



# Fairfax County Internal Audit Office

**Department of Vehicle Services  
Procurement Card Audit  
Final Report**

**March 2009**

*"promoting efficient & effective local government"*

# Executive Summary

The Department of Vehicle Services (DVS) averaged 34,000 transactions per year which accounted for approximately 30% of the total for the county. The procedures and controls used to process these transactions were extensive and well-documented. Our review of the DVS procurement cards showed that the internal controls in the areas of clearing account reclassifications, transaction logs, FAMIS reconciliations, card security, expenditure/funding review, and separation of duties were adequate. Additionally, internal control procedures were thoroughly and clearly documented and the department appeared to be in compliance with internal controls outlined in the county Procedural Memorandum (PM) 12-02. No findings were identified in the course of this audit.

## Scope and Objectives

This audit was performed as part of our fiscal year 2009 Annual Audit Plan and was conducted in accordance with generally accepted government auditing standards. The audit covered the period of February 1, 2008, through January 31, 2009, and our audit objectives were to determine if the department:

1. Had developed written internal procedures in accordance with PM 12-02.
2. Followed the county rules and procedures for the use of procurement cards.
3. Had adequate internal control procedures in place and that these procedures were being followed by cardholders.
4. Transactions were reasonable, in line with policy, and did not appear to be fraudulent.

## Methodology

Our audit methodology included a review and analysis of internal control procedures, procurement card expenditures, and related accounting records of the department. Our audit approach included an examination of procurement card expenditures, records and statements; interviews of appropriate employees; and a review of internal policies and procedures. We evaluated the processes for compliance with the county's PM 12-02. Information was extracted from the procurement card management system for sampling and verification to source documentation during the audit; however, our audit did not include an independent review of the system controls. Our transaction testing did not rely on system controls; therefore, this was not a scope limitation.

The Fairfax County Internal Audit Office is free from organizational impairments to independence in our reporting as defined by Government Auditing Standards. We report directly and are accountable to the county executive. Organizationally, we are outside the staff or line management function of the units that we audit. We report the results of our audits to the county executive and the Board of Supervisors, and reports are available to the public.