



OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



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August 31, 2011

Michael D. Devereaux, Jury Supervisor  
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10 N. Tucker Blvd., 3<sup>rd</sup> Floor  
St. Louis, MO 63101-2044

RE: Revenue Review – Board of Jury Commissioners (Project #2011-48)

Dear Mr. Devereaux:

Enclosed is the Internal Audit Section's report on the revenue review of the Board of Jury Commissioners – Reimbursement of Jury Fees for the period January 1, 2010 through February 28, 2011. A description of the scope of our work is included in the report.

Fieldwork was completed on July 14, 2011. Management verbally agreed with the observations and recommendations noted in this report on August 30, 2011, and that agreement has been incorporated in the report.

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*.

If you have any questions, please contact the Internal Audit Section at (314) 622-4723.

Respectfully,

  
Dr. Kenneth M. Stone, CPA  
Internal Audit Executive

Enclosure



# CITY OF ST. LOUIS

## BOARD OF JURY COMMISSIONERS REVENUE REVIEW

JANUARY 1, 2010 THROUGH FEBRUARY 28, 2011

PROJECT #2011-48

DATE ISSUED: AUGUST 31, 2011

*Prepared by:  
The Internal Audit Section*



# OFFICE OF THE COMPTROLLER

*Honorable Darlene Green, Comptroller*

**CITY OF ST. LOUIS  
BOARD OF JURY COMMISSIONERS  
REIMBURSEMENT OF JURY FEES  
JANUARY 1, 2010 THROUGH FEBRUARY 28, 2011**

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# INTRODUCTION

## Background

Section 494.905 of the Revised Missouri Statutes (RSMo.) established the Board of Jury Commissioners to be responsible for managing and supervising the jury selection process. In the City of St Louis, the Statute authorized the Board of Jury Commissioners to appoint a jury supervisor and such number of deputy jury supervisors as deemed necessary to perform duties as specified by the board.

Sections 488.040 and 494.455 of the RSMo. established the rate of compensation for jury service, and authorized the City of St. Louis to obtain partial reimbursement from the State of Missouri for payments made to jurors who actually served during a trial.

## Purpose

The purpose of the review was to determine if the Board of Jury Commissioners effectively and efficiently manages risks associated with the reviewed revenues to ensure:

- All revenues received are recorded and reported in a timely manner.
- Revenues are properly classified and adequately described.
- Policies and procedures for processing revenue receipts are adequate and properly applied.
- All other applicable legal guidelines (City Ordinances, State Statutes, etc.) are followed.

## Scope and Methodology

The review was confined to evaluating internal controls over billing, and processing the receipt of revenue from the State of Missouri Court Administrator's Office for reimbursement of jury fees.

The audit procedures included inquiries of management and staff and reviews for compliance with policies and procedures, as well as applicable laws and regulations. Limited tests of controls and other procedures considered necessary were performed.

## Exit Conference

Management was offered the opportunity to have an exit conference on August 16, 2011; however, management declined.

## Management's Responses

Management verbally agreed with the observations and recommendations noted in this report on August 30, 2011, and that agreement has been incorporated in the report.

## OBSERVATIONS

### Status of Prior Observations

There was no prior review; therefore, there were no prior observations.

### Summary of Current Observations

The opportunity exists for the Jury Supervisor's Office to improve internal controls over billing, and processing the receipt of revenue from the State of Missouri for jury fees reimbursement. The following are observations resulting from the review.

1. Opportunity to develop written procedures for obtaining jury fee reimbursements
2. Opportunity to reconcile reimbursement requests to reimbursement revenue

Each of these observations is discussed in more detail in the *Detailed Observations, Recommendations and Management's Responses* section of this report.

**DETAILED OBSERVATIONS, RECOMMENDATIONS  
AND MANAGEMENT'S RESPONSES**

**1. Opportunity To Develop Written Procedures For Obtaining Jury Fee Reimbursements**

The Jury Supervisor's Office did not have written procedures in place for obtaining jury fee reimbursements from the State of Missouri Court Administrator's Office. While written policies and procedures provide a basis for training and cross training of new and current employees; their absence increases the risk that procedures will not be:

- Effectively communicated to and understood by staff.
- Approved by management.
- Consistently performed.
- In accordance with management goals and objectives.

Lack of written policies and procedures also increase the risk that control procedures will not be effective or may be over-ridden.

For example, in response to inquiries, the management and staff indicated reimbursement requests were prepared and sent to the City's Budget Division for subsequent submission to the State. Inquiries to the Budget Division disclosed that they take no action on the requests other than forwarding them to the Treasurer's Office. Inquiries to the applicable Treasurer's Office personnel determined that they review and submit the reimbursement requests to the State. No explanation was available for the initial routing of the requests to the Budget Division.

The routine of sending the reimbursement requests to the Budget Division had the potential to significantly delay their submission to the State and the State's subsequent payment to the City. Such a delay would hinder meeting the City objective of timely revenue collection. The Jury Commissioner's Office indicated it would send all future fee reimbursement requests directly to the Treasurer's Office.

**Recommendation**

IAS recommends that management develop written procedures for obtaining jury fee reimbursements from the State of Missouri Court Administrator's Office.

***Management's Response***

*Management agrees with the observation.*

**Continued...**

## **2. Opportunity To Reconcile Reimbursement Requests To Reimbursement Revenue**

The Jury Supervisor's Office did not reconcile its requests for State reimbursement of jury fees (sent via the Budget Division Office) to the Receipt Coding Forms (RCFs) subsequently received from the Treasurer's Office.

Better management practices would require that all jury fee reimbursement requests sent out for submission to the State be periodically compared and reconciled to the RCFs received from the Treasurer's Office. That process would allow the Jury Supervisor's Office to determine if all reimbursement requests prepared have been submitted to, and paid by the State Court Administrator's Office. In the absence of reconciliation, the Jury Supervisor's Office had no assurance that all juror reimbursement requests had been submitted to and paid by the State Court Administrator's Office.

As indicated in Observation #1 of this report, the Jury Supervisor's Office did not have established written procedures in place for the process of requesting State reimbursement for applicable juror fee payments. Without such written procedures, the need for reconciling requested reimbursements to the documentation of payments received was not addressed.

### **Recommendation**

IAS recommends that the Jury Supervisor's Office reconcile each submitted request for reimbursement of jury fees to the Receipt Coding Form (RCF) it receives from the Treasurer's Office after payment has been received. The responsible Jury Supervisor's Office employee(s) could document that reconciliation by recording the RCF date and the employee's initials and date on the file copy of the applicable Jury Fee Reimbursement Statement of Fees. IAS further recommends that the reconciliation procedure be included in written procedures, approved by the Jury Supervisor, for the process of obtaining reimbursement of jury fees.

### ***Management's Response***

*Management agrees with the observation.*