

FILE COPY



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



DARLENE GREEN
Comptroller

Internal Audit Section

✓
Carnahan Courthouse Building
1114 Market St., Room 608
St. Louis, Missouri 63101
(314) 622-4723
Fax: (314) 613-3004

February 28, 2007

Michael D. Devereaux, Jury Supervisor
Board of Jury Supervisor – Jury Supervisor’s Office
10 N. Tucker Blvd. 3rd Floor Room #318
St. Louis, MO 63101-2044

RE: Payroll Distribution of the Board of Jury Supervisor – Jury Supervisor’s Office
Payroll Period Ending January 20, 2007 (Project # 2007-30)

Dear Mr. Devereaux:

We have conducted a payroll distribution of the Jury Supervisor’s Office for the pay period ending January 20, 2007. The objectives of this review were to determine if:

- Eligible Employees received wages
- Wages are adequately safeguarded
- Employees are only paid for actual hours worked
- The accrual and use of paid leave is accurate

Our fieldwork was completed on January 29, 2007. During the review, 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 are 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
Audit/Fiscal Executive

cc: Kathryn Lawson, Payroll Manager