



OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



FILE COPY

DARLENE GREEN  
Comptroller

*Internal Audit Section*

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March 15, 2012

Gregory Hayes, Commissioner of Forestry  
Forestry Division  
1415 N 13<sup>th</sup> St.  
St. Louis, MO 63106-4424

RE: Payroll Distribution (Project #2012-36)

Dear Mr. Hayes:

We have conducted a payroll distribution review of the Office of the Forestry Division (Department #214) for the pay period ending February 11, 2012. 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 February 29, 2012.

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 Internal Audit Section at (314) 657-3490.

Respectfully,

Dr. Kenneth M. Stone, CPA  
Internal Audit Executive

cc: Gary D. Bess; Director of Parks, Recreation and Forestry  
Amy Williams; Payroll Manager, Office of the Comptroller