



**OFFICE OF THE KANE COUNTY AUDITOR**  
*Penny Wegman, Kane County Auditor*

# **Fleet 2022 Audit**

July 22, 2022

Kristin Jenkins  
**Chief Deputy Auditor**

Ramie Mundy  
**Accounts Payable Specialist**

Michael Trendell  
**Deputy Auditor**

Raul Chavez  
Ryan Kula  
**Staff Auditors**

719 S. Batavia Ave, Geneva, IL 60134  
(630) 232-5915

**OFFICE OF THE KANE COUNTY AUDITOR**

*Penny Wegman, Kane County Auditor*

**Overview**

Under Illinois State Statute 55 ILCS 5/3-1005(b), the County Auditor is mandated to: ***“Audit the inventory of all real and personal property owned by the county under control and management of the various officers and departments of the county.”***

As such, the Office of the Kane County Auditor physically inspected vehicles (including Trailers) owned by the County as of January 31, 2022.

The Auditor’s Office physically inspected the following number of vehicles (Including Trailers):

Sheriff's Office	169
Transportation (Including Leased Vehicles)	63
Building Management	21
Emergency Management	20
Court Services	15
States Attorney	11
Development & Community Services	7
Health	7
Coroner	6
County Clerk	5
Information Technologies Department	5
Animal Control	4
Environmental & Water Resources	2
Circuit Clerk	1
	<b>336</b>

**Audit Scope**

The Auditor’s Office obtained the following lists of vehicles:

- Fleetman Vehicle Management Inventory System
- Kane County Human Resources - Vehicle Insurance List – July 2021 - Forwarded to Insurance Company
- Finance – New World Vehicle Asset Listing – Dated 6/10/22
- Each Department’s Vehicle List

The Auditor’s Office performed a physical inspection of 100% of the fleet assets and identified differences among the lists of vehicles identified above.

In addition, the Auditor’s Office also utilized the 2021, 2020 and 2019 Vehicle Auction Reports, which list the County vehicles sold. The Vehicle Auction lists are maintained by the Kane County Purchasing Department.

**OFFICE OF THE KANE COUNTY AUDITOR**

*Penny Wegman, Kane County Auditor*

**Issues**

The Fleet Physical Inspection revealed inaccuracies within the following:

- Fleetman Vehicle Management Inventory System
- Kane County Human Resources - Vehicle Insurance List – July 2021 - Forwarded to Insurance Company
- Finance – New World Vehicle Asset Listing – Dated 6/10/22

A summary analysis of each is as follows:

**Fleetman Vehicle Management Inventory System**

Fleetman is a Vehicle Management Inventory System that was initiated in 2018 by Kane County’s Information Technologies Department. Fleetman was initiated to be able to provide current vehicle reporting information for insurance, budgeting, committee review and vehicle replacements. Fleetman is currently the responsibility of the Building Management Department.

Unfortunately, over the years, the Fleetman database has not been maintained and the Fleet Audit revealed numerous errors within Fleetman. A comparison of actual vehicles to the current Fleetman Database indicated the following errors:

<b>Fleetman Errors</b>	
Active Vehicle - Observed by Audit - Not Listed in Fleetman	73
Vehicle Listed In Fleetman But Vehicle Was Sold	10
Vehicle Listed in Wrong Department	4
Vehicle Listed In Fleetman But Vehicle Was Traded In	1
Vehicle Listed in Fleetman Twice	1
Total	89

There were also 19 minor errors in which either the Vehicle’s License Plate or VIN Numbers were incorrect.

**Kane County Human Resources - Vehicle Insurance List – July 2021**

The Insurance Agency that provides insurance coverage for Kane County vehicles requests and is provided an annual listing of all Kane County vehicles by the Kane County Human Resources Department. The most recent listing was forwarded to the insurance company during July 2021. Human Resources obtained this list from the Building Management Department, who obtained it through Fleetman.

**OFFICE OF THE KANE COUNTY AUDITOR**

*Penny Wegman, Kane County Auditor*

A review of the Kane County Vehicle Insurance List identified the following errors:

<b>Human Resources - Vehicle Insurance List - Errors</b>	
Active Vehicle Purchased Prior to 2021 - Not Listed In Insurance Report	48
Vehicles Listed in Insurance Report But Not Maintained in Any Department or Observed By Audit	40
Vehicle Listed In Insurance Report But Vehicle Was Sold	19
Vehicle Listed Twice In Insurance Report	6
Total	<u>113</u>

Kane County maintains commercial fleet insurance which covers all vehicles in the fleet, even if a particular vehicle isn't included on the Insurance List.

Although commercial fleet insurance is maintained, Kane County needs to provide a more accurate listing of our vehicles to our insurance carrier.

**Finance – New World Vehicle Asset Listing – Dated 6/10/22**

The New World Fixed Asset Vehicle List was accurate with only minor errors identified.

The Finance Department is responsible for maintaining the County's Fixed Asset List. Departments / Offices are responsible for notifying the Finance Department annually at year-end of any additions and deletions. At year-end, the Finance Department provides each Department / Office with a current report of their fixed assets and each Department / Office is responsible to review their list and notify the Finance Department of any additions and/or deletions.

The Finance Department also utilizes the Annual Vehicle Auction Report maintained by the Purchasing Department, which shows which vehicles have been sold during the year.

The Auditor's Office downloaded the Fixed Asset List as of 6/10/22 and compared to the actual vehicles inspected.

A comparison of actual vehicles to the 6/10/22 New World Fixed Asset Listing indicated the following errors:

<b>New World Errors</b>	
New World Shows as Active Vehicle but was Actually Traded In	1
Same Vehicle Listed Twice in New World	1
VIN # Incorrect in New World	10
Total	<u>12</u>

## OFFICE OF THE KANE COUNTY AUDITOR

*Penny Wegman, Kane County Auditor*

The Kane County Finance Department's Director of Fiscal Services indicated Finance will review the Error List provided and make appropriate corrections to the New World System.

### **Department's Vehicle Lists**

The Auditor's Office received each department's vehicle lists, which were used to inspect that department's assigned vehicles. The Department Vehicle Lists were also compared to the Fleetman Vehicle Management Inventory System, Kane County Human Resources - Vehicle Insurance List – July 2021, and the Finance New World Vehicle Asset Listing – Dated 6/10/22. The Department's Vehicle Lists were reasonably accurate.

### **Auditor's Office Follow-Up**

There appears to be uncertainty as to which department (Human Resources, Building Management or Finance) is responsible for the maintenance of the County-wide Fleet list. This confusion has resulted in incorrect Fleet information being maintained within the Fleetman Database and forwarded to the Insurance Agency that provides insurance coverage for Kane County vehicles

Although Section 2-82 of the County Code (Purchase, Replacement and Disposal of County-Owned Vehicles) indicates "All County Vehicles shall be listed with the Human Resources Department for insurance purposes", according to the 2018 Fleet Audit dated November 21, 2018, audit report indicated that The Building Management Department will be assuming responsibility for maintaining the County-wide fleet list and the Auditor's Department at that time recommended County Code 2-82 "Purchase, Replacement & Disposal of Vehicles" be reviewed and updated to reflect this change. 2018 Audit Report also indicated the Information Technologies Department was developing a secure online module called "Fleetman" to maintain fleet inventory information.

The Auditor's Office met with the following individuals to discuss the current uncertainty and issues:

- The Acting Executive Director, Building Management / Chief Information Officer
- Director of Human Resources
- Chair, Administration Committee of the Kane County Board
- Chair, Human Services Committee of the Kane County Board

The Auditor's Office requested the two Chairs work with the Acting Executive Director, Building Management / Chief Information Officer and the Director of Human Resources to determine an appropriate process and identify the Kane County Department that will be responsible to ensure accurate Kane County Fleet information is maintained.

## OFFICE OF THE KANE COUNTY AUDITOR

*Penny Wegman, Kane County Auditor*

### Recommendations

The Auditors Office Recommends the following:

The two Chairs along with the Acting Executive Director, Building Management / Chief Information Officer and the Director of Human Resources analyze Fleetman's purpose and strengths to determine if the Fleetman Vehicle Management Inventory System should be maintained or eliminated.

If they determine Fleetman is beneficial and should be maintained, the Auditor's Office recommends the following steps be undertaken:

- Get Fleetman correct and up to date
- Update Fleetman procedures and create a documented process for departments to update their vehicles in Fleetman
- Determine and communicate annual deadlines for each department to review their department vehicles listed in Fleetman and make appropriate corrections as needed
  - The Kane County Finance Department performs their Fixed Asset Update during each December. At year-end, the Finance Department provides each Department / Office with a current report of their fixed assets and each Department / Office is responsible to review their list and notify the Finance Department of any additions and/or deletions. The Kane County Department responsible for Fleetman should be included on these emails / responses to assist in the updating of the Fleetman database.