



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



DARLENE GREEN
Comptroller

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June 29, 2016

Robin Jones, Manager
Gateway Transportation Center
430 S. 15th Street
St. Louis MO 63103

RE: Payroll Distribution of the Gateway Transportation Center (Project 2016-PD10)

Dear Ms. Jones:

We conducted a payroll distribution of the Gateway Transportation Center for the pay period ending April 16, 2016. The objectives of the review were to verify:

- 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 or opportunities to improve compliance with payroll distribution procedures.

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

Respectfully,

Mohammad H. Adil, CPA, CGMA
Internal Audit Supervisor

cc: Jim Garavaglia, Deputy Comptroller

