OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS

Internal Audit Section

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FILE COPY

February 14, 2014

Mr. Charles Bryson, Executive Director
Civil Rights Enforcement Agency
1114 Market St., Rm 626
St. Louis, MO 63101

RE: Payroll Distribution (Project #2014-PRD08)

Dear Mr. Bryson:

We have conducted a payroll distribution of the Civil Rights Enforcement Agency (Department #126) for the pay period ending February 08, 2014. 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 February 13, 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.*

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 the Internal Audit Section at (314) 657-3490.

Respectfully,

Kenneth M. Stone

Dr. Kenneth M. Stone, CPA, CGMA
Internal Audit Executive

CC: Denise Jefferson, Deputy Director