



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



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Comptroller

Internal Audit Section

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DR. KENNETH M. STONE, CPA, CGMA
Internal Audit Executive

FILE COPY

December 13, 2013

Ms. Mary Lou Green, Executive Director
Operation Brightside
4646 Shenandoah Ave
St. Louis, Mo 63110

RE: Payroll Distribution Review (Project #2014-PRD05)

Dear Ms. Green:

We have conducted a payroll distribution review of the Operation Brightside (Department #215) for the pay period ending November 16, 2013. The objectives of this review were to determine if:

- Only eligible employees received wages.
- Wages were adequately safeguarded.
- Employees were only paid for actual hours worked or approved usage of paid leave.
- Accruals and use of paid leave were accurate.

The fieldwork was completed on November 22, 2013.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

During this review, nothing came to our attention that caused us to believe the wages were not properly distributed and safeguarded.

If you have any questions, please contact the Internal Audit Section at (314) 657-3490.

Respectfully,


Dr. Kenneth M. Stone, CPA, CGMA
Internal Audit Executive