

Audit Report

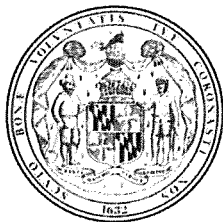
**Comptroller of Maryland
Central Payroll Bureau**

February 2012



OFFICE OF LEGISLATIVE AUDITS
DEPARTMENT OF LEGISLATIVE SERVICES
MARYLAND GENERAL ASSEMBLY

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Karl S. Aro
Executive Director

DEPARTMENT OF LEGISLATIVE SERVICES
OFFICE OF LEGISLATIVE AUDITS
MARYLAND GENERAL ASSEMBLY

Bruce A. Myers, CPA
Legislative Auditor

February 7, 2012

Senator James C. Rosapepe, Co-Chair, Joint Audit Committee
Delegate Guy J. Guzzone, Co-Chair, Joint Audit Committee
Members of Joint Audit Committee
Annapolis, Maryland

Ladies and Gentlemen:

We have audited the Comptroller of Maryland – Central Payroll Bureau (CPB) for the period beginning January 14, 2009 and ending October 17, 2011. CPB is primarily responsible for processing and issuing payroll checks and direct deposit advices for the regular State payroll and the payrolls of the Maryland Department of Transportation and the University System of Maryland.

Our audit did not disclose any findings that warrant mention in this report.

We wish to acknowledge the cooperation extended to us during the course of this audit by CPB.

Respectfully submitted,

A handwritten signature in black ink that reads "Bruce A. Myers". The signature is written in a cursive style.

Bruce A. Myers, CPA
Legislative Auditor

Background Information

Agency Responsibilities

The Central Payroll Bureau (CPB), a unit of the Comptroller of Maryland, is primarily responsible for processing and issuing payroll checks and direct deposit advices on a bi-weekly basis for the regular State payroll, and the payrolls of the Maryland Department of Transportation and the University System of Maryland. According to CPB's records, the payrolls collectively totaled approximately \$6.9 billion during fiscal year 2011. CPB is also responsible for processing payroll deductions, employee withholding statements for certain employees, and other payroll reports for State government. According to the State's accounting records, CPB's operating expenditures totaled approximately \$2.4 million during fiscal year 2011.

Status of Findings From Preceding Audit Report

Our audit included a review to determine the status of the two findings contained in our preceding audit report dated May 4, 2009. We determined that CPB satisfactorily addressed these findings.

Findings and Recommendations

Our audit did not disclose any significant deficiencies in the design or operation of CPB's internal control. Nor did our audit disclose any significant instances of noncompliance with applicable laws, rules, or regulations. Other less significant findings were communicated to CPB that did not warrant mention in this report.

A draft copy of this report was provided to CPB and to the Comptroller of Maryland. Since there are no recommendations in this report, a written response was not necessary.

Audit Scope, Objectives, and Methodology

We have audited the Comptroller of Maryland – Central Payroll Bureau (CPB) for the period beginning January 14, 2009 and ending October 17, 2011. The audit was conducted in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain

sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

As prescribed by the State Government Article, Section 2-1221 of the Annotated Code of Maryland, the objectives of this audit were to examine CPB's financial transactions, records and internal controls, and to evaluate its compliance with applicable State laws, rules, and regulations. We also determined the status of the findings included in our preceding audit report.

In planning and conducting our audit, we focused on the major financial-related areas of operations based on assessments of materiality and risk. The areas addressed by the audit included CPB's management of the state payroll system, cash receipts, payroll, and critical information technology systems. Our audit procedures included inquiries of appropriate personnel, inspections of documents and records, and observations of CPB's operations. We also tested transactions and performed other auditing procedures that we considered necessary to achieve our objectives. Data provided in this report for background or informational purposes were deemed reasonable, but were not independently verified.

Our audit did not include certain support services provided to CPB by the Comptroller of Maryland – Office of the Comptroller. These support services (such as processing of invoices, maintenance of accounting records, and related fiscal functions) are included in the scope of our audits of the Office of the Comptroller. Our audit also did not include certain support services provided to CPB by the Comptroller of Maryland – Information Technology Division related to the procurement and monitoring of information technology equipment and services. These support services are included in the scope of our audits of the Information Technology Division.

CPB's management is responsible for establishing and maintaining effective internal control. Internal control is a process designed to provide reasonable assurance that objectives pertaining to the reliability of financial records, effectiveness and efficiency of operations including the safeguarding of assets, and compliance with applicable laws, rules and regulations are achieved.

Because of inherent limitations in internal control, errors or fraud may nevertheless occur and not be detected. Also, projections of any evaluation of internal control to future periods are subject to the risk that conditions may change or compliance with policies and procedures may deteriorate.

Our reports are designed to assist the Maryland General Assembly in exercising its legislative oversight function and to provide constructive recommendations for improving State operations. As a result, our reports generally do not address activities we reviewed that are functioning properly.

AUDIT TEAM

Adam J. Westover, CPA
Audit Manager

Richard L. Carter, CISA
Information Systems Audit Manager

Adam M. Auerback
Senior Auditor

John C. Venturella
Information Systems Senior Auditor

Evan E. Naugle
Staff Auditor