



**Mecklenburg County
Department of Internal Audit**

Asset and Facility Management
Fuelman Continuous Monitoring Project
Report 1951

March 6, 2019

Internal Audit's Mission

To support key stakeholders in cultivating an environment of accountability, transparency, and good governance.

Internal Audit Contacts

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**Staff
Acknowledgements**

Eric Davis, CIA, CISA, CRMA, Auditor-in-Charge

**Obtaining Copies of
Internal Audit Reports**

This report can be found in electronic format at
<https://www.mecknc.gov/Audit/reports/Pages/default.aspx>



MECKLENBURG COUNTY
Department of Internal Audit

To: Mark Hahn, Director
Department of Asset and Facility Management

From: Joanne Prakapas, Director
Department of Internal Audit

Date: March 6, 2019

Subject: Asset and Facility Management Fuelman Continuous Monitoring Report 1951

The Department of Internal Audit has completed a continuous monitoring solution to enhance the efficiency and effectiveness of the Department of Asset and Facility Management's Mecklenburg County Fuelman gas card program administration.

A continuous monitoring solution is an automated, ongoing process that helps management to:

- Assess the effectiveness of controls and detect associated risk issues
- Improve business processes and activities while adhering to ethical and compliance standards
- Execute timelier quantitative and qualitative risk-related decisions
- Increase the cost-effectiveness of controls and monitoring by leveraging information technology

Background

The Department of Asset and Facility Management (AFM) provides master and space planning; architectural design and construction project management; facility maintenance and operations; security services; and real estate management. Its Fleet and Courier Services Division is responsible for County vehicle purchases, fleet management, vehicle maintenance, as well as County Fuelman gas card program administration.

The Fuelman gas card program, provided by a third-party vendor, allows employees to purchase fuel for County-owned vehicles and small engine equipment at participating gas stations throughout the nation and at two County fueling sites.

As of December 31, 2018, the County had a total of 1,201 vehicle gas cards and 61 miscellaneous gas cards. The following table summarizes recent annual volume and fuel expenditures.

Fuelman Gas Card Purchases by Fiscal Year			
	FY2016	FY2017	FY2018
Total Volume (Gallons)	638,583	661,906	699,963
Total Cost	\$991,843	\$1,059,575	\$1,278,202

Source: Asset and Facility Management data, unaudited

Internal Audit interviewed key personnel, identified and documented management's business requirements; designed and developed eight data analytic routines; developed and conducted assurance and user acceptance tests; and trained AFM staff in the use of the analytics. The continuous monitoring solution was implemented December 20, 2018 and is working as expected. The following table describes the new analytics provided to AFM.

AFM Continuous Monitoring Analytics		
Analytic	Frequency	Description
1. Duplicate Transactions	Biweekly	Identifies duplicate gas card transactions
2. Transactions with Duplicate Information and Different Dollar Amounts	Biweekly	Identifies gas card purchases with duplicate information and different dollar amounts
3. Out-of-State Purchases	Biweekly	Identifies gas card transactions made outside of North Carolina
4. Non-Fuel Purchases	Biweekly	Identifies gas card transactions for non-fuel products and services, such as car washes and repair labor
5. Large Quantity Purchases	Biweekly	Identifies gas card transactions over 75 gallons, including transactions made by miscellaneous gas cardholders
6. Excessive Purchases	Biweekly	Identifies three or more gas card transactions made by the same employee on the same day
7. AFM County Car Gas Card Activity	Biweekly	Identifies gas card activity for County cars maintained at the Department of Asset and Facility Management
8. Afterhours Purchases	Biweekly	Identifies gas card transactions occurring between 11 p.m. and 5 a.m.

We appreciate the cooperation AFM staff provided during this project. Please feel free to contact me at 980-314-2889 if you have any questions or concerns.

- c: County Manager
- Deputy County Manager/Chief of Staff
- Assistant County Managers
- Deputy County Attorney
- Senior County Attorney
- Board of County Commissioners
- Audit Review Committee