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OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



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Comptroller

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SEDRICK D. BLAKE, CPA
Audit/Fiscal Executive

June 19, 2007

Dan Buck, Director
St. Patrick Center
800 N. Tucker Ave.
St. Louis, MO 63101

RE: Fiscal Monitoring Report of St. Patrick Center, Federal Emergency Shelter Grant (FESG), Supportive Housing Programs (SHP) and Missouri Emergent Shelter Grant (MESG) (#2007-HOM34)

Dear Mr. Buck:

Enclosed is a report of our fiscal monitoring review of St. Patrick Center (Documents #53165, #52860, #52629, #52622, #52601, #54761, & #54936) for the period April 1, 2005 through March 31, 2007. 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 St. Patrick Center. Our fieldwork was substantially completed on April 23, 2007.

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 Department of Human Services (DHS) to provide fiscal monitoring to all grant subrecipients. If you have any questions, please contact Charles Schroeder at 589-6089.

Sincerely,

Sedrick D. Blake, CPA
Audit/Fiscal Executive

Enclosure

cc: Patrick Brennan, Fiscal Manager, Department of Human Services
Linda Clark, Director of Finance-St. Patrick Center



CITY OF ST. LOUIS

*DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES*

*ST. PATRICK CENTER
FEDERAL EMERGENCY SHELTER GRANT (FESG)-CFDA #14.231
DOCUMENT #53165*

*SUPPORTIVE HOUSING PROGRAMS (SHP)-CFDA #14.235
DOCUMENTS #52860, #5262, #52629, #52629, #54761 AND #54936*

*MISSOURI EMERGENCY SHELTER GRANT (MESG)
DOCUMENT #52601*

FISCAL MONITORING REVIEW

APRIL 1, 2005 THROUGH MARCH 31, 2007

PROJECT #2007-HOM34

DATE ISSUED: JUNE 19, 2007

*Prepared by:
The Internal Audit Section*



OFFICE OF THE COMPTROLLER

Honorable Darlene Green, Comptroller

**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES (DHS)
HOMELESS SERVICES
ST. PATRICK CENTER
DOCUMENTS #53165, #52860, #52629, #52622, #52601, #54761, #54936
FISCAL MONITORING REVIEW
APRIL 1, 2005 THROUGH MARCH 31, 2007**

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**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES (DHS)
HOMELESS SERVICES
ST. PATRICK CENTER
DOCUMENTS #53165, #52860, #52629, #52622, #52601, #54761, #54936
FISCAL MONITORING REVIEW
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INTRODUCTION

Background

Contract Name: St. Patrick Center

CFDA Numbers	Document Numbers	Periods	Amounts
14.231	53165 (FESG)	01/01/06—12/31/06	\$ 48,800
14.235	52860 (SHP-EMPLOY)	07/01/06—06/30/06	\$297,468
14.235	52629 (VETS)	04/01/05—03/31/06	\$107,062
14.235	52622 (SHP-SKILLS)	07/01/05—06/30/06	\$249,184
Not Federal Funds	52601 (MESG)	04/01/05—03/31/06	\$ 11,900
14.235	54761 (SHP-EMPLOY)	07/01/06—06/30/07	\$297,467
14.235	54936 (SHP-SKILLS)	07/01/06—06/03/07	\$249,184

These contracts provided funds from the Department of Housing and Urban Development (HUD), Federal Emergency Shelter Grant (FESG), and Supportive Housing Program (SHP) and State of Missouri Emergency Shelter Grant (MESG) to St. Patrick Center to provide shelter and supportive services for the homeless.

Purpose

The purpose of this fiscal monitoring review was to determine St. Patrick Center's compliance with federal, state and local City of St. Louis Department of Human Services (DHS) requirements for the period April 1, 2005 through March 31, 2007. We will make recommendations for improvements, if necessary.

Scope and Methodology

We made inquiries regarding St. Patrick Center's internal controls relating to the grants administered by the Department of Human Services (DHS), tested evidence supporting the reports the agency submitted to DHS and performed other procedures considered necessary. Our fieldwork was completed on April 23, 2007.

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CONCLUSION AND SUMMARY OF OBSERVATIONS

Conclusion

St. Patrick Center did not fully comply with federal, state and local DHS requirements.

Status of Prior Observations

The agency's prior fiscal monitoring report dated September 7, 2005 did not have any observations.

A-133 Status

The agency is part of Catholic Charities, and was covered under the A-133 Audit Report for the Archdiocese of St. Louis. The report was dated September 27, 2006 for the fiscal year ending June 30, 2006. The report expressed an unqualified opinion on the financial statements and federal awards. There were no findings, questioned costs, or instances of noncompliance considered material to the financial statements or federal awards. There were no findings required to be reported in accordance with OMB Circular A-133. The Archdiocese qualified as a low-risk auditee. The Internal Audit Section reviewed the report on December 6, 2006 and recommended the report be accepted.

Summary of Current Observations

We noted the following observation during our current review:

- The agency did not submit its monthly financial reports in a timely manner.

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

The Agency did not Submit Monthly Financial Reports in a Timely Manner

The Department of Human Services FESG and SHP contracts require the agency to submit monthly financial reports by the 15th day of the month following the previous month-end (unless otherwise specified).

We reviewed the monthly reports for each contract. The agency did not submit all of its monthly financial reports by the 15th day of the subsequent month. Seven reports were late. Six reports were late because the agency submitted them on the Monday after the fifteenth and one report was five days late.

The six late reports were the 2004 SHP-Employment June report, the 2004 SHP-Skills June report, and the 2006 FESG program May, June, October and December reports. The 2006 FESG program March report was the one report that was five days late. The monthly financial reports for the Vets, MESH and 2005 SHP-Employment and Skills programs were submitted timely.

DHS confirmed receipt by signing a receipt form created by the agency. This receipt form did not identify the contract, so it was difficult to verify which receipt pertained to which contract.

When monthly reports are submitted late, it may result in late payment of funds to the agency for services rendered, late reimbursement to the City from federal and state funding sources and ultimate suspension of funds.

Recommendation

We recommend the agency comply with DHS requirements and submit its monthly financial reports by the 15th of the month following the previous month-end reporting period or obtain written approval from DHS for a later specified date.

In addition, we recommend the Agency include the contract number on the receipt form it uses to verify the date DHS received the report(s).

Management's Response

St. Patrick Center agrees that six monthly reimbursement packages were submitted on a Monday due to the 15th falling on a Saturday or Sunday. Each time that this occurred, St.

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**DETAILED OBSERVATIONS, RECOMMENDATIONS, AND
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Management's Response continued

Patrick Center has contacted DHS prior to the 15th for verbal approval to file the package on the 1st working day after the 15th. St. Patrick Center will submit the reimbursement packages before the 15th.

St. Patrick Center will include the contract number on the receipt form that is signed each time a document is submitted to DHS.