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December 2011

**Darlene Green
Comptroller**

The Comp times

ALL THE NEWS THAT'S FIT TO AUDIT

In Fiscal Year 2010, some 43,610 vouchers were scanned in Records Retention. This office also takes care of printing and binding the Comprehensive Annual Financial Report, the City of St. Louis Department phone directory and City budget reports.

Comptroller's Office is the Keeper of St. Louis History

Room 1 City Hall is where you will find Records Retention. This is an office full of the history of St. Louis constituents, taxes, births, deaths, real estate, medical records from Homer G. Phillips Hospital, City Hospital #1, copies of autopsies and some documents on City Hall business going as far back as 1885.

Once called Microfilm in the early 1960s, the office was in charge of making sure all documents of importance in City Hall were filmed and stored at this location. Space was needed in departments like the Assessor's Office and Recorder of Deeds, so everything was put on film so that it could be accessed when needed.

"People want to say Records Retention is in the basement of City Hall but that's not the case", says Supervisor, Jeannie Head, "We are on the Garden Level of City Hall."

The one office you can come to in City Hall and feel like you are in constant celebration is Room 1. Head and her staff of four super

ladies enjoy decorating for every season.

"We want people to feel good about coming to City Hall and getting the help they need. They may find out about a loved one, get research papers done for school or learn the history on their homes. Customer service is first and foremost for us. We want you to enjoy your experience while you are here. Why not have happy employees giving a little cheer", says Head.

Records Retention among many other duties, scans all the vouchers that come through the City of St. Louis. In FY2010 some 43,610 vouchers were scanned and stored.



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Tis the Season for Taxes!

The Payroll Department would like to remind all City of St. Louis employees to save their pay statements received this past week. This is your last check for 2011 and your statement (stub) will have year to date information that may be needed for tax preparation. You will receive your W-2 form at the end of January. Please contact your payroll clerk if you have further questions. Happy New Year!





Comptroller Office

Holiday Celebration: A good time had by all!

The 2011 Holiday Celebration Committee members were



John Zakibe, Deputy Comptroller, Shalonda Covington, Payroll Specialist, Vicki Wakeland, Administrative Assistant, Olaide Hassan, Auditor/Internal Audit, **John DiLiberto, Telecommunications Specialist, and Michele Graham, Contract Compliance Officer.**

Overall everyone enjoyed themselves and were almost too stuffed to get back to work!

HAPPY BIRTHDAY!
For those born in **December**



- 1 Chance Key
- 8 Yudora Mason
- 16 Marty Deiters
- 16 Sharon Holloman
- 17 Marsha Veal
- 19 Ray Gant
- 23 Shelby Haywood
- 27 Kristine Kiefer

The annual Comptroller's Office holiday celebration held Thursday, December 15, 2011 was fun and full of lots of delicious food.

All divisions of the Comptroller's Office pitched in to have a get together at Hodak's this year. The menu consisted of Hodak's famous fried chicken, string beans,

Desserts were donated by Comptroller Office employees called B.A.D. (Bring A Dessert).



Several Christmas games were played. Those finishing first, getting all the answers correct to Christmas songs or putting holiday stories together, were awarded great gifts left by Santa under the tree.

Comptroller Darlene Green joined in on the fun, by pulling names for prizes given to employees that day!



mostaccioli, salad, rolls and bread.

Employee of the Month



Antionette Thomas is the Comptroller's Office Employee of the Month!

Thomas has been with the City of St. Louis since 1999 working first in the Personnel Division and now in Payroll.

Thomas says she loves to crochet, put together puzzles and cook a great soul food meal for the family. She says it takes about two weeks to lay out a 1000 piece puzzle.



Anniversaries



Congratulations to Ron Hicks, who is celebrating 35 years of service with the City of St. Louis.

Kerrie Brown is also celebrating 35 years of service in the Comptroller's Office. Brown is the Accounting Manager.

Marsha Veal, Real Estate Records Clerk has been working for the Comptroller's Office for ten years. Veal previously worked for St. Louis University in pediatrics endocrinology at Cardinal Glennon Children's Hospital.

Comptroller's Office Employee of the Year!



Ganet Desu is this year's Employee of the Year 2011! Desu was honored as Employee of the Month in October 2011. She is an Auditor I working in Internal Audit for the Comptroller's Office. Desu is seen in the photo to the left with Keith Vernell, Chairman of the Comptroller Employee of the Month nomination committee. Vernell says he is honored to serve on the committee and the other members have done a phenomenal job as well this past year. Again, Congratulations to Ganet Desu, Comptroller's Office Employee of the Year 2011!

Records

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"People come here for hours going through everything we have looking for important information. Some fly in from out of town", says Head who has worked for the City of St. Louis some 32 years. Her first job was working as a Telephone Operator for City Hall, the Municipal and the Civil Courts buildings.



The Records Retention team is made up of Charron Ford, Shelby Haywood, Cynthia Larson and Catherine Smith seen in this photo with retiree Barbara Coleman

Records Retentions' Christmas gathering held December 12, 2011 was great this year. Games were played where employees had to guess how many pieces of candy were in jars displayed at the party.

Winners this year were Elizabeth Lydon guessing 65 Tootsie Rolls. There were 67. Chana Morton won the jar of chocolate candies guessing 35. There were 39 and Denise Peebles won the Almond Kisses guessing 50. There were exactly 50 kisses in the jar! Happy Holidays!!!!



Congratulation!!!!



Record Retention Holiday Party



There is some information the public can't access through Records Retention. The office mostly help customers find out who built their homes, past ownership and what the blue prints for that neighborhoods looked like back in the 1940s for example. This is all done for free. Records Retention also keeps copies of the early Comp Times.



Like Mother Like Daughter



Congratulations to Mary Huggins, Executive Secretary for both Federal Grants and Internal Audit for receiving her Bachelor of Arts in Business Administration from Lindenwood University. At the same time Huggins' daughter, Danielle received her Bachelor of Science in Economics from North Carolina A&T. Danielle is a former Summer Finance Institute student who worked in the Comptroller's Office one summer. Congratulations to Mom and Daughter!

New Employee



Ryan Coleman, Financial Analyst in the Finance/Development Section. Coleman is a transfer from the Budget Division. Welcome aboard!

The CompTimes

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