



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



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

FILE COPY

April 16, 2014

Sharon Quigley Carpenter, Recorder of Deeds
City Hall
1200 Market Street, Room 126
St. Louis, MO 63101-2281

RE: Recorder of Deeds Revenue Review (Project #2014-RRV05)

Dear Ms. Carpenter:

Enclosed is the Internal Audit Section's report on the revenue review of the Recorder of Deeds for the period January 1, 2013 through December 31, 2013. A description of the scope of work is included in the report.

Fieldwork was completed on March 20, 2014. There were no current observations in the report.

This review was made under the 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*.

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

Enclosure

cc: Peggy Meeker, Chief Deputy
Donna Sims, Cashier Supervisor



CITY OF ST. LOUIS

RECORDER OF DEEDS

REVENUE REVIEW

JANUARY 1, 2013 THROUGH DECEMBER 31, 2013

PROJECT #2014-RRV05

DATE ISSUED: APRIL 16, 2014

**Prepared by:
The Internal Audit Section**



OFFICE OF THE COMPTROLLER
HONORABLE DARLENE GREEN, COMPTROLLER

**CITY OF ST. LOUIS
RECORDER OF DEEDS
REVENUE REVIEW
JANUARY 1, 2013 THROUGH DECEMBER 31, 2013**

EXECUTIVE SUMMARY

Background

The Recorder of Deeds maintains nearly 250 years of public records on the people and property of St. Louis. It is the only office in Missouri providing one-stop shopping for birth, death, land and marriage records.

Purpose

The Recorder of Deeds was selected for review based on the Internal Audit Section's annual risk assessment. The purpose was to determine if the Recorder of Deeds has internal controls to effectively and efficiently manage risks in achieving goals and objectives relating to:

- Compliance with laws, regulations, policies and procedures applicable to goals and objectives.
- Safeguarding of assets.
- Reliability and integrity of financial and operational information.

Scope and Methodology

The scope of the period of review included revenues collected by the Recorder of Deeds, for the period January 1, 2013 through December 31, 2013. The review was confined to evaluating internal controls over the financial and operational activities relating to the objectives noted above. The review procedures included:

- Inquiries of management and staff.
- Observation of relevant processes.
- Reviews for compliance with policies and procedures, as well as applicable laws and regulations.
- Limited tests of controls.
- Other procedures as considered necessary.

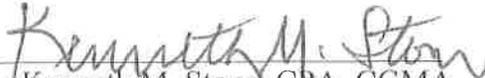
Exit Conference

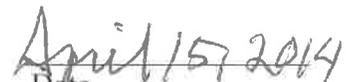
An exit conference was not conducted because there were no observations.

Conclusion

The Recorder of Deeds has internal controls to effectively and efficiently manage risks in achieving goals and objectives relating the revenue process.

There were no current observations resulting from our review.


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


Date

**CITY OF ST. LOUIS
RECORDER OF DEEDS
REVENUE REVIEW
JANUARY 1, 2013 THROUGH DECEMBER 31, 2013**

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OBSERVATIONS

Status of Prior Observations

The previous IAS report (Project #2012-01) issued November 7, 2011 contained no observations.

A report performed by the Missouri State Auditor, City of St. Louis Office of Recorder of Deeds (2010-16, issued January 2010), had two findings related to the revenue process:

- Special Funds Bank Account Controls and Procedures: fees were not kept in a fund maintained by City Treasurer as required by state law; and some purchases from the fund were not bid in compliance with City's procurement policies. **Resolved**
- Escrow Deposit Controls and Procedures: the controls for escrow deposit balances do not ensure City's records of monies held in trust are sufficient to meet liabilities or are in agreement with records maintained in the Recorder's database; and controls over cash disbursements from escrow accounts are not sufficient. **Resolved**

Summary of Current Observations

Several control procedures were noted in the Recorder of Deeds financial and operational activities. These included, but were not limited to, the following:

- Written Procedures Manual was distributed to employees.
- Supervisors review transactions daily, monthly, and yearly.
- Written job descriptions and performance measures were distributed to staff.

There were no observations resulting from our review.