

Fremont County

Inventory Audit Results - Summary

Previous Audit Score	Overall County Audit Score	Status	Status Description
17	27 - Exceptional	Inventory Maintenance Exceeds Expectations	Inventory is managed with a high level of accuracy and consistency, fully aligning with established practices and demonstrating strong operational control.

Key Performance Indicator Observations:

Inventory Status:	The office is following correct DRIVES procedures to ensure that all issued inventory—including expired, reserved, or previously issued items—is properly accounted for and, when appropriate, returned to "On Hand" status for potential reissuance. Issued inventory was physically verified at the County Motor Vehicle offices, demonstrating a strong commitment to inventory integrity and procedural compliance.
Inventory Ordering:	Inventory ordering is being managed efficiently and in full compliance with DRIVES protocols. No emergency orders were needed, indicating that routine ordering is being handled in a timely and proactive manner. Recent shipments were received by the county and promptly marked as received in the DRIVES system. At the time of review, no shortages were reported, and the county maintained adequate stock levels to support daily operations. This reflects strong planning, effective oversight, and a well-maintained ordering schedule.
DRIVES System Adjustments:	Manual changes were present in the DRIVES system for inventory marked as damaged, missing, or manually loaded; however, some entries lacked the required detailed notes explaining the reason for the adjustment. Without proper documentation, these changes are difficult to validate and may impact inventory accountability. To maintain compliance and ensure transparency, all manual adjustments must include clear, complete notes justifying the action taken.

Additional Notes:

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DR 2926

"License Plate Destruction, Recycling & Disposal Approval" Form

Expiration	Valid For	Status Description
10/18/2028	3 year(s), 2 month(s)	Form valid for at least 3 more years.

Office	Office Contact Name	Audit Case Number	Total Value of Inventory per Location
Canon City	Berta Newell	0-019-969-371	\$44,800.04
Warehouse	Jeanette Mulay	0-019-969-371	\$1,030.50
TOTAL VALUE OF INVENTORY COUNTY WIDE:			\$45,830.54

Overall Audit Status Score Legend

Points	Status	Status Summary	Status Description
17 - 9	Developing	Needs further development	The license plate and/or registration/titling product inventory management process requires immediate improvements.
24 - 18	Satisfactory	Meets Expectations	The license plate and/or registration/titling product inventory is managed according to the inventory management methodologies, but may need improvements.
25 - 27	Exceptional	Exceeds Expectations	The license plate and/or registration/titling product inventory is managed properly and according to the inventory management methodologies.

Fremont County						
Serialized Inventory						
Status	Quantity	Value	Percent	Inventory Health Status	Status Score	Status Description
On Hand	39,309	\$34,256.03	100.000%	Exceeds Expectations	3	Exceptional Inventory Health: Inventory records in DRIVES are fully aligned—or nearly aligned—with the physical inventory on hand. Discrepancies, if any, are minimal and well-documented, reflecting a high level of accuracy, oversight, and procedural compliance.
Missing	0	\$0.00	0.000%	Exceeds Expectations	3	Inventory Health Exceeds Expectations: All or nearly all inventory recorded in DRIVES was physically present and accounted for at the time of review. This reflects strong inventory control practices and consistent alignment between system records and on-site materials.
Added	0	\$0.00	0.000%	Exceeds Expectations	3	Inventory Health Exceeds Expectations: Inventory found on-site was consistently reflected in DRIVES records, with little to no untracked inventory observed. This demonstrates strong procedural adherence and effective entry of inventory into the system upon receipt or reassignment.
Non-Serialized Inventory						
Status	Quantity	Value	Percent	Inventory Health Status	Status Score	Status Description
On Hand	21,215	\$10,934.53	99.131%	Exceeds Expectations	3	Exceptional Inventory Health: Inventory records in DRIVES are fully aligned—or nearly aligned—with the physical inventory on hand. Discrepancies, if any, are minimal and well-documented, reflecting a high level of accuracy, oversight, and procedural compliance.
Missing	157	\$125.55	0.734%	Exceeds Expectations	3	Inventory Health Exceeds Expectations: All or nearly all inventory recorded in DRIVES was physically present and accounted for at the time of review. This reflects strong inventory control practices and consistent alignment between system records and on-site materials.
Added	29	\$15.57	0.136%	Exceeds Expectations	3	Inventory Health Exceeds Expectations: Inventory found on-site was consistently reflected in DRIVES records, with little to no untracked inventory observed. This demonstrates strong procedural adherence and effective entry of inventory into the system upon receipt or reassignment.
Title Paper						
Status	Quantity	Value	Percent	Inventory Health Status	Status Score	Status Description
On Hand	5,708	\$612.47	99.580%	Exceeds Expectations	3	Exceptional Inventory Health: Inventory records in DRIVES are fully aligned—or nearly aligned—with the physical inventory on hand. Discrepancies, if any, are minimal and well-documented, reflecting a high level of accuracy, oversight, and procedural compliance.
Missing	0	\$0.00	0.000%	Exceeds Expectations	3	Inventory Health Exceeds Expectations: All or nearly all inventory recorded in DRIVES was physically present and accounted for at the time of review. This reflects strong inventory control practices and consistent alignment between system records and on-site materials.
Added	24	\$2.58	0.420%	Exceeds Expectations	3	Inventory Health Exceeds Expectations: Inventory found on-site was consistently reflected in DRIVES records, with little to no untracked inventory observed. This demonstrates strong procedural adherence and effective entry of inventory into the system upon receipt or reassignment.

Status Score - Key					
On Hand		Missing		Added	
Percent	Status	Percent	Status	Percent	Status
97% - 100%	Exceeds Expectations	0% - 1%	Exceeds Expectations	0% - 1%	Exceeds Expectations
90% - 96.99%	Meets Expectations	1.01% - 4%	Meets Expectations	1.01% - 4%	Meets Expectations
0% - 89.99%	Below Expectations	4.01% - 100%	Below Expectations	4.01% - 100%	Below Expectations

Fremont County			
Previous Audit Score	FY26 Audit Score	Status	Status Description
17	27 - Exceptional	Inventory Maintenance Exceeds Expectations	Inventory is managed with a high level of accuracy and consistency, fully aligning with established practices and demonstrating strong operational control.
On Site Findings:			
Facility: This section covers the overall physical location. Details include security features, storage facilities and any other building related information		Security at the Fremont County Motor Vehicle facility in Cañon City is well supported through a visible front line presence, including a greeter and an armed guard at the main entrance, fostering both safety and a welcoming environment for customers. Glass separated service counters provide an additional layer of protection while allowing for clear communication. Although the half door to the clerk area does not provide full physical restriction, attentive staff oversight helps maintain secure operations. Storage practices reflect a high level of organization and care, with all inventory kept in a single centralized area behind a lockable door, separate from non inventory materials. Title paper is safeguarded within the vault, and the facility makes efficient use of its limited space, keeping all items neatly arranged and easy to access. The overall approach demonstrates a clear commitment to protecting resources while supporting an orderly and customer focused work environment.	
Serialized Inventory: This section reflects the entire serialized inventory lifecycle. From shipment, to movement, issuance and final destruction.		Serialized inventory at the Fremont County Motor Vehicle facility is maintained with remarkable precision and care. For audit purposes, sealed packages are counted in full until opened, ensuring efficiency in the counting process. In this case, however, all plates had been opened and removed from their packaging for ease of access. While opening packages can increase the potential for loss, the team's attentive handling ensured that no items went missing. With over 39,000 serialized items on hand, every piece was fully accounted for, and no adjustments to the DRIVES system were necessary. The inventory is thoughtfully organized, clearly labeled, and arranged in a way that makes items easy to locate and readily accessible. This level of diligence and efficiency reflects a strong commitment to safeguarding resources and earned the Fremont office a maximum score of nine in this category.	
Non-Serialized Inventory: This section reflects the entire non-serialized inventory lifecycle. From shipment, to movement, issuance and final destruction.		The Fremont County Motor Vehicle facility achieved excellent results in non serialized inventory, with just under three quarters of a percent of items marked as missing and just over a tenth of a percent needing to be added to the DRIVES system. Inventory is well organized, accessible, and maintained with consistent attention to detail. Sealed packages are counted in full until opened, though in this case mounting boards and the majority of month tabs have been opened and broken down from their rolls for ease of use. While multiple rolls do not need to be open at the same time, this arrangement supports quick service to customers. Both old and new style month tabs were in use, with some retired styles removed from the office during the audit. The overall organization, availability, and management of these materials reflect a disciplined approach and earned the Fremont office a maximum score of nine in this category.	
Title Paper: This section reflects the entire non-serialized inventory lifecycle. From shipment, to movement, issuance and final destruction.		The Fremont County Motor Vehicle facility achieved impressive results in the first scored review of title paper, with over 99 percent accounted for and only 24 pages needing to be added to the system. As this is the first time title paper has been scored, these findings establish a benchmark that will serve as the baseline for future audits. Any discrepancies may date back as far as the rollout of the DRIVES system, making these results a strong starting point. Title paper is removed from boxes and stored in clearly labeled plastic tubs, allowing for easy identification and retrieval. Established tracking and record keeping procedures are in place, and the accuracy reflected in this audit demonstrates that those procedures are working effectively. This performance reflects a clear commitment to accuracy and secure management of this critical inventory.	
DRIVES System: This section looks at the the manual adjustments and manipulations to the DRIVES system.		Fremont County manages non serialized inventory adjustments in the DRIVES system with a high level of care and precision. Manual load and damaged functions were used sparingly, reflecting strong control over inventory movement. Nearly all changes were accompanied by clear, detailed notes that demonstrated a thoughtful approach to documentation and accountability. Only a few entries lacked supporting notes, presenting a simple opportunity to further enhance an already solid process. Thorough and detailed notes are key to ensuring accuracy and transparency, and the results here highlight a well managed system supported by attentive oversight and a commitment to excellence.	
Final Summary:			
Fremont County's Motor Vehicle facility once again demonstrated that exceptional results come from a culture of care, organization, and pride in the work being done. On the day of the audit, the office was bustling with customers, yet staff moved with the same calm efficiency seen in every area of review. Security was attentive but welcoming, storage spaces were orderly and purposeful. Inventory, both serialized and non serialized was managed with precision and clarity. Title paper, scored for the first time, not only set a strong benchmark but also proved the value of the team's established tracking and record keeping methods. DRIVES system adjustments were handled with restraint and clear documentation, reinforcing the county's dedication to transparency. Even the setting itself speaks to the office's character: a bright lobby accented with thriving plants and a peaceful pond, creating a space where both customers and employees can feel at ease. Last audit, Fremont County earned a near perfect score; this year, with the expanded scoring scale, they improved upon that to achieve a flawless 27. This is not simply the result of procedures followed; it is the outcome of a team that values accuracy, service, and excellence in every detail.			
