



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 26, 2008

Freddie Dunlap, Supply Commissioner
Supply Division, Multigraph Section
1200 Market Street, City Hall Room #324
St. Louis, MO 63103-2842

RE: Payroll Distribution of the Supply Division, Multigraph Section
Payroll Period Ending September 15, 2007 (Project # 2008-12)

Dear Mr. Dunlap:

We have conducted a payroll distribution of the Supply Division, Multigraph Section (Dept. # 171) for the pay period ending September 15, 2008. The objectives of this review were to determine if:

- Determine if eligible City Employees received 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 September 20, 2007. During the observation, nothing came to our attention that caused us to believe that wages were not properly distributed or adequately safeguarded.

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 Ishmael Ikpeama at (314) 589-6113.

Respectfully,

Sedrick D. Blake, MBA, CPA
Audit/Fiscal Executive

cc: John Zakibe, Deputy Comptroller
Ronald Smith, City Operations Manager, Office of the Mayor