



CITY OF ST. LOUIS

**DEPARTMENT OF HUMAN SERVICES (DHS)
EMERGENCY SHELTER GRANT (ESG)**

**OUR LADY'S INN
CONTRACT #64705
CFDA #14.231**

FISCAL MONITORING REVIEW

JANUARY 1, 2012 THROUGH DECEMBER 31, 2012

PROJECT #2013-HOM13

DATE ISSUED: JUNE 3, 2013

**Prepared by:
The Internal Audit Section**



OFFICE OF THE COMPTROLLER

HONORABLE DARLENE GREEN, COMPTROLLER



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DR. KENNETH M. STONE, CPA
Internal Audit Executive

FILE COPY

June 3, 2013

Gloria Lee, Operational Director
Our Lady's Inn
4223 South Compton
St. Louis, MO 63111

RE: Emergency Shelter Grant (ESG) (Project #2013-HOM13)

Dear Ms. Lee:

Enclosed is a report of the fiscal monitoring review of Our Lady's Inn, a not-for-profit organization, ESG Program, for the period January 1, 2012 through December 31, 2012. The scope of a fiscal monitoring review is less than an audit, and as such, we do not express an opinion on the financial operations of Our Lady's Inn. Fieldwork was completed on May 10, 2013.

This review was made under authorization contained in Section 2, Article XV 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* and through an agreement with the City of St. Louis, Department of Human Services (DHS) to provide fiscal monitoring to all grant sub-recipients.

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

Respectfully,

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

Enclosure

cc: Antoinette Triplette, Program Manager, DHS
Paul Mehta, Fiscal Manger, DHS

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INTRODUCTION

Background

Contract Name: Our Lady's Inn

Contract Numbers: 64705

Contract Periods: January 1, 2012 through December 31, 2012

CFDA Numbers: 14.231

Contract Amounts: \$27,540

This contract provided Emergency Shelter Grant (ESG) funds to Our Lady's Inn (Agency) to assist with emergency shelter for women who are eighteen years of age or older, pregnant, homeless, and may have children. The Agency provides skills training assistance which includes child care, home cleaning and maintenance, budgeting, employment application and interview, and employment skills.

Purpose

The purpose of the review was to determine the Agency's compliance with federal, state, and local Department of Human Services' (DHS) requirements for the period January 1, 2012 through December 31, 2012 and make recommendations for improvements as considered necessary.

Scope and Methodology

Inquiries were made regarding the Agency's internal controls relating to the grant administered by DHS. Evidence was tested supporting the reports the Agency submitted to DHS and other procedures were performed as considered necessary. Fieldwork was completed on May 10, 2013.

Exit Conference

The Agency was offered the opportunity for an exit conference on May 31, 2013, but the Agency declined.

SUMMARY OF OBSERVATIONS

Conclusion

No evidence was found that the Agency did not comply with federal, state, and local DHS requirements.

Status of Prior Observations

The Agency's previous fiscal monitoring report, Project #2012-HOM08, issued May 22, 2012 noted no observations.

A-133 Status

According to a letter received from the Agency, it did not expend \$500,000 or more in Federal funds in its calendar year ended December 31, 2012; therefore, it was not required to have an A-133 audit.

Summary of Current Observations

There were no current observations.