



CITY OF ST. LOUIS

PLANNING & URBAN DESIGN AGENCY

FIXED ASSETS REVIEW

AS OF MAY 31, 2013

PROJECT #2014-FA1

DATE ISSUED: AUGUST 14, 2013

**Prepared by:
The Internal Audit Section**



OFFICE OF THE COMPTROLLER

HONORABLE DARLENE GREEN, COMPTROLLER



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CITY OF ST. LOUIS



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DR. KENNETH M. STONE, CPA
Internal Audit Executive

FILE COPY

August 14, 2013

Donald Roe, Planning & Urban Design Agency, Director
1520 Market Street, Room 2000
St. Louis, MO 63103-2631

RE: Fixed Assets Review of the Planning & Urban Design Agency (Project #2014-FA1)

Dear Mr. Roe:

Enclosed is the Internal Audit Section's fixed assets review report of the Planning & Urban Design Agency as of May 31, 2013. A description of the scope of our work is included in the report. Fieldwork was completed on July 25, 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*.

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

Enclosure

**CITY OF ST. LOUIS
PLANNING & URBAN DESIGN AGENCY
FIXED ASSETS REVIEW
AS OF MAY 31, 2013**

EXECUTIVE SUMMARY

Purpose

The Internal Audit Section (IAS) has completed a review of fixed assets of the Planning & Urban Design Agency. The purpose was to determine if the Planning & Urban Design Agency effectively and efficiently managed risks 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 Planning & Urban Design Agency's internal controls over the operational and physical activities pertaining to the Fixed Asset Management System (FAMS). 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.

Background

The Planning & Urban Design Agency's mission is to focus on planning for the future of the City of St. Louis through effective measures of planning, design review, construction plan approval, code compliance, and housing assistance.

Exit Conference

An exit conference was not necessary because there were no observations noted at this time.

**CITY OF ST. LOUIS
PLANNING & URBAN DESIGN AGENCY
FIXED ASSETS REVIEW
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EXECUTIVE SUMMARY

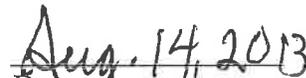
Conclusion

There were some positive internal controls noted during the review, they include the following:

- Annual physical inventory was performed by the Planning & Urban Design Agency.
- Reconciliations of internal Fixed Assets and Property Control List to Fixed Assets Property Listing were performed.

There were no observations noted at this time.


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


Date

**CITY OF ST. LOUIS
PLANNING & URBAN DESIGN AGENCY
FIXED ASSETS REVIEW
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OBSERVATIONS

Status of Prior Observations

There has been no review of the Planning & Urban Design Agency's fixed assets within the past five years; therefore, there are no prior observations to be followed-up on.

Summary of Current Observations

There were some positive internal controls noted during the review, they include the following:

- Annual physical inventory was performed by the Planning & Urban Design Agency.
- Reconciliations of internal Fixed Assets and Property Control List to Fixed Assets Property Listing.

There were no observations noted at this time.