



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Office of the Inspector General • 7833 Walker Drive, Suite 425 • Greenbelt, Maryland 20770

May 17, 2019

To: Darin Conforti, Acting Director,
Prince George's County Department of Parks and Recreation

Stanley Johnson, Chief
Maryland-National Capital Park Police
Prince George's County Division

From: Renee Kenney, Inspector General *Renee Kenney*

Re: Supplemental Report - Park Police Petty Cash
PGC-018-2019

The Office of the Inspector General (OIG) recently completed a fraud, waste, and abuse investigation for the Park Police, Prince George's County Division, (PGC-012-2019 – Alteration of Invoices). At the closing meeting, Mr. Conforti asked if the OIG could expand the scope of the investigation and review the Park Police Division's petty cash accounts.

The OIG has completed a review of the petty cash account [REDACTED] and the petty cash checking account [REDACTED] administered by [REDACTED]. We reviewed transactions between October 2017 – present. We did not identify any significant irregularities in either account.

However, we did confirm that the petty cash account was used to purchase officer performance recognition awards (2018). These types of awards should be purchased on a purchase card, not with petty cash.

More importantly, I wanted to make sure that you were aware of the updates to the Maryland-National Capital Park and Planning Commission's Performance Recognition Program Manual (Manual), copy attached. I understand you will be holding your 2019 recognition ceremony next week. It is important to follow the updated requirements. Per the procedures, departments must:

- Submit a personnel action for cash awards.
- Forward a copy of award to the Human Resources Information System (HRIS)/Employment Records Office.
- Forward a cop of all monetary awards to the Payroll Office, Department of Finance, so it may appropriately account for taxable income.

Page 2 of the Manual defines monetary awards. Monetary awards include gift certificates and all cash awards. There is not a minimum amount.

If you have any questions on the Performance Recognition Program Manual, please contact Mr. William Spencer, HR Director or Mr. Joseph Zimmerman, Secretary Treasurer.

Also, as a reminder, please be sure to update your petty cash custodian forms with the Department of Finance as soon as you identify your new custodian.

Cc:

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