

FILE COPY



OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



DARLENE GREEN  
Comptroller

*Internal Audit Section*

Carnahan Courthouse Building  
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St. Louis, Missouri 63101  
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October 18, 2004

Honorable Francis G. Slay, Mayor  
1200 Market Street, Room 200  
St. Louis, MO 63103-2881

RE: Payroll Distribution of the Office of the Mayor for the Payroll Period Ending August 21, 2004 (Project # 2005-04)

Dear Honorable Slay:

Enclosed is a report of our payroll distribution of the Office of the Mayor for the pay period ending August 21, 2004. The objective of this review was to:

- Determine if eligible employees receive wages.
- Determine whether wages are adequately safeguarded.
- Determine if employees are only paid for actual hours worked.
- Determine if the accrual and use of paid leave is accurate.

Our fieldwork was substantially completed on August 30, 2004. During the payroll distribution, nothing came to our attention that caused us to believe that wages were not properly distributed or adequately safeguarded.

We provided the Office of the Mayor's management with an opportunity to discuss the draft copy of the report during a formal exit conference or to submit its written response based on the draft report. Since this report does not contain any observations and recommendations, the management did not consider it necessary to have an exit conference or to submit its written response to the draft copy of this report.

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*.

If you have any questions, please contact me at (314) 613-7410.

Respectfully,

A handwritten signature in black ink, appearing to read "Mohammad H. Adil".

Mohammad H. Adil, CPA  
Internal Audit Supervisor

CC: Honorable Darlene Green, Comptroller  
Rita Kirkland, Executive Director of Operations, Office of the Mayor  
Kathryn Lawson, Payroll Manager