

EVALUATE USE OF MISCELLANEOUS FUEL CARDS

OBJECTIVE: *To verify Agency use of miscellaneous fuel cards is appropriate and adequate safeguards have been established by each Agency to ensure that miscellaneous fuel cards are used for specified purposes only.*

1. Prepare a section conclusion in terms of the objective.
2. Perform the following for all miscellaneous fuel cards with aggregate volume over 500 gallons for the audit period:
 - a. Contact the user Agency and document the intended purposes for the miscellaneous card and actions taken to ensure adequate safeguards when not in use.
 - b. Determine if any measures have been implemented to identify possible misuse.
 - c. Conclude on the adequacy of each Agency's actions to ensure the miscellaneous fuel card is protected from unauthorized use.
 - d. Examine transaction activity and identify the following: weekend, holiday and after normal operating hours.
 - i. Conclude on the appropriateness of activity on weekends, holidays and after normal operating hours based on the expressed authorized uses for the fuel card. Document the Agency's explanation for all exceptions.
 - ii. Conclude on the appropriateness of refueling locations used based on expressed authorized uses for the fuel card. Document each Agency's explanation for all exceptions identified.
3. Using Auditor judgment (goal: to include as many Agencies as possible for maximum Audit coverage), select 5 of the remaining miscellaneous fuel

cards and perform the following:

- a. Contact the user Agency and document authorized uses for the miscellaneous card and actions taken to ensure that the card is adequately secured when not in use.
- b. Determine if any measures have been adopted to identify possible misuse.
- c. Conclude on the adequacy of actions by each Agency surveyed to ensure the miscellaneous fuel card is protected from unauthorized use.

EVALUATE "LOCKED OUT" CARDS

OBJECTIVE: *To examine fuel cards placed in a "LOCKED OUT" status for appropriateness and to evaluate the effectiveness of criteria for placing a card in a "LOCKED OUT" status.*

1. Prepare a section conclusion in terms of the objective.
2. Obtain a list of all fuel cards placed in a "**LOCKED OUT**" status in the **RNI-2000 FUEL MANAGEMENT OPERATION & REPORTING SOFTWARE**. To the extent possible, narrow the list to include County equipment only.
3. Select a statistical sample of "**LOCKED OUT**" fuel cards and perform the following tests for each card selected:
 - a. Document the reason for the "**LOCKED OUT**" status.
 - b. For "**LOST**" or "**STOLEN**" cards, review transactions for the replacement card and conclude if activity appears reasonable (based on number of refuelings and volume) when compared to equipment of a similar class.
4. Analyze the explanations provided for "**LOCKED OUT**" status and identify any trends (such as repeated lost cards by an agency or failure to collect fuel

card at retirement or reassignment). Consider the need for improvements to reduce the number of "**LOCKED OUT**" cards.

REVIEW RESOLUTION OF REJECTED AUTOMATED FUEL TICKETS

OBJECTIVE: *To examine the **AUTOMATED FUEL TICKET REPORTS - REJECTED TICKETS** for the Audit period to ensure the proper resolution of rejected transactions and to evaluate if changes are needed to reduce future rejections.*

1. Prepare a section conclusion in terms of the objective.
2. Review copies of the **AUTOMATED FUEL TICKET REPORT - REJECTED TICKETS** for the Audit period from August 1, 2004 to October 31, 2004. To the extent possible, focus review on County equipment. Perform the following tests for all rejected items related to County equipment:
 - a. Document the reason for the rejection, such as new equipment that had not been activated in **FLEETFOCUS**.
 - b. Verify inclusion of the transaction fuel cost in corresponding month's billing. Document an explanation for all exceptions.
3. Analyze explanations provided for rejected fuel tickets and identify any trends. Consider possible actions to reduce future rejections and share with management.

BILLING FOR ACCURACY & COMPLETENESS

OBJECTIVE: *To selectively test amounts billed for fuel costs for accuracy and completeness.*

1. Prepare a section conclusion in terms of the objective.

2. Select a statistical sample of Audit computed monthly fuel costs and perform the following:
 - a. Trace and agree computed amount to monthly billing report prepared by Central Automotive Maintenance. Document an explanation for all exceptions.
 - b. Examine the detail transactions that support each item selected and determine if the fueling location and timing appear to be appropriate given the Agency assignment and location. Document an explanation for all exceptions.
 - c. Examine the detail transactions that support each item selected and determine if fuel volume appears to conform to other vehicles of the same class. Document an explanation for all exceptions.

WEEKEND, AFTER HOURS, HOLIDAYS AND MULTIPLE DAILY ACTIVITIES

OBJECTIVE: *To examine fuel transactions outside of normal operating hours, on Holidays and multiple daily transactions for appropriateness.*

1. Prepare a section conclusion in terms of the objective.
2. Evaluate **weekend fuel transactions** based on Agency assignment and conclude if fueling appears reasonable (for instance, Public Safety vehicles are more likely to fuel on weekends than a daily motor pool rental vehicle). Document each Agency's explanation for all exceptions identified.
3. Evaluate fuel transactions **between 6 PM and 6 AM** based on Agency assignment and conclude if fueling appears reasonable. Document each Agency's explanation for all exceptions identified.
4. Evaluate **Labor Day fuel transactions** based on Agency assignment and conclude if fueling appears reasonable. Document each Agency's explanation for all exceptions identified.

5. Evaluate transaction activity for selected County equipment with daily transaction count of five or more for a single day and conclude if multiple daily activity appears reasonable (for instance - Are multiple fuel types involved indicating fueling included the vehicle as well as other equipment?). Document each Agency's explanation for all exceptions identified.
6. Evaluate transaction activity for the all County equipment with a more than three transactions on a single day more than three times during the audit period and conclude if multiple daily activity appears reasonable (for instance - Are multiple fuel types involved indicating fueling included vehicle as well as other equipment?). Document each Agency's explanation for all exceptions identified.