


Internal Audit Unit  
MONTGOMERY COUNTY BOARD OF EDUCATION  
Rockville, Maryland

September 18, 2023

MEMORANDUM

To: Mr. Michael K. Lewis, Acting Director, Department of Transportation

From: Mary J. Bergstresser, Supervisor, Internal Audit Unit 

Subject: Report on Department of Transportation Parts, Fuel, and Tire Inventory—  
2023 Inventory

This report presents the results of our examination of inventory procedures, internal controls, and accuracy of the count of inventory maintained by the Department of Transportation (DOT). The Internal Auditors randomly selected 25 auto parts at the five main depots and 10 auto parts at the Turkey Thicket depot, without regard of the dollar cost, as well as all quarts of motor oil, quarts of transmission fluid, and tires located at each depot to count and compare to the numbers shown on the automated inventory system. Auditors also selected 100 percent of items with a cost equal to or greater than \$2,000 at all locations to ensure that these items were properly controlled. Finally, the team conducted manual measurements of the quantity of gasoline and diesel fuel contained in the underground tanks and compared the stick readings with the automated Veeder-Root machine readings at the five depots that have tanks. The purpose was to determine whether procedures result in an accurate valuation of inventory.

**Findings and Recommendations**

During the count of the 135 selected parts, variances were found in the numbers reported for 11 (.08 percent) of these items, including instances where there were either more or fewer parts than reported. Of the 11 variances, the Shady Grove Transportation Depot accounted for 2, the Bethesda Transportation Depot accounted for 0, the Randolph Transportation Depot accounted for 2, the West Farm Transportation Depot accounted for 4, the Clarksburg Transportation Depot accounted for 4, and the Turkey Thicket Transportation Depot accounted for -1. The auditors counted 31 parts with a cost equal to or greater than \$2,000 and revealed no variance at the 6 transportation depots.

The physical measurement of fuel did not result in any significant differences compared to the quantity measured by the automated dispensing equipment. The auditors were able to account for approximately 99 percent of the quarts of motor oil and transmission fluid compared to the automated inventory system for all depots combined. In addition to the primary stock rooms, the auditors noted quarts of oil and transmission fluid also were stored in various other locations within the depots, as well as inside maintenance vehicles. The auditors were able to account for 100 percent of tires recorded in the automated inventory system for all depots.

The total value of the inventory was reported to be \$2,420,376 at the time of the internal audit count. DOT reports that changing over from FASTER Win to FASTER Web, a fleet management system, contributed greatly to the accuracy of the inventory count.

On behalf of the Internal Audit Unit staff, we appreciate the opportunity to assist DOT staff with the 2023 inventory and especially would like to thank Mr. Michael S. Mowell, auto parts supervisor, Shady Grove Fleet Maintenance; Mr. David M. Dalton, fleet maintenance manager, Fleet Maintenance, DOT, and Anthony F. Tucci, Fiscal Manager, DOT. A response to this report is not required. We look forward to working with your staff next year. If you have any questions, please contact me at 240-740-5686.

MJB:rg

Copy to:

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