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OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



DARLENE GREEN  
Comptroller

*Internal Audit Section*

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December 22, 2006

Jennifer Bess, Executive Director  
Bevo Senior Center  
4705 Ridgewood  
St. Louis, MO 63116

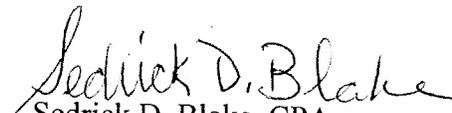
RE: Fiscal Monitoring Report of Bevo Senior Center  
(Project #2007-CDA13)

Dear Ms. Bess:

Enclosed is a report of our fiscal monitoring review of Bevo Senior Center (Contracts #03-21-91, #04-12-65 and #05-12-65) for the period January 1, 2003 through September 30, 2006. The scope of a fiscal monitoring review is substantially less than an audit, and as such, we do not express an opinion on the financial operations of Bevo Senior Center. Our fieldwork was completed on November 6, 2006.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised and through an agreement with the Community Development Administration (CDA) to provide fiscal monitoring to all grant sub recipients. If you have any questions, please contact Charles Schroeder at 589-6089.

Sincerely,

  
Sedrick D. Blake, CPA  
Internal Audit Executive

Enclosure

cc: Jill Claybour, Acting Executive Director, Community Development Administration  
Lorna Alexander, Fiscal Coordinator, Community Development Administration



# CITY OF ST. LOUIS

**COMMUNITY DEVELOPMENT ADMINISTRATION (CDA)  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

**BEVO SENIOR CENTER  
CONTRACTS #03-21-91, #04-12-65 AND #05-12-65**

**FISCAL MONITORING REVIEW**

**JANUARY 1, 2003 THROUGH SEPTEMBER 30, 2006**

**PROJECT #2007-CDA13**

**DATE ISSUED: DECEMBER 22, 2006**

**Prepared by:  
The Internal Audit Section**



# OFFICE OF THE COMPTROLLER

**HONORABLE DARLENE GREEN, COMPTROLLER**

**CITY OF ST. LOUIS**  
**COMMUNITY DEVELOPMENT ADMINISTRATION (CDA)**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**BEVO SENIOR CENTER**  
**CONTRACTS: #03-21-91, #04-12-65, #05-12-65**  
**FISCAL MONITORING REVIEW**  
**JANUARY 1, 2003 THROUGH SEPTEMBER 30, 2006**

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**CITY OF ST. LOUIS**  
**COMMUNITY DEVELOPMENT ADMINISTRATION (CDA)**  
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**BEVO SENIOR CENTER**  
**CONTRACTS: #03-21-91, #04-12-65, #05-12-65**  
**FISCAL MONITORING REVIEW**  
**JANUARY 1, 2003 THROUGH SEPTEMBER 30, 2006**

**INTRODUCTION I**

**Background**

**Contract Name:** Bevo Senior Center  
**Contract Number:** 03-21-91  
**Contract Period:** January 1, 2003 through present  
**Contract Amount:** \$50,000

Contract #03-21-91 (Document 44582) provided Community Development Block Grant (CDBG) funds to Bevo Senior Center to undertake a program for the renovation of the Bevo Community Center which will encompass the following activities: expansion and remodeling of interior space in the facility to allow for efficient utilization of space, including new furnaces, a HVAC System, new guttering, a new roof and updates to the restrooms to meet ADA requirements.

**Purpose**

The purpose of our review was to determine Bevo Senior Center's compliance with federal, state and local CDBG requirements for the periods January 1, 2003 through September 30, 2006 and make recommendations for improvements.

**Scope and Methodology**

We made inquiries regarding Bevo Senior Center's internal controls relating to the grant administered by the Community Development Administration (CDA), tested evidence supporting the reports the Agency submitted to CDA and performed other procedures considered necessary. Our fieldwork was completed on November 6, 2006. Management's responses were received on December 11, 2006, and have been incorporated into this report.

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**INTRODUCTION II**

**Background**

**Contract Name:** Bevo Senior Center

**Contract Numbers:** 04-12-65  
05-12-65

**Contract Periods:** January 1, 2004 through December 31, 2004  
January 1, 2005 through December 31, 2005

**Contract Amount:** \$30,000 (04-12-65)  
\$30,000 (05-12-65)

Contract #04-12-65 and #05-12-65 (Documents 47891 and 50112) provided Community Development Block Grant (CDBG) funds to Bevo Senior Center to assist seniors and other residents of the neighborhood in a number of areas in an effort to maintain an adequate quality of life and also prevent the premature institutionalization of elderly residents. Services to be provided by the Bevo Senior Center Services Program include health screenings, nutritional education, recreational activities, circuit breaker assistance, and outreach services.

**Purpose**

The purpose of our review was to determine Bevo Senior Center's compliance with federal, state and local CDBG requirements for the periods January 1, 2004 through December 31, 2005 and make recommendations for improvements.

**Scope and Methodology**

We made inquiries regarding Bevo Senior Center's internal controls relating to the grant administered by the Community Development Administration (CDA), tested evidence supporting the reports the Agency submitted to CDA and performed other procedures considered necessary. Our fieldwork was completed on November 6, 2006. Management's responses were received on December 11, 2006, and have been incorporated into this report.

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CONCLUSION AND SUMMARY OF CURRENT OBSERVATIONS

Conclusion

Bevo Senior Center did not fully comply with federal, state and local CDBG requirements.

Status of Prior Observations

The Agency's previous Fiscal Monitoring Report dated September 5, 2003 noted two observations.

1. Opportunity exists to improve on documenting services provided. **(Repeated. See current observation #1.)**
2. Monthly financial reports were not submitted in a timely manner. **(Repeated. See current observation #2.)**

A-133 Status

According to a letter received from the Executive Director, Bevo Senior Center was not required to obtain an A-133 for the period ending June 30, 2004, 2005 and 2006 because they did not expend \$500,000 or more in federal funds.

Summary of Current Observations

We made recommendations for the following observations, which if implemented, could assist the Bevo Senior Center in fully complying with federal, state and local CDBG requirements.

1. Opportunity exists to improve on documenting services provided.
2. Monthly financial reports were not submitted in a timely manner.

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**DETAILED OBSERVATIONS, RECOMMENDATIONS, AND**  
**MANAGEMENT'S RESPONSES**

**1. Opportunity Exists to Improve on Documenting Services Provided.**

CDA policy guidelines require the agency to provide adequate documentation for any CDBG reimbursable expense. We reviewed the contract 05-12-65 for the month of May 2005 for the Circuit Breaker and the Outreach service units. The agency did not have any documentation for the 84 units (42 Outreach and 42 Circuit Breaker units at \$10 each) requested for reimbursement. This is a total questioned cost of \$840.

**Recommendation**

We recommend the Agency repay the \$840.00 to CDA. It should submit a check for \$840.00 payable to the Comptroller's Office – Federal Grant Section, 1114 Market St., 6<sup>th</sup> Floor, and St. Louis, MO 63103. The check should reference Fund #1163 and Center #1421165.

**Management's Response**

*I assumed the position of Director of Bevo in January of 2006. Because I have personally sorted through a majority of misfiled and misplaced documents, I am not surprised that documentation was not in place; however, I am certain that the services were performed.*

*(We have provided)...a statement from (a volunteer), who has assisted in circuit breaker preparation for Bevo's program for many years. He certifies that services were indeed performed in 2005. We respectfully request that said certification be considered documentation enough to waive repayment of funds.*

**Auditor's Comments:**

We could not substantiate that the Agency provided 84 units of service, 42 Outreach and 42 Circuit Breaker units. The volunteer states that he provided the Circuit Breaker units of services for CY 2005. His letter does not address the specific issue whether 42 Circuit Breaker units were provided in May 2005. Therefore, we continue to recommend repayment. However, the Agency should contact CDA management for a final resolution.

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DETAILED OBSERVATIONS, RECOMMENDATIONS, AND  
MANAGEMENT'S RESPONSE

2. Monthly Financial Reports not Submitted in a Timely Manner

CDA regulations require the Agency to submit its monthly financial reports by the 10<sup>th</sup> day of the month following the report period end. The Agency submitted seven out of twelve reports late for contract #05-12-65 by an average of 1.67 days. Late submission of monthly reports may cause a delay or suspension in the processing of reimbursement requests.

Recommendation

We recommend the Agency comply with CDA regulations and submit its monthly financial reports by the 10<sup>th</sup> day of the month following the report period end.

Management's Response

*Again, reports monitored were for a period of time when Bevo was not under my charge. It has been my understanding that records were to be submitted by the 13<sup>th</sup> of each month. I have been made aware of proper procedure and will ensure that reports are submitted in a timely manner.*