



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



FILE COPY

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Comptroller

Internal Audit Section

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DR. KENNETH M. STONE, CPA
Internal Audit Executive

January 30, 2012

Joseph Thele
Neighborhood Development Executive
Neighborhood Stabilization Team
1520 Market Street, Room 4000
St. Louis, MO 63103-2631

RE: Payroll Distribution (Project #2012-17)

Dear Mr. Thele:

We have conducted a payroll distribution review of the Neighborhood Stabilization Team and Citizen's Service Bureau (Department #622) for the for the pay period ending October 22, 2011. 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 December 2, 2011.

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: Cynthia Riordan, Customer Service Manager, Citizen's Service Bureau
Amy Williams, Payroll Manager, Office of the Comptroller