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OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



DARLENE GREEN  
Comptroller

*Internal Audit Section*

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June 20, 2007

Sister Marie Charles Buford, Executive Director  
Carondelet Community Betterment Federation, Inc.  
6408 Michigan Ave.  
St. Louis, MO 63111

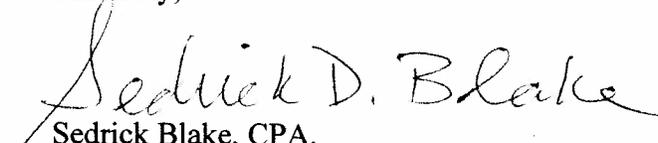
RE: Fiscal Monitoring Report of Carondelet Community Betterment Federation, Inc.  
Home Repair Program (#2007-AHC11)

Dear Sister Buford:

Enclosed is a report of our fiscal monitoring review of the Carondelet Community Betterment Federation, Inc. (Document #50602) for the period March 1, 2005 through August 31, 2006. 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 Carondelet Community Betterment Federation, Inc. Our fieldwork was completed on May 1, 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 Affordable Housing Commission to provide fiscal monitoring to all grant subrecipients. If you have any questions, please contact Charles Schroeder at 589-6089.

Sincerely,

  
Sedrick Blake, CPA,  
Audit/Fiscal Executive

Enclosure

cc: Angela Morton Conley, Executive Director, Affordable Housing Commission



# CITY OF ST. LOUIS

## *AFFORDABLE HOUSING COMMISSION*

*CARONDELET COMMUNITY BETTERMENT FEDERATION, INC.  
HOME REPAIR PROGRAM  
CONTRACT #14-05G  
DOCUMENT #50602*

## *FISCAL MONITORING REVIEW*

*MARCH 1, 2005 THROUGH AUGUST 31, 2006*

*PROJECT #2007-AHC11*

*DATE ISSUED: JUNE 20, 2007*

*Prepared by:  
The Internal Audit Section*



# OFFICE OF THE COMPTROLLER

*HONORABLE DARLENE GREEN, COMPTROLLER*

**CITY OF ST. LOUIS  
AFFORDABLE HOUSING COMMISSION (AHC)  
HOME REPAIR PROGRAM  
CARONDELET COMMUNITY BETTERMENT FEDERATION, INC.  
DOCUMENT #50602  
CONTRACT #14-05G  
FISCAL MONITORING REVIEW  
MARCH 1, 2005 THROUGH AUGUST 31, 2006**

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**CITY OF ST. LOUIS  
AFFORDABLE HOUSING COMMISSION (AHC)  
HOME REPAIR PROGRAM  
CARONDELET COMMUNITY BETTERMENT FEDERATION, INC.  
DOCUMENT #50602  
CONTRACT #14-05G  
FISCAL MONITORING REVIEW  
MARCH 1, 2005 THROUGH AUGUST 31, 2006**

**INTRODUCTION**

**Background**

**Contract Name:** Carondelet Community Betterment Federation, Inc.

**Contract Number:** 14-05G

**Contract Period:** March 1, 2005 through August 31, 2006

**Contract Amount:** \$50,000

This contract provided funds to the Agency to assist households, at or below 80% of the St. Louis' median income, adjusted for family size, with emergency home repairs, especially those that affect the health and safety of individuals living in the house and /or prevent further deterioration of the house.

**Purpose**

The purpose of this fiscal monitoring review was to determine Carondelet Community Betterment Federation, Inc.'s (Document #50602) compliance with local Affordable Housing Commission requirements for the period March 1, 2005 through August 31, 2006 and make recommendations for improvements if necessary.

**Scope and Methodology**

We made inquiries regarding Carondelet Community Betterment Federation, Inc.'s internal controls relating to the grant administered by the Affordable Housing Commission (AHC), tested evidence supporting the reports the Agency submitted to AHC and performed other procedures considered necessary. Our fieldwork was completed on May 1, 2007.

**CITY OF ST. LOUIS  
AFFORDABLE HOUSING COMMISSION (AHC)  
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**CONCLUSION AND SUMMARY OF OBSERVATIONS**

**Conclusion**

Carondelet Community Betterment Federation, Inc. did not fully comply with AHC requirements.

**Status of Prior Observations**

This is the first fiscal monitoring review for Carondelet Community Betterment Federation, Inc. under this program. Therefore, the Agency does not have prior observations.

**Summary of Current Observations**

We made a recommendation for the following observation, which if implemented, could assist Carondelet Community Betterment Federation, Inc. in complying with federal, state and local CDBG requirements:

- Two missing quarterly reports and two late reports.

**CITY OF ST. LOUIS  
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**DETAILED OBSERVATIONS, RECOMMENDATIONS,  
AND MANAGEMENT'S RESPONSES**

**Two Missing Quarterly Reports and Two Late Reports**

In the agreement with Carondelet Community Betterment Federation, Inc. and AHC, the Agency is required to submit quarterly reports by the 10<sup>th</sup> day of the month following the quarter. The Agency submitted only four out of six quarterly reports in which two out of the four reports were submitted late by 20 and 32 days. AHC shall not process requests for reimbursement unless all reports required have been received in a timely manner.

**Recommendation**

We recommend the Agency submit its quarterly reports within the required time limit.

**Management's Response**

*In the future we will make sure all reports are turned in on time.*