



11:00 A.M.

11:03 a.m. - Larry Schillenberg reviews and reconciles fiscal year 1991 closing statements submitted by the Department of Health and Mental Hygiene.

11:07 a.m. - Edward Evans finishes photocopying hundreds of I.R.S. audit reports at the Fallon Federal Building in Baltimore. The reports will be forwarded to the Annapolis headquarters of the state Income Tax Division so adjustments can be made to the taxpayers' state tax bills.

11:17 a.m. - Greer Wishop prints 10,000 copies of the bulk order form for 1991 state income tax forms which will be sent to tax preparers.

11:23 a.m. - Mary Leonard reviews draft standards from the Governmental Accounting Standards Board for the comptroller's General Accounting Division.

11:47 a.m. - David Elrod tests the octane of a fuel sample at the comptroller's Motor Vehicle Fuel Testing Laboratory. Fuel is also tested for a number of other quality specifications to protect consumers.

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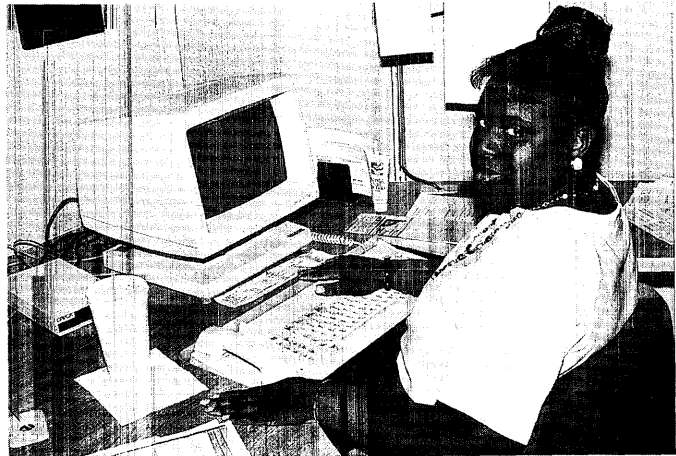
12:03 p.m. - Tracie Briggs, a contractual employee in the Sales and Use Tax Division, uses the Davox auto dialing system to contact a delinquent business as part of the Revenue Roundup, a special delinquent tax collection program.

12:09 p.m. - Terry Kisner calls the Department of Juvenile Services to resolve differences in amounts reported as transfers of fixed assets from the Department of Health and Mental Hygiene.

12:30 p.m. - Helen Kane answers an employee's question over the telephone about direct deposit of state payroll checks.

1:00 P.M.

1:05 p.m. - Ruth White is one of 18 data entry operators entering accounting data into the Annapolis Data Center mainframe computer to generate reports from the Statewide Accounting and Reporting System.



Tracie Briggs is a contractual employee participating in the Revenue Roundup program which is boosting delinquent tax collection efforts during the recession.

1:22 p.m. - Martha Briggs makes airline reservations for auditors headed for Miami.

1:37 p.m. - Jerry Langbaum, counsel to the comptroller, reviews testimony with Pam Porter, who will be called as a witness in a tax case.

2:00 P.M.

2:10 p.m. - Barbara Deibel checks invoices while performing a sales and use tax audit on an Oxon Hill contractor.

2:17 p.m. - Darlene Ladd goes to the State Treasurer's Office to countersign 15,000 vendor checks, an exceptionally large number of checks, totaling \$70,107,747.46, which pay the state's bills for the day.

2:35 p.m. - Dennis Krysiack, an internal auditor, reviews records as part of a performance audit of the motor fuel inspection program.

2:47 p.m. - Linda Brenneman logs in gasoline samples delivered by inspectors to the Motor Vehicle Fuel Testing Laboratory to be tested to be sure the fuel meets quality standards.

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