



BART Fuel Card Program Audit & Fuel Vendor Cost Controls Update

PERFORMANCE & AUDIT - April 2026



Presentation Agenda

1. Fuel Card Program Audit (2025)
2. Fuel Vendor Cost Controls Audit (2023) Update

OKS Fuel Pump Master Key Log

Date	Time Out	Time in	Veh #	Name (Print)
11/24/20	7:25	7:31	1067	Russell Lacayo
11/24/20	08:20	08:41	5841	PATRICIA SILVA JOR
11/24/20	09:50	09:55	RR022	
11/24/20	11:07	11:11	2297	Wanda Clay
11/24/20	12:55	13:02	2167	Rafael Torres
11/24/20	3:00	3:10	2197	D. Felix
11/24/20	13:58	14:03	1593	P. Chang
11/24/20	14:50	14:56	1112	R. MORALES
11/24/20	15:21	15:29	1123	S. Woods
11/24/20	15:31	15:33	1046	PORTILLO
11/24/20	15:16			M. YAMBOO
11/24/20	15:50			BIB
11/24/20	16:02			R. ROMERO
11/24/20	16:03			Olivia 796
11/24/20	17:03			3627
11/24/20	20:41			3713
11/24/20	23:03	23:05	4008	Olivia 157
11/24/20	23:11	23:19	2072	Olivia 799
11/24/20	25:15	23:22	2097	063771
11/25/20	02:13	02:38	4003	R. Clark
11/25/20	02:40	02:46	1046	058027
11/25/20	03:10	03:17	2166	Olivia 303
11/25/20	03:45	03:50	2166	057318
11/25/20	05:22	05:24	RR16	Tan
11/25/20	06:29	06:35	2114	PLANK
11/25/20	06:50	06:50	1450	Brian Agnew
11/25/20	07:00	10:30	RR-48	REINER

How It Started

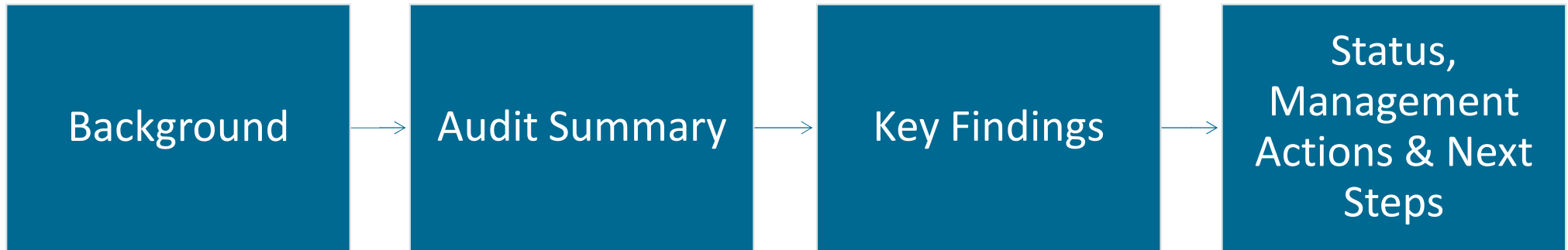


How Its Going

Fuel Card Program Audit



Agenda - Fuel Card Program Audit



Fuel Card Program Background

- BART has actively participated in California's WEX Fuel Card Program and its predecessor "Voyager" fuel purchase program, since 1995.
- WEX Fuel Card Program enables participants to manage fuel expenses, monitor employee spending, detect fraudulent activities, and provide real-time online transaction oversight.
- WEX Cards are accepted at 95% of all major fuel stations, ensuring that the District vehicles can be refueled at any time.
- WEX Cards are assigned to specific staff or units, primarily Department Administrators.
- WEX Cards play a vital role in supporting BART Police units and designated BART non-revenue vehicles (owned or leased) that service remote areas.

Fuel Card Program Audit Summary

Objective: to assess the adequacy and effectiveness of the controls surrounding the issuance and usage of BART-issued Fuel Cards.

- Included in Internal Audit's Fiscal Year 2025 (FY25) Audit Plan.

Summary of Key Findings:

1. Monitoring and reconciliation procedures conducted by Department Administrators are inconsistently applied.
2. Fuel Card counts among various sources do not reconcile.
3. Mandatory Fuel Card Request Forms are not often completed promptly or treated as a requirement.
4. Numerous active but unused Fuel Cards exist among departments.
5. Four inconsistent fuel card policies, conveyed via Work Instructions, in use.
6. Daily Expense Limits and Fuel Type Restrictions are not applied consistently.
7. Guidance for non-fuel transactions, such as Car Washes, is inconsistent.
8. Invoice Packets are sometimes submitted to Accounts Payable without proper validation.

Fuel Card Program Key Findings (1 of 2)

Finding	Finding Description	Recommendations
1. Monitoring and reconciliation procedures conducted by Department Administrators are inconsistently applied.	There is limited review for compliance with fuel card restrictions.	4
2. Fuel Card counts among various sources do not reconcile.	Internal Audit found inconsistencies among the three key data sources.	2
3. Mandatory Fuel Card Request Forms are not often completed promptly or treated as a requirement.	WEX Cards are not always issued in accordance with BART's policies.	2
4. Numerous active but unused Fuel Cards exist among departments.	Department Administrators are not fully utilizing all active cards assigned to their department.	2

Fuel Card Program Key Findings (2 of 2)

Finding	Finding Description	Recommendations
5. Four inconsistent fuel card policies, conveyed via Work Instructions, in use.	District has four distinct, inconsistent WEX Card Work Instructions that describe responsibilities, restrictions and limitations, and procedures for submitting invoices.	5
6. Daily Expense Limits and Fuel Type Restrictions are not applied consistently.	During the scope period, there were noted non-fuel transactions that require additional review/ comments.	4
7. Guidance for non-fuel transactions, such as Car Washes, is inconsistent.	There is a lack of clarity in the Work Instructions when it comes to the allowability of car washes, costs, and circumstances.	2
8. Invoice Packets are sometimes submitted to Accounts Payable without proper validation.	A tested invoice packet was transmitted to Accounts Payable (AP) when it was missing key transaction validation from several departments.	3
	Total:	24

Fuel Card Program Audit - Next Steps

Audit Report	Management Action Plans (MAP)			Last Update from Audit Client	Next Response Date
	Total	Partially Implemented	Fully Implemented		
Fuel Card Program	24	20	4	Mar 2026- Jan released report, Management has made changes to NRVE-provided guidance and is in the process of developing more robust policy and training materials.	Jun 2026

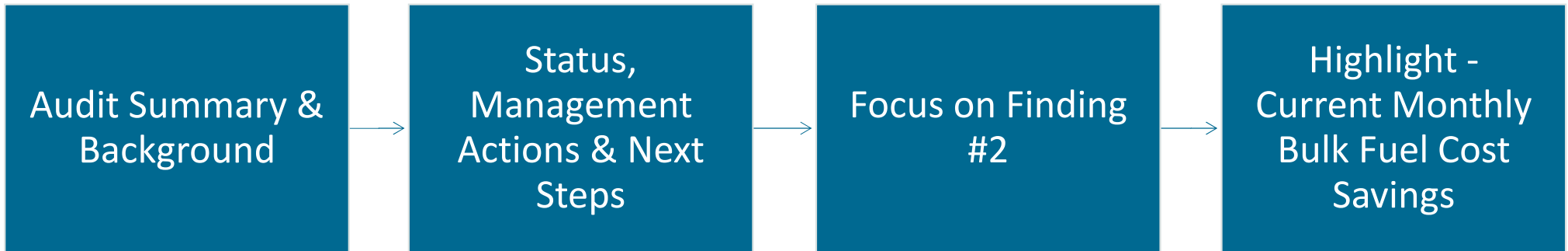
Follow-up on Management Action Plans will continue, such as:

- Revisions to four distinct Work Instructions.
- Development of an overall fuel card training program.
- Broadening the revised policies and training to ensure that users are held accountable for any improper usage of fuel cards.
- Validating new records retention procedures.
- Verifying the reduction in 'emergency' fuel cards.

Fuel Vendor Cost Controls Audit Update



Agenda - Fuel Vendor Cost Controls Audit Update



Fuel Vendor Cost Controls Audit

Objective: to determine whether internal controls over fuel management are effective and whether contractual obligations are being performed and adequately monitored.

- *23/24 Recommendations accepted by Management and are in the process of implementation.*
- *Audit period was from July 1, 2021, to December 31, 2022 (18 months).*

Process: Bulk gasoline and diesel fuel used by Non-Revenue Vehicles (NRVEs) delivered to Oakland Shops (OKS) storage tanks at fuel island with a smaller amount transferred from OKS to remote locations (e.g., Hayward Yard). Fuel used by BART sedans, BPD vehicles, and maintenance vehicles.

Summary of Key Findings (2023):

1. Fueling Procedures and Fuel Master System Controls Need Immediate Improvement.
2. Significant Fuel Variances Not Consistently Monitored.
3. Invoices to Fuel Delivery Tickets Validation Not Performed.
4. Invoice Validation to Contractual Rate and Tax Rate Not Performed.
5. Fuel Access Monitoring and Fuel Pump Physical Security Insufficient.

Fuel Vendor Cost Controls Audit – Status & Next Steps

Audit Report	Management Action Plans (MAP)			Last Update from Audit Client	Next Response Date
	Total	Partially Implemented	Fully Implemented		
Fuel Vendor Cost Controls	23	1	22	Feb 2026 – NRVE drafted the Fuel Truck SOP that has been implemented and refined by workers, Foreworkers, and Managers. The transaction log will provide a full verified ledger statement for each refueling truck. Further monitoring equipment installed and vetted.	May 2026

Follow-up on Fuel Vendor Cost Controls – FIELDWORK – SITE VISIT:

- Site Visit and inspection completed in March 2026.
- Determined and reassessed the implementation of recommendations and corrective actions related to fuel management.
- Reviewed documentation, verified data, and confirmed that identified issues are resolved.
- Final recommendation (fuel truck SOP and remote fueling stations) in progress.

2023 Fuel Vendor Cost Controls Audit

Focus on Finding #2 - Significant Fuel Variances Not Consistently Monitored

27% of fuel (141,000 gallons) at Oakland Shops was not fully accounted for due to the following or a combination of the following:

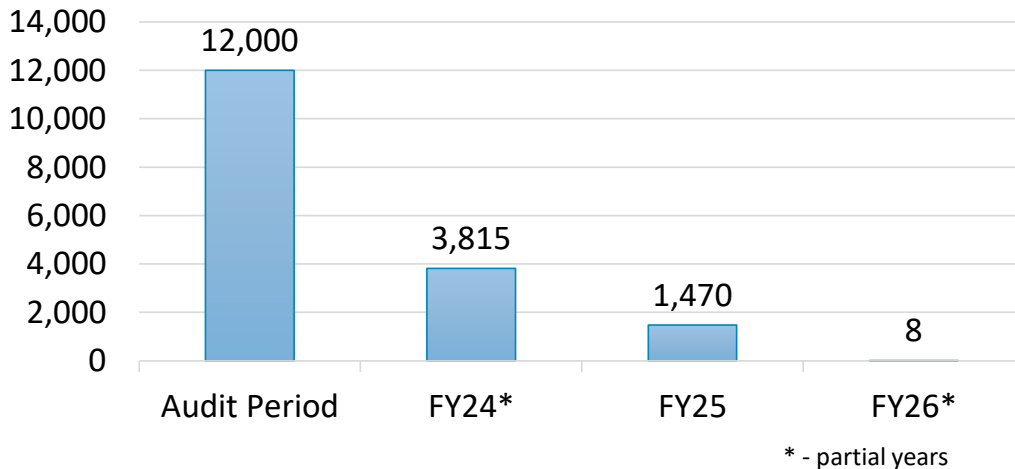
1. Vendor was overstating and over-invoicing the amount of fuel delivered.
2. Fueling system was not properly recording the amount delivered or disbursed.
3. Tanks were leaking.
4. Some fueling transactions were not being recorded.

Internal Audit could not determine a definitive cause for fuel loss due to a lack of fuel reconciliation procedures and lack of records retention.

Highlight - Current Monthly Bulk Fuel Cost Savings

- Fuel Vendor Cost Controls audit noted a bulk fuel variance of approximately 12,000 gallons/month (27%) between fuel delivered versus pumped.
- Current (March 2026) variance is averaging less than 0.53% per month.
- **Potential Savings:** average of \$30,707 per month (~\$368,484 annually) via reduction in fuel variances.

Average Monthly Fuel Volume Variances



IA has confirmed the following in place:

- License Plate Reader Camera
- Employee Keycard Access Required
- New Fuel & Delivery Vendor
- Consistent Volume Monitoring



Questions?