

**Board of Education of Baltimore County
Office of Internal Audit**

**Fiscal Year 2023
September 30, 2022**



**Office of Internal Audit
Investigative Unit
FY23 – Quarter 1 Report**

BALTIMORE COUNTY PUBLIC SCHOOLS

Darryl L. Williams, Ed.D. ♦ Superintendent ♦ 6901 North Charles Street ♦ Towson, MD ♦ 21204

Office of Internal Audit
Andrea Barr
Chief Auditor

Office: 443-809-4043
Fax: 410-887-7731

TO: Members of the Audit Committee

FROM: Andrea Barr, Chief Auditor

DATE: September 30, 2022

SUBJECT: Investigative Unit FY23 – Quarter 1 Report

This FY23 first quarter update provides information on the Office of Internal Audit investigation activities from July 1, 2022 through September 30, 2022. This includes any cases received and closed during this period, as well as the status of current investigations.

**Investigative Unit
FY23 – Quarter 1 Report**

Cases Received as of September 30, 2022

During the first quarter of FY23, we received 26 cases:

- Six of the cases will be investigated by Internal Audit.
- One was referred to BCPS management for investigation.
- Nineteen new cases were not in the purview of the hotline and were closed with a memo to file.

Table 1 summarizes the cases received during the first quarter of FY23.

Table 1:

Cases Received in FY23

Type of Cases Received	Qtr 1
Internal Audit Investigations	
Conflict of Interest	1
Falsification of Records	1
Payroll Fraud or Overtime Abuse	2
Management Issue	1
Theft	1
Total Internal Audit Investigations	6
BCPS Management Investigations	1
Total Investigations	7
Memos to File	19
Total Cases Received in FY23 – Q1	26

**Investigative Unit
FY23 – Quarter 1 Report**

Status of Cases Received

In addition to the receipt of 26 new cases, 13 cases remained open and/or in-process at the end of the previous quarter, resulting in 39 open cases during the first quarter of FY23. At the end of the first quarter of FY23, 28 cases were closed, and 11 cases remained open and/or in-process. **Table 2**, below, summarizes the investigation activity for the first quarter of FY23.

Table 2:

Status of Cases Received

Case Status	Internal Audit Investigations	Management Investigations	Total Investigations	Memos to File	Total
Cases Open					
Open as of 7/1/22	10	3	13	-	13
Reclassifications ¹		(3)	(3)	3	-
Received in FY23 – Q1	6	1	7	19	26
Total Cases Open	16	1	17	22	39

Case Status	Internal Audit Investigations	Management Investigations	Total Investigations	Memos to File	Total
Cases Closed					
Substantiated	1	-	1	-	1
Partially Substantiated	-	-	-	-	-
Inconclusive	1	-	1	-	1
Unsubstantiated	9	-	9	-	9
Memos to File	-	-	-	17	17
Total Reports Closed	11		11	17	28
Cases Open at 9/30/22	5	1	6	5	11

¹ In certain instances, cases may be reclassified from investigations to memos to file, or vice versa. This can be due to a review of evidence, documentation found, a clarification of allegation, etc. When this occurs, it will be tracked here to reflect accurate case totals.

**Investigative Unit
FY23 – Quarter 1 Report**

Internal Audit Investigations Summary

Table 3 summarizes the status of the 16² open Internal Audit investigations during the first quarter of FY23.

Table 3:

Status of Internal Audit Investigations

Item	Case	Issue	Alleged Details	Status	Result
1	2022-111	Misuse of company property or resources	Employee engaged in remunerative employment while out on approved leave.	Closed	Substantiated
2	2022-097	Misuse of company property or resources	A boat was purchased with a BCPS check.	Closed	Inconclusive
3	2022-085	Payroll fraud	Employees falsifying sign-in sheets and stealing time. Combined with 2022-104,106,112.	Closed	Unsubstantiated
4	2022-086	Payroll fraud	Employees falsifying sign-in sheets and stealing time.	Closed	Unsubstantiated
5	2022-087	Procurement or purchasing practices	Improper billing activities by IT vendor.	Closed	Unsubstantiated
6	2022-088	Payroll fraud	Employees falsifying sign-in sheets and stealing time.	Closed	Unsubstantiated
7	2022-103	Management issue	Employee alleges wrongful reprimand.	Closed	Unsubstantiated
8	2022-104	Payroll fraud	Employee falsifying sign-in sheets and stealing time. Combined with 2022-085, 104, 106 and 112.	Closed	Unsubstantiated
9	2022-106	Payroll fraud	Employee falsifying sign-in sheets and stealing time.	Closed	Unsubstantiated
10	2022-112	Payroll fraud	Employees falsifying sign-in sheets and stealing time.	Closed	Unsubstantiated
11	2023-003	Management issue	Employee does not have required certifications for job.	Closed	Unsubstantiated
12	2023-008	Falsification of records, contract, reports	Employee falsified BCPS documents.	Open	Pending
13	2023-009	Payroll fraud	Employee payroll fraud.	Open	Pending
14	2023-012	Conflict of interest	Employee used position for personal gain.	Open	Pending
15	2023-014	Theft	Employee theft of cleaning products.	Open	Pending
16	2023-019	Payroll fraud	Employee payroll fraud.	Open	Pending

² See table 2 above.

**Investigative Unit
FY23 – Quarter 1 Report**

Management Investigations Summary

Internal Audit reviews the result of Management investigations to ensure that sufficient evidence to close the case was obtained. A case whose allegations cannot be substantiated can still result in corrective, proactive, or preventative measures to reinforce a policy or procedure, improve internal controls, or to improve BCPS operations.

Table 4 summarizes the status of the one³ management investigation during the first quarter of FY23.

Table 4:

Status of Reports Referred to Management

Item	Case	Issue	Alleged Details	Status	Result
1	2023-018	Misuse of company property or resources	Residency issue.	Open	Pending

³ See table 2 above.

**Investigative Unit
FY23 – Quarter 1 Report**

Memo to File Summary

Internal Audit reviews the content of the cases that are received through the hotline. In certain instances, there may not be a need for either Internal Audit or BCPS Management to investigate. These instances include when:

- the information provided does not constitute an allegation of fraud, waste, or abuse
- the reporter did not provide enough information to investigate
- additional information was requested from the reporter, and no response was received
- management is aware of the issue and has addressed or begun addressing
- the issue is already being investigated by an external group or another BCPS department

In most of these instances, Internal Audit will still provide the case information to BCPS Management.

Table 5 summarizes the status of the 21⁴ memos to file from the first quarter of FY23.

Table 5:

Status of Memo to File Hotline Reports

Item	Case	Issue	Alleged Details	Status
1	2022-074	Management issue	Concerns with Division of Human Resources. Combined with 2022-092 and 2022-099.	Closed
2	2022-092	Management issue	Concerns with Division of Human Resources. Combined with 2022-74 and 2022-099.	Closed
3	2022-099	Management issue	Concerns with Division of Human Resources. Combined with 2022-074 and 2022-092.	Closed
4	2023-001	Management issue	Concerns related to transportation.	Closed
5	2023-002	Information Seeking/No Allegation Made	No allegation made.	Closed
6	2023-004	Management issue	Concern related to document retention.	Closed
7	2023-005	Information Seeking/No Allegation Made	No allegation made.	Closed
8	2023-006	Management issue	Concerns with employee behavior.	Closed
9	2023-007	Management issue	Concerns related to Division of Human Resources.	Closed
10	2023-010	Management issue	Concerns related to email errors.	Closed
11	2023-011	Management issue	Concerns related to Division of Human Resources.	Closed
12	2023-013	Employee behavior	Concerns with employee behavior.	Closed
13	2023-015	Management issue	Concerns about a staffing issue.	Closed
14	2023-016	Student Issue	Concerns related to a student issue.	Closed
15	2023-017	Information Seeking/No Allegation Made	No allegation made.	Closed

⁴ See table 2 above.

**Investigative Unit
FY23 – Quarter 1 Report**

Item	Case	Issue	Alleged Details	Status
16	2023-020	Employee behavior	Concerns with employee behavior.	Closed
17	2023-022	Employee behavior	Concerns with employee behavior.	Closed
18	2023-021	Payroll fraud	Concerns related to payroll.	Pending
19	2023-023	Payroll fraud	Concerns related to payroll.	Pending
20	2023-024	Employee behavior	Concerns with employee behavior.	Pending
21	2023-025	Employee behavior	Concerns with employee behavior.	Pending
22	2023-026	Employee behavior	Concerns with employee behavior.	Pending