



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



DARLENE GREEN
Comptroller

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June 30, 2016

Judy Armstrong, Manager
Municipal Garage
1520 Market Street, Suite 3005
St. Louis, MO 63103

RE: Fixed Asset Review - Municipal Garage (Project 2016-FA10)

Dear Ms. Armstrong:

The Internal Audit Section has completed a fixed asset review of the Municipal Garage. Enclosed is the report of our review. A description of the scope of our work is included in the report. Fieldwork was completed on May 31, 2016.

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*.

If you have any questions, please contact the Internal Audit Section at (314) 657-3416.

Respectfully,

A handwritten signature in black ink, appearing to read "Mohammad Adil".

Mohammad Adil, CPA, CGMA
Internal Audit Supervisor

Attachment





CITY OF ST. LOUIS

MUNICIPAL GARAGE

FIXED ASSET REVIEW

PROJECT #2016-FA10

DATE ISSUED: JUNE 30, 2016

**Prepared by:
Internal Audit Section**



OFFICE OF THE COMPTROLLER

HONORABLE DARLENE GREEN, COMPTROLLER

**CITY OF ST. LOUIS
MUNICIPAL GARAGE
FIXED ASSET REVIEW**

TABLE OF CONTENTS

SUMMARY1
 Background1
 Purpose.....1
 Scope and Methodology1
 Conclusion1
 Management Response1

**CITY OF ST. LOUIS
MUNICIPAL GARAGE
FIXED ASSET REVIEW**

SUMMARY

Background

The Municipal Garage is responsible for loaning out City owned vehicles for official City business and maintaining vehicle title records. The Division also maintains the garage that provides over 350 parking spaces to government employees.

The Division is also responsible for managing its fixed assets and property control items by complying with the City Fixed Asset Management System (FAMS) Policy and Procedures.

Purpose

The purpose of our review was to determine if risks related to fixed assets were effectively and efficiently managed to ensure:

- Compliance with applicable policies and procedures.
- Safeguarding of assets.
- Reliability and integrity of Fixed Assets Property Listing (FAPL) reports.
- Economic and efficient use of resources.

Scope and Methodology

The review was confined to evaluating the Department's internal controls over its fixed assets and property control items in accordance with the City Fixed Asset Management System (FAMS) Policy and Procedures as of March 31, 2016. The review procedures included:

- Inquiries of management and staff.
- Reviews for compliance with policies and procedures.
- Limited tests of related controls.
- Other procedures considered necessary.

Conclusion

We found no evidence to suggest that the Municipal Garage did not effectively and efficiently manage risks related to fixed assets.

Management Response

Since there were no current observations, a management response was not required.