



# THE PRINCE GEORGE'S COUNTY GOVERNMENT

## Office of Audits and Investigations

June 2019

The County Council and County Executive  
of Prince George's County, Maryland

Re: Departure of Musa Eubanks  
Director, Office of Community Relations

### INTRODUCTION AND SCOPE OF EXAMINATION

Conforming to Article III, Section 313 of the Charter of Prince George's County, Maryland, we have performed a special audit of the accounts of the Administration Division of the Office of Community Relations. This audit was initiated due to the resignation of Musa Eubanks from the position of Director of the Office of Community Relations, effective November 30, 2018.

Our examination included tests of the accounting records and other auditing procedures, as we considered necessary under the circumstances. Consideration was given to the fact that these records are included in the scope of the County's annual financial audit conducted by CliftonLarsonAllen, LLP, independent auditors, for the year ended June 30, 2018. Therefore, we primarily directed our examination to include a review of Mr. Eubanks' travel advances, expense reimbursements, leave records, fixed assets records, and selected expense accounts for the period July 1, 2018, through December 31, 2018.

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## FINDINGS, COMMENTS, AND RECOMMENDATIONS

### Expenditures, Encumbrances, and Commitments

A statement of expenditures, encumbrances, and commitments compared with appropriations for the Administration Division of the Office of Community Relations, for the period July 1, 2018, through December 31, 2018, is presented on Schedule 1 of this report. As of December 31, 2018, total expenditures, encumbrances, and commitments did not exceed total appropriations for the Administration Division.

### Travel Advances and Expense Reimbursements

We reviewed the travel advance records maintained by the Office of Finance, Accounting Division, for the period July 1, 2018, through December 31, 2018, and determined that Mr. Eubanks did not have any unsettled travel advances at the time of his resignation. We also reviewed expense reimbursements paid to Mr. Eubanks for the period July 1, 2018, through December 31, 2018, and found no discrepancies or irregularities.

### Leave Records and Final Pay

We verified final pay computations for Mr. Eubanks based on leave records maintained by the Payroll Section of the Office of Finance and verified the salary and hourly rate of pay maintained by the Office of Human Resources Management. We determined that the annual and sick leave compensation was computed correctly and found no discrepancies or irregularities.

### Fixed Assets and Non-Fixed Assets

The Capital Assets Manual, prepared by the Office of Finance and the Office of Central Services, requires the Office of Central Services' General Services Division to perform an exit inventory of capital (fixed) assets and report findings to the Director of the Office of Central Services, upon the departure or transfer of a Department/Agency Head. The Office of Central Services is required to take the necessary steps to recover any missing asset or seek restitution

for the value of the assets. We contacted personnel within the Office of Central Services' General Services Division, Fleet Management Division, and the Office of Community Relations and determined there were no fixed assets assigned to Mr. Eubanks.

Our review also included the verification of County issued non-fixed asset items such as cell phone, personal digital assistant, County identification and security card, keys, laptop computer/equipment, etc. This review included an examination of personnel records maintained by the Office of Human Resources Management (OHRM), and the Office of Finance's Payroll Section on separated employees. When an employee leaves County service, an Employee Separation Form (PGC Form#4281) is filled out by each employee as a part of the exit process. This form (PGC Form#4281) records the return of assigned County personal property and normally a copy can be found in the employee's personnel file. At the time of our review there was an Employee Separation Form in Mr. Eubanks' personnel file documenting the return of non-fixed assets that were assigned to him.

#### Financial Disclosure Requirement

Section 2-294 (c) (1) of the Prince George's County Code requires certain officials, employees, and candidates for office (among them the Director of the Office of Community Relations) to file financial disclosures statements. Council Bill 125-1984, effective February 4, 1985, modified Section 2-294 (c) (1) of the County Code, by adding the following requirement:

“Any official or employee who is required to file a statement and who leaves office or employment for any reason, other than the official's or employee's death, shall file, within sixty (60) days of leaving office or employment, the statement required by this section, for the calendar year immediately preceding, unless a statement has previously been filed for that year, and any portion of the current calendar year during which that official or employee held office or employment.”

According to the County Code, Mr. Eubanks was required to file a financial disclosure statement within sixty (60) days of leaving office. At the time of our review, Mr. Eubanks had filed a financial disclosure statement with the Prince George's County Board of Ethics, for the period January 1, 2018, through December 31, 2018, as required. However, Mr. Eubanks submitted the 2018 financial disclosure statement on February 28, 2019, which is after the 60 day required time frame. According to Section 2-292 of the County Code, "The Board may assess a late fee of \$2.00 per day up to a maximum of \$250.00 for a failure to timely file a financial disclosure statement required under Section 2-294 of this Division." Mr. Eubanks was not assessed a late fee.



David H. Van Dyke, C.P.A.  
County Auditor



Nana K. Boadu  
Auditor-In-Charge

**OFFICE OF COMMUNITY RELATIONS  
ADMINISTRATION DIVISION  
STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND COMMITMENTS  
COMPARED WITH APPROPRIATIONS FOR THE PERIOD  
JULY 1, 2018 THROUGH DECEMBER 31, 2018**

	<u>Compensation</u>	<u>Fringe Benefits</u>	<u>Other Operating Expenses</u>	<u>Total</u>
<b><u>Appropriations</u></b>				
Current Year	\$ 1,573,800	\$ 484,800	\$ 155,900	\$ 2,214,500
<b><u>Expenditures and Encumbrances</u></b>				
Current Year:				
Salaries				
Full Time Regular (net of adjustments)	\$ 625,146	\$ -	\$ -	\$ 625,146
Overtime Compensation	7	-	-	7
Beneflex Opt Out	1,246	-	-	1,246
Compensation JE Adjustment	(19,257)	-	-	(19,257)
Fringe Benefits	-	182,988	-	182,988
Telephone	-	-	8,876	8,876
Utilities	-	-	166	166
Printing and Reproduction	-	-	713	713
Office Automation Charges	-	-	34,300	34,300
Conference & Seminar Fees	-	-	3,617	3,617
Other Advertising Costs	-	-	860	860
Mileage Reimbursement	-	-	33	33
Pool Car Rental	-	-	2,034	2,034
General Office Supplies	-	-	4,007	4,007
Food	-	-	560	560
Vehicles and Heavy Equipment	-	-	4,600	4,600
Gas and Oil	-	-	273	273
Miscellaneous	-	-	5,152	5,152
Procurement Card Purchase	-	-	589	589
Total Expenditures & Encumbrances	\$ 607,142	\$ 182,988	\$ 65,782	\$ 855,912
Unencumbered Balance as of December 31, 2018	\$ 966,658	\$ 301,812	\$ 90,118	\$ 1,358,588