



CITY OF ST. LOUIS

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

**MUNICIPAL INFORMATION SYSTEM, INC.
CONTRACT #64752
CFDA #14.231**

FISCAL MONITORING REVIEW

JANUARY 1, 2012 THROUGH DECEMBER 31, 2012

PROJECT #2013-HOM08

DATE ISSUED: MAY 3, 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

May 3, 2013

FILE COPY

Deborah Little, Executive Director
Municipal Information System, Inc.
1445 South 18th Street
St. Louis, MO 63104

RE: Emergency Shelter Grant (ESG) (Project #2013-HOM08)

Dear Ms. Little:

Enclosed is a report of the fiscal monitoring review of Municipal Information System, Inc., 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 Municipal Information System, Inc. Fieldwork was completed on April 11, 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 Manager, DHS

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INTRODUCTION

Background

Contract Name: Municipal Information System, Inc.

Contract Numbers: 64752

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

CFDA Numbers: 14.231

Contract Amounts: \$60,350

This contract provided Emergency Shelter Grant (ESG) funds to Municipal Information System, Inc., (Agency) for supporting and maintaining the HMIS System Administration. The support provided included system maintenance, staff training and support, administration and coordination, and software maintenance and development.

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 April 11, 2013.

Exit Conference

The Agency was offered the opportunity for an exit conference on April 19, 2013, but the Agency did not respond.

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-HOM07, issued April 5, 2012 contained one observation.

- Non-compliance with contract requirements, questioned cost \$178,653.
(Resolved)

A-133 Status

According to a letter received from MISI, dated February 5, 2013, MISI did not expend \$500,000 or more in federal funds in its fiscal year ended June 30, 2012, and was not required to have an A-133 single audit report.

Summary of Current Observations

There were no current observations.