

Status of Audit Resolution

December 2009

Department of Fish and Wildlife (DFW)

Agency: 477

Audit Report: 1001214

Finding Number: 001

Finding: The Department of Fish and Wildlife has inadequate controls over bulk fuel reporting and monitoring.

Resolution: A draft policy and procedure is currently going through the Department's final review and approval process. The policy and procedure establish tighter controls over bulk fuel by requiring issuance of a monthly usage report to the asset manager and internal auditor for trend and usage analysis and providing for follow up through the chain of command for sites not reporting. The approved policy and procedure will be communicated to Department staff by posting the policy on the agency website and sending an agency-wide email informing staff of the policy.

In addition to the revised policy, existing controls were tightened to include a monthly review by site of all bulk fuel usage at the central office level. The monthly report includes a detailed list of each piece of equipment using bulk fuel that month. The report provides usage for gasoline and diesel and includes lawn mowers, generators, vehicles, pumps, tractors, chain saws, off-road vehicles, etc. It summarizes the gasoline and diesel usage separately by site by month. The central office monitoring includes looking at trends and investigating monthly anomalies in usage. A copy of this monitoring procedure was provided to the auditors.

In addition, in October 2009, the Department sent out an agency-wide survey on bulk fuel tanks. The results of the survey were received and provided the information needed to update the Department's bulk fuel tank inventory.

Agency Contact: Jack Needham
Department of Fish and Wildlife
PO Box 43160
Olympia WA 98504-3160
(360) 902-2420
needhjn@dfw.wa.gov