



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



DARLENE GREEN
Comptroller

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March 22, 2016

Eddie Roth, Director
Department of Human Services
1520 Market Street Suite 4065
St. Louis MO 63103

RE: Payroll Distribution of the Department of Human Services (Project 2016-PD09)

Dear Mr. Roth:

We conducted a payroll distribution of the Department of Human Services for the pay period ending March 5, 2016. The objectives of the review were to determine the following:

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

This review was made under authorization contained in Article XV , Section 2, 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 our review, we noted no exceptions, and did not identify any opportunities to improve compliance with payroll distribution procedures.

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

Respectfully,

Mohammad H. Adil, CPA, CGMA
Internal Audit Supervisor

cc: Valarie Russell, Deputy Director
Rochelle Pruitt, Executive Secretary, Mayor's Office

