



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Office of the Inspector General

December 4, 2023

To: Gavin Cohen, Secretary-Treasurer
Abbey Rodman, Corporate Accounting Director
Chip Bennett, Corporate Business Services & Finance Administration

From: Renee Kenney, Inspector General *Renee Kenney*
Modupe Ogunduyile, Deputy Inspector General *Modupe Ogunduyile*
Wanda King, Assistant Inspector General *Wanda King*

Subject: Follow-up Review for the ACH and Direct Deposit Audit (Audit Report No. CW 003-2022)

We have completed the follow-up review for the ACH and Direct Deposit Audit dated June 30, 2022, for the two recommendations. The following is the result of the follow-up review:

<u>Rec. #</u>	<u>Issue/Recommendation</u>	<u>Issue Risk</u>	<u>Status</u>	<u>New Expected Completion Date</u>
1	Document Operating Policies and Procedures	High	Partially Resolved	December 31, 2023
2	Strengthen Forensic Attributes	Medium	Resolved	n/a

Management provided sufficient additional information and clarification for us to conclude one of the two audit recommendations reviewed has been satisfactorily addressed and implemented. One is partially resolved because some degree of progress has been made but is not yet complete.

The following details the status of the partially resolved recommendation:

Recommendation #1: Document Operating Policies and Procedures

Background and Discussion: Corporate Accounting (Accounting) does not have adequate policies and procedures. When asked to provide copies of its policies and procedures, Accounting provided the Office of the Inspector General (OIG) with an

“ACH Application Verification Procedure and Checklist” (Checklist). The assigned Accountant uses the Checklist to verify ACH setup.

A formalized operating policy and procedure manual should identify internal control requirements such as segregation of duties, transaction review and approval processes, detailed roles and responsibilities, and system security requirements.

Policies and procedures bring uniformity to operations and therefore reduce the risk of an unwanted event. Policies and procedures also promote consistency for both employees and customers and ensure appropriate training and knowledge transfer. Formalized policies and procedures will provide Accounting Management with additional tools to identify gaps and expediently resolve irregularities. The OIG recommended management should develop standard operating policies and a procedures manual(s) for its business functions.

Current Status: Partially Resolved

Management Response: Policies and procedures have been developed for both Treasury Operations and Accounts Payable. However, there have been significant process changes that had to be incorporated since the ACH audit, some of which are very recent. Those changes are currently being reviewed.

New Expected Completion Date: January 31, 2024

Follow-up Date: February 2024

I have included a copy of the original audit report for your convenience. If we can be of assistance in the future, please do not hesitate to contact our office. Thank you for your assistance in this review.

cc: Department Name
Howard Wayne

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