



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

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

April 10, 2018

To: Joseph Zimmerman, Secretary-Treasurer

Barbara Walsh, Accounting Manager

Sharon Jones, Accounts Payable Section Chief

From: Renee Kenney, Inspector General

Subject: Follow-Up Review for Audit Report Number: CW-003-2017

We have completed the follow-up review for the Accounts Payable Processes Audit Report dated June 9, 2017. The following is the result of the follow-up review:

Rec. #	Issue/ Recommendation	Issue Risk	Status
1	Obtain Department Approval Prior to Processing Task Order Payments	High	Resolved
2	Verify Vendor Invoices Against Purchase Orders	High	Resolved
3	Increase Managerial Oversight within the AP Section	High	Resolved
4	Increase AP Staff Training	Medium	Resolved
5	Utilize Signature Authorization Report	Medium	Resolved
6	Document Standard Operating Procedures	Medium	Resolved
7	Reject Field Prepared Invoices	Medium	Resolved
8	1099 Tax Forms Should be Sent to Storage	Medium	Resolved
9	Restrict Access to Accounts Payable Suite	Medium	Closed
10	Restrict Access to Financial Systems and Network Data	High	Resolved
11	Remove Duplicates from the Vendor Master File	High	Resolved
12	Update Signature Authorization Report	High	Resolved
13	Secure ACH Applications	High	Resolved
14	Enhance AOS Password Security Parameters	Medium	Resolved

Management provided sufficient additional information and clarification for us to conclude 13 of the 14 audit recommendations reviewed have been satisfactorily addressed and implemented. Audit recommendation #9, Restricted Access to Accounts Payable Suite is reflected as closed.



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: Executive Committee

Casey Anderson
Elizabeth Hewlett
Patricia Barney

Audit Committee

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M-NCPPC Administration

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