

# DeKalb



# County

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Department of Finance

Internal Audit and Licensing

**Date:** April 05, 2010

**TO:** Greg Brake, Interim Associate Director, Fleet Maintenance Division

**FROM:** Deputy Director of Finance, Internal Audit & Licensing (DIAL)

**SUBJECT:** Public Works Department - Fleet Maintenance Division

**RE:** 2009 - Fuel Usage and Distribution

### **General Information**

The Fleet Maintenance Division of DeKalb County's Public Works Department is responsible for overseeing fuel usage and distribution. The software application that assists in the efficient processing of fuel activity is called FuelMaster Plus. This data base system, allows for storage of vehicle fuel usage, user of fuel, product and site information, along with fuel key creation and report generating capabilities.

Four critical aspects of the fuel dispensation process are: (1) The creation of a Fuel Key during the initial vehicle purchase. (2) Granting access to various authorized employees from various using departments (3) Monitoring the fuel process through the use of canned reports (4) Monitoring of fuel sites, and the distribution of fuel.

An internal control review and evaluation of the fuel distribution process were conducted for the period January 1, 2009 through December 31, 2009. Approximately 4,500 employees have access to fuel keys but not all are active.

### **Purpose and Scope**

The purpose of our review and evaluation was to determine if internal controls were operating as intended and wide spread abuse was non existent. Based on the work performed during the preliminary assessment, the scope of our review covered the operation of Fleet Maintenance fuel usage and distribution service from January 1, 2009 through December 31, 2009. We obtained a comprehensive understanding of the fuel usage and distribution process, reviewed the New Equipment Check-In Forms, reviewed Request for Automated Fuel key/User ID Number Form, reviewed the FuelMaster Plus system for employees with manual key authorization, reviewed Manual Key report form, reviewed Exception report, and analyzed the Fuel Master Transaction Listing report by user id. Also, discussions and interviews were held with appropriate Fleet Maintenance personnel. Internal Audit conducted additional audit tests and procedural reviews as deemed necessary.

### **Opinion**

In our opinion, the internal controls around fuel usage and distribution of fuel could be strengthened as noted below.

### **Comment I**

There were no written guidelines denoting a specific time frame when a request for fuel code deactivation was to be submitted to Fleet Maintenance.

### **Recommendation I**

We recommend that departments submit a request for deactivation of an employee's fuel code to Fleet Maintenance immediately upon notification of an infraction or the employee's departure so as to minimize loss to the County. We further recommend that Fleet Maintenance adopt and distribute/publish written guidelines.

### **Comment II**

Internal Audit observed that the fuel key inventory was not stored in a safe and secure location.

### **Recommendation II**

We recommend that the fuel key inventory be stored in a locked safe or cabinet.

### **Comment III**

There was no report that would show an actual total of the fuel keys on hand. Alternatively, Internal Audit obtained an estimate of the total.

### **Recommendation III**

We suggest that a tracking system be implemented to account for all fuel keys that are newly purchased, re-used and on hand.

### **Comment IV**

Some department employees that were given fuel key authorization did not possess the key or indicated that the key was lost.

### **Recommendation IV**

Department heads are to ensure that all authorized vehicles have fuel keys and employees with access to fuel keys that are lost should be encouraged to report the loss immediately, and have the key replaced.

### **Comment V**

The Monthly Charge Detailed Reports (Billing) which can be found on the DeKalb County Intranet (Located in the budget area) should be reviewed frequently by department heads.

### **Recommendation V**

In addition to monthly rigorous review of the Fleet Maintenance Billing Reports, department heads are encouraged to contact Fleet Maintenance Administration for assistance with back up regarding any discrepancies noted and perform more random checks of fuel usage by employee and vehicle usage. This would aide in the timely determination of any inconsistencies or loss to the County. We also suggest that the Fleet Maintenance administrative team ensures that each department is aware of the report's location.



**Comment VI**

On the Manual Issue Key report, we noted that at times there were no date or time of transactions noted, the attendant had not signed off on the report signifying proper authorization, and adequate explanation or reason was not given for issuance of the fuel.

**Recommendation VI**

We strongly recommend that access to the manual key become more guarded, and that controls are strengthened. It is also imperative that users be reminded to provide accurate vehicle numbers during time of use and ensure that the Manual Issue Key report is completed properly.

**Comment VII**

Internal Audit observed through exception reports that a significant amount of transactions were captured, where the odometer was shown as too high or too low.

**Recommendation VII**

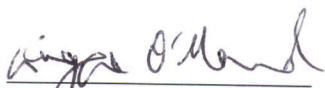
Employees should be more careful when inserting the odometer numbers. Errors should be reported to Fleet Maintenance Administration immediately.

**Comment VIII**

Based on discussions with Fleet Maintenance staff, Internal Audit was informed that the use of a Fleet Maintenance fuel key was compromised. On one occasion the attempted unauthorized use of a key was averted by a keen County Public Safety police officer who questioned an individual, working through the work force development (not as a County employee) as he was about to use the key to dispense fuel in a non County vehicle.

**Recommendation VIII**

We strongly recommend that better judgment be exercised over the use of the fuel keys.

  
Eugene O'Mard

EO/CH

Dr. Michael J. Bell, Chief Financial Officer  
Keith Barker, Chief Operating Officer and Executive Assistant  
William Rhinehart, Deputy Chief Operating Officer for Infrastructure