

# CITY OF ST. LOUIS



**TRAFFIC AND LIGHTING DIVISION**

**FOLLOW-UP SPECIAL REVIEW**

**AS OF OCTOBER 31, 2017**

**PROJECT #2018-FL01**

**DATE ISSUED: NOVEMBER 2, 2017**

**PREPARED BY:**

**THE INTERNAL AUDIT SECTION**



## OFFICE OF THE COMPTROLLER

**HONORABLE DARLENE GREEN, COMPTROLLER**



OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



DARLENE GREEN  
Comptroller

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November 2, 2017

Ms. Deanna Venker, P. E. Commissioner of Traffic and Lighting  
1900 Hampton Avenue  
St. Louis, MO 63139-2988

RE: Follow-up of The Traffic and Lighting Division's Fixed Asset Review Report( Project #2015-FA03)

Dear Ms. Venker:

The Internal Audit Section of the Comptroller's Office has conducted a limited follow-up review on the Traffic and Lighting Division's Fixed Asset report issued November 18, 2014. This follow-up review was made under authorization contained in Article XV, Section 2 of the City of St. Louis Charter, as revised, and conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

A limited follow-up review does not necessarily involve detailed testing or verification, but instead relies on communication with the Traffic and Lighting Division's management and staff, as well as limited observations.

The purpose of this follow-up review is to determine the status of the observations made in the report issued November 18, 2014 as of October 31, 2017.

We determined the following observations and recommendations have been resolved:

- **Maintain Property Control Items List (Observation #1).** A warehouse Foreman has been hired and is utilizing the CityWorks Inventory program as a way of maintaining and tracking property control items. Traffic and Lighting Division provided Internal Audit Section a copy of the property control inventory list, Traffic Division 511 Inventory.
- **Perform Annual Physical Inventory (Observation #2).** The warehouse Foreman conducts Annual Physical Inventory. In addition, the City is looking to purchase an 'add-on' piece of software for City Works that will simplify this process. The Traffic and Lighting Division provided Internal Audit Section a copy of "Product Summary as of June 2017.
- **Perform Periodic Comparison of Physical Inventory to Record Quantities for Fixed Assets and Property Control Items (Observation #3).** This duty is performed by the Warehouse Foreman



The Traffic and Lighting Division's 511 Inventory and the Product Summary spreadsheet, as of June, 2017, show number of inventory in stock and number on hand.

If you have any questions, please contact Internal Audit Section at (314) 657-3454.

Respectfully,

A handwritten signature in black ink, appearing to read 'Ishmael Ikpeama', written over a horizontal line.

Ishmael Ikpeama, Ph. D.

Internal Audit supervisor