



# DALLAS COUNTY COUNTY AUDITOR

## Memorandum

To: Honorable Commissioner John Wiley Price  
Road & Bridge District No.3

From: Virginia Porter *Virginia Porter*  
Dallas County Auditor  
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Subject: Road & Bridge District No. 3  
Inventory Report

Date: Issued: October 11, 2011  
Released: December 16, 2011

On August 16, 2011, our Internal Audit staff performed the annual physical inventory at Road & Bridge District No. 3.

Our specific procedures, findings and recommendations are listed in the attached report. Controls over inventory appears effective, no material findings were noted during annual review. The report is intended for information and the use of management. We believe that enhanced record keeping procedures will allow for more effective operation and control of the inventory.

We appreciate the level of courtesy and cooperation extended during our review.

Attachments

VP:tb

DALLAS COUNTY, TEXAS – COUNTY AUDITORS OFFICE  
ROAD AND BRIDGE DISTRICT #3 INVENTORY REPORT  
October 11, 2011

### **Scope**

A physical inventory of Dallas County Road and Bridge District No. 3's storeroom supplies, fuel and lube, and road materials was performed on August 16, 2011. The purpose of the review was limited to reconciliation of precinct records to physical count and the official general ledger. Other procedures for testing internal control and any findings are reported separately. The District #3 Service Center is located at 1506 Langdon Road.

### **Background**

Principal areas of responsibility include maintenance and repair of Dallas County's roads and bridges. Management consists of one commissioner, two administrative assistants, a road superintendent and an office manager. Currently, District #3 is responsible for 116.855 road miles in addition to 7.908 road miles maintained on behalf of District #2.

### **Procedures**

Procedures included but were not limited to:

- Generating an annual inventory list and count form
- Reviewing the storekeeper's stock cards, purchases, issues and ending balances for each item
- Physically counting items and recording any discovery items
- Measuring the stockpile of road materials
- Measuring fuel stock by reading meters or using yard stick. Fuel tickets are filled out each time fuel is issued to a vehicle. The stock card is then updated based on the fuel tickets completed.
- Comparing the physical count to the perpetual inventory balance and resolving any discrepancies
- Listing any items issued during the inventory that were not posted to the storekeeper's stock cards.
- Tracing selected purchases to stock cards
- Comparing total amount of inventory purchases per stock cards and the general ledger
- Tested fuel and parts usage tickets for various vehicles and compared to mileage logs maintained by the district with no exceptions.
- Tested tire and battery purchases and usage tickets traced to vehicle and equipments they were used with no exceptions.
- Traced all diesel purchases to general ledger and reconciled ending inventory to purchases, disbursements and beginning balance

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ROAD AND BRIDGE DISTRICT #3 INVENTORY REPORT  
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**Findings**

1. The physical inventory count balance of \$164,922.47 was \$401.27 more than the actual perpetual inventory value on the district's stock cards of \$164,521.20.
2. Generally the storekeeper's stock cards were properly maintained with only a few exceptions in purchases and issuance where the stock card balance was not consistent with the physical quantity on hand. There were no significant differences in either quantity or value when considering the limited measurement tools available for calculating chat and sand quantities. The largest differences were washed sand and chat where audit measurement tools may result in calculated variances to actual quantities on hand.
3. On June 6, 2011, 212 quart's of Tractor oil valued at \$241.68 (stock # 12029) and on August 11, 2011, 168 quart's of Hydraulic oil valued at \$205.81 (stock # 12027) was contaminated and removed from inventory.
4. Mileage per gallon for tested vehicles is within expected range for the type of vehicle.
5. Diesel inventory as verified through physical measuring by audit staff on the morning of August 16, 2011 was 8,477 (\$27,974.10) gallons or 896 gallons less than the District's August 15, 2011 end of day inventory card record balance of 9,373 gallons. Additional review of the District's beginning FY2011 card balance, FY2011 purchases, and FY2011 disbursements revealed the August 31, 2011 calculated balance of 7,952 gallons was approximately 136 gallons less than the District's diesel tank veeder root balance of 7,588 gallons added to an estimated 500 (not provided at month end) gallons on the fuel truck. Accounting procedures changed in July 2011 to reflect usage/sales through an inventory control account versus expenditure account.

**Recommendations**

1. Adjustments should be made to the stock card balances based on the physical inventory count of August 16, 2011.
2. The district should continue to perform periodic inventory reviews identifying differences and adjusting stock cards as appropriate. Purchases and issuances should be properly posted including correct unit prices, which should be obtained from copies of invoices.
3. Staff and road crews should be trained on various aspects of material handling and safety measures.

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**Response:** Precautionary safety measures were implemented to reduce the likelihood of future occurrences.

4. The district should continue to maintain mileage logs for all vehicles and monitor fuel usage periodically.
5. Consider options to automate fuel disbursement logs and update purchase code for diesel to inventory control # 15440 for outstanding purchase orders and new P O's. Districts records should be corrected to reflect actual inventory on hand at the end of month before submitting to financial audit.

**Summary**

This review is intended to support management of this office in evaluating internal controls over financial issues and inventory. Controls over inventory appear effective; no material findings were noted during annual review. Adherence to and follow through with the recommendations should strengthen internal controls.













Dallas County, Texas  
 Road and Bridge District 3  
 FY 2011 Inventory  
 R&B 3

GL Account	Stock Number	New Stock Number	Description	Unit	2010 Audited Count	2011 Card Count	2011 Audited Count	2010 Rate	2011 Current Rate	Rate Variance	Total R & B Recorded Amount		Quantity Variance	Amount Variance	Remarks
											2011 Audited Amount	2011 Recorded Amount			
15210 98023			TIRE 18.4X30	EACH	1.00	1.00	1.00	\$ 286.00	\$ 286.00	\$ -	\$ 286.00	\$ 286.00	-	\$ -	
15210 98024			TUBE 750X15	EACH	8.00	8.00	8.00	\$ 12.48	\$ 12.48	\$ -	\$ 99.84	\$ 99.84	-	\$ -	
15210 98027			TIRE 1100X22.5	EACH	3.00	3.00	3.00	\$ 162.07	\$ 162.07	\$ -	\$ 486.21	\$ 486.21	-	\$ -	
15210 98028			TIRE 11X24.5	EACH	2.00	3.00	3.00	\$ 254.07	\$ 254.70	\$ 0.63	\$ 764.10	\$ 764.10	-	\$ -	
15210 98033			TIRE -245 X 75 X R16	EACH	-	-	-	\$ 88.49	\$ 88.49	\$ -	\$ -	\$ -	-	\$ -	
15210 98041			Valve stems	EACH	38.00	-	-	\$ 0.17	\$ 0.17	\$ -	\$ -	\$ -	-	\$ -	
15210 98042			TIRE 225/70R-19.5	EACH	4.00	3.00	3.00	\$ 164.57	\$ 164.57	\$ -	\$ 493.70	\$ 493.70	-	\$ -	
15210 64265A			SPARK-PLUG 451S	EACH	6.00	3.00	3.00	\$ 1.63	\$ 1.63	\$ -	\$ 4.88	\$ 4.88	-	\$ -	
15210 64265B			SPARK PLUGS NGK 2057 (BFM8Y)	EACH	3.00	5.00	5.00	\$ 2.11	\$ 3.19	\$ 1.08	\$ 15.95	\$ 15.95	-	\$ -	
			TOTAL		21.659.00	51.212.33	50.541.66				\$ 164,521.20	\$ 164,922.47	(670.67)	\$ 401.27	
			15210		3,646.00	3,448.00	3,427.66				\$ 21,139.02	\$ 21,068.84	(20.34)	\$ (70.18)	
			Other than 15210		18,013.00	47,764.33	47,114.00				\$ 143,382.18	\$ 143,853.63	(650.33)	\$ 471.45	