

FROM: Craig Glendenning
County Auditor

CG

SUBJECT: Exit Audit – Christopher Merdon

Pursuant to Section 213 of the Howard County Charter, “upon the death, resignation, removal or expiration of the term of any County administrative officers, the County Auditor shall cause an audit and investigation of the accounts maintained by the officer, and by his or her department, office or agency, to be made.” We have conducted an exit audit for Christopher Merdon, Director of Technology and Communication Services until the termination of his employment, effective November 25, 2016.

The objectives of our review were to determine whether:

- The County’s procedures for separation of employment were followed.
- The accounts maintained by Mr. Merdon were in order.
- Mr. Merdon’s access to County systems had been terminated.
- Mr. Merdon’s earnings on his final earnings statement were accurate.

Our audit did not disclose any exceptions regarding the above objectives.

We wish to express our gratitude to the staffs of the Chief Administrative Officer, the Department of Technology and Communication Services, the Office of Human Resources and the Department of Finance for the cooperation and assistance extended to us during the course of this engagement.

cc: Lonnie Robbins, Chief Administrative Officer
Gary Kuc, County Solicitor
Caitlin Connors, Internal Auditor