



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



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March 13, 2015

Richard Frank, Director
Department of Personnel
1114 Market Street Room 700
St. Louis, MO 63103-2043

RE: Expenditures Review of the Employee Benefits Section (Project #2015-ER03)

Dear Mr. Frank:

Enclosed is the Internal Audit Section's report on Employee Benefits Section expenditures, as of July 1, 2013 to June 30, 2014. A description of the scope of our work is included in the report. Fieldwork was completed on December 18, 2014.

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) 657-3490.

Respectfully,

Dr. Ishmael Ikpeama
Internal Audit Supervisor

cc: Karen Toal, Employee Benefits Section Manager



CITY OF ST. LOUIS

DEPARTMENT OF PERSONNEL

**EMPLOYEE BENEFITS SECTION
EXPENDITURES REVIEW**

JULY 1, 2013 TO JUNE 30, 2014

PROJECT #2015-ER03

DATE ISSUED: MARCH 13, 2015

**Prepared by:
The Internal Audit Section**



OFFICE OF THE COMPTROLLER

HONORABLE DARLENE GREEN, COMPTROLLER

**CITY OF ST. LOUIS
DEPARTMENT OF PERSONNEL
EMPLOYEE BENEFITS SECTION
EXPENDITURES REVIEW
JULY 1, 2013 TO JUNE 30, 2014**

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**CITY OF ST. LOUIS
DEPARTMENT OF PERSONNEL
EMPLOYEE BENEFITS SECTION
EXPENDITURES REVIEW
JULY 1, 2013 TO JUNE 30, 2014**

SUMMARY

Background

The Employee Benefits Section of the Department of Personnel maintains a comprehensive benefits program to meet the needs of City of St. Louis employees and their families. Programs for the City's diverse workforce include medical health insurance; pharmacy benefits; dental and life insurance; employee wellness activities; cancer, intensive care, short-term disability and accident insurance; as well as deferred compensation.

Scope and Methodology

The review was confined to evaluating Employee Benefits Section's internal controls over the financial and operational activities pertaining to expenses. 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.

Status of Prior Observations

Internal Audit followed up on an observation noted in the prior Employee Benefits Section Report issued June 1, 2011(Project 2011-08). The observation and status are as follows:

- Lack of Policies and Procedures for Reconciling Financial Records (**Resolved**).

Conclusion

There were no observations noted in the current report.

Management Response

No management response was requested because there were no observations.