

COUNTY COUNCIL OF WICOMICO COUNTY, MARYLAND

2019 Legislative Session

Legislative Day No. 02

**Resolution No. 39-2019**

Introduced by: The President of the Council

A RESOLUTION ACCEPTING THE ANNUAL REPORT SUBMITTED  
BY THE COUNTY INTERNAL AUDITOR.

WHEREAS, under Section 305, titled "County Internal Auditor" of the Charter of Wicomico County, Maryland, the Internal Auditor is charged with the duty to report on internal accounting controls, administrative and operating practices and procedures, and other pertinent financial and compliance matters within Wicomico County; and

WHEREAS, the Internal Auditor has submitted an Annual Report that includes Completed Projects, Projects Under Way, Follow-Up Projects, and a summary of other items completed by the Internal Auditor during Calendar Year 2018.

NOW, THEREFORE, BE IT RESOLVED, by the County Council of Wicomico County, Maryland that the Annual Report submitted by the County Internal Auditor, attached as Exhibit A, is hereby approved and adopted.

Done at Salisbury, Maryland, this 15<sup>th</sup> day of January, 2019.

ATTEST:

COUNTY COUNCIL OF  
WICOMICO COUNTY, MARYLAND

  
\_\_\_\_\_  
Laura Hurley,  
Council Administrator

  
\_\_\_\_\_  
John T. Cannon,  
Council President

CERTIFICATION

This Resolution was Adopted , Adopted with Amendments \_\_\_\_, Failed \_\_\_\_, Withdrawn \_\_\_\_ by the County Council on January 15, 2019.

Certified by   
\_\_\_\_\_  
Laura Hurley, Council Administrator



**Wicomico County, Maryland**  
**OFFICE OF THE INTERNAL AUDITOR**

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Steve Roser CPA, CIA/CRMA, CFE  
*Internal Auditor*  
Levin Hitchens, III  
*Assistant Internal Auditor*

December 31, 2018

# Annual Report

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## Background

The Office of the Internal Auditor for Wicomico County (IA) submits herewith a progress report for the eighth year in office for Steve Roser CPA. Your Internal Auditor would like to thank the County Council for the opportunity to serve Wicomico County in this capacity. I would also like to thank County Executive Bob Culver, Council Administrator Laura Hurley along with the Wicomico County Audit Committee for their invaluable support during the past year. Additional thanks go to the Department Heads, County Accounting Professionals, and all the other associates within the County and the State of Maryland who have been so supportive in their interest and openness when it comes to assessing various County functions. Any success we enjoy as IA and Audit Committee is directly attributable to the people who make Wicomico County work.

## Projects Completed in the Current Year Include:

- Budget Review
- Cell phone Audit
- Civil Processing Payments
- Debt Service Audit
- Enterprise Funds Review
- Fuel Audit
- DOC Inmate Accounts Audit
- DOC time and Motion
- Job Classification Study
- Parks & Recreation Escrow Accounts
- Purchase Card Audit
- Village Down River Review
- Roads Division Inventory Audit

## Projects Under Way

The following projects were under way as of December 2018:

- Solid Waste Inventory Audit
- Sick Pool Audit
- Accruals Audit
- CIP Review
- Store Accounts Review

Scope and objectives for these and other planned projects can be found in the FY2019 Annual Audit Plan posted on the county website.

### **Follow-up**

Many of our completed projects require follow-up. Subsequent work on many of these audits is just as important (and time-consuming) as the audit itself. IA performed additional work on the following completed projects:

- Cell Phones
- Enterprise Funds
- Fuel Inventory
- Roads Parts Inventory
- Payroll
- Purchase Cards

### **Other Items**

This office performed eight investigations (including two hotline complaints) unrelated to the audits concerning various areas of the County on a variety of issues. Some of the investigations consumed large amounts of time. We included continuous, ongoing audit training of Assistant Auditor Levin Hitchens. Mr. Hitchens is showing excellent progress and his skill set improved exponentially during the past year. His progress includes passing part one of the CIA Exam. Additionally, we completed the following reports and projects for the benefit of the Office of the Internal Auditor, County Council, and the County Executive:

- Administrative sessions with Council
- Website maintenance for posted Audit Reports
- FY 2018 Annual Report
- Audit Committee matters
- FY 2019 Annual Audit Plan
- Countywide Risk Assessment
- We attended most budget hearings and County Council Meetings
- Review of numerous budget matters
- Review of the County fraud hotline
- Independence Declaration
- Coordination with external auditors

- Review of Liquor Control Board, Board of Education, and other financial reports
- Participation in the County Safety Committee
- Acquire continuing education hours to support retention of four certifications
- Participation with:
  - The Institute of Internal Auditors
  - Institute of Internal Auditors Baltimore Chapter
  - Maryland Association of CPAs
  - American Institute of CPAs
  - Maryland Government Finance Officers Association
  - Association of Certified Fraud Examiners

### **Closing Remark**

The Office of the Internal Auditor would like to thank all those who participated in the various projects described herein. The quality of relationships previously developed with Council, Senior Management, and County associates in the spirit of cooperation for the betterment of Wicomico County, and in effort to improve efficiency and effectiveness, was further developed to everyone's benefit. As always, I hope all stakeholders view any small contribution this office made in the past year favorably.

Respectfully Submitted,

*J. Stephen Roser, CPA*

J. Stephen Roser CPA  
Internal Auditor