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OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



DARLENE GREEN
Comptroller

Internal Audit Section

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September 13, 2006

Honorable Sharon Quigley Carpenter
Recorder of Deeds
City Hall
1200 Market Street, Room 126
St. Louis, MO 63103-2881

RE: Payroll Distribution of Recorder of Deeds Office for the Payroll Period Ending
August 5, 2006 (Project #2007-7)

Dear Ms. Carpenter:

Enclosed is a report of our payroll distribution of Recorder of Deeds Office for the pay period ending August 5, 2006. The objectives of this review were to determine if:

- Eligible City Employees received wages.
- Wages were adequately safeguarded.
- Employees were only paid for actual hours worked.
- Accrual and use of paid leaves were accurate.

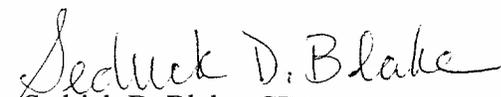
Our fieldwork was substantially completed on August 18, 2006. During the observation, nothing came to our attention that caused us to believe that wages were not properly distributed or adequately safeguarded.

Formal exit conference and management responses were not considered necessary since the report does not contain any observations and recommendations.

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) 589-6132.

Respectfully,


Sedrick D. Blake, CPA
Internal Audit Executive

cc: Honorable Darlene Green, Comptroller
Kathryn Lawson, Payroll Manager