

**FILE COPY**



OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



**DARLENE GREEN**  
Comptroller

*Internal Audit Section*

Carnahan Courthouse Building  
1114 Market St., Room 642  
St. Louis, Missouri 63101  
(314) 622-4723  
Fax: (314) 613-3004

**DR. KENNETH M. STONE, CPA**  
Internal Audit Executive

August 13, 2009

Martin Rafanan, Executive Director  
Christian Service Center  
1000 Nineteenth Street  
St. Louis, MO 63106

RE: Christian Service Center, Inc. (Project #2009-AHC01)

Dear Mr. Rafanan:

Enclosed is a report of the fiscal monitoring review of Christian Service Center, Inc for the period February 1, 2007 through February 28, 2009. The scope of a fiscal monitoring review is less than an audit, and as such, we do not express an opinion on the financial operations of Christian Service Center. The fieldwork completed on May 7, 2009.

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 (AHC) to provide fiscal monitoring to grant sub-recipients.

If you have any questions, please contact Internal Audit Section at (314) 622-4723.

Sincerely,

A handwritten signature in black ink that reads "Kenneth M. Stone".

Dr. Kenneth M. Stone, CPA  
Internal Audit Executive

Enclosure

cc: Angela Conely, Executive Director, AHC



# CITY OF ST. LOUIS

**AFFORDABLE HOUSING COMMISSION (AHC)**

**CHRISTIAN SERVICES CENTER, INC.  
CONTRACTS #19-07G and #24-08G**

**FISCAL MONITORING REVIEW  
FEBRUARY 1, 2007 THROUGH FEBRUARY 28, 2009**

**PROJECT #2009-AHC01**

**DATE ISSUED: AUGUST 13, 2009**

**Prepared by:  
The Internal Audit Section**



# OFFICE OF THE COMPTROLLER

**HONORABLE DARLENE GREEN, COMPTROLLER**

**CITY OF ST. LOUIS  
AFFORDABLE HOUSING COMMISSION (AHC)  
CHRISTIAN SERVICE CENTER, INC.  
FISCAL MONITORING REVIEW  
FEBRUARY 1, 2007 THROUGH FEBRUARY 28, 2009**

**TABLE OF CONTENTS**

<b><u>Description</u></b>	<b><u>Page(s)</u></b>
<b>INTRODUCTION</b>	
Background	1
Purpose	1
Scope and Methodology	1
Exit Conference	1
Management's Responses	1
<b>SUMMARY OF OBSERVATIONS</b>	
Conclusion	2
Status of Prior Observations	2
Summary of Current Observations	2
<b>DETAILED OBSERVATIONS, RECOMMENDATIONS, AND MANAGEMENT'S RESPONSES</b>	3

## **INTRODUCTION**

### **Background**

**Contract Name:** Christian Service Center, Inc.

**Contract Numbers:** 19-07G and 24-08G

**Contract Periods:** February 1, 2007 through February 29, 2008  
March 1, 2008 through February 28, 2009

**Contract Amounts:** \$600,000  
\$498,000

The contracts provided funds from the Affordable Housing Commission (AHC) to Christian Service Center, Inc. (Agency) to provide emergency shelter for homeless single women and families that reside in the City of St. Louis and referred by the Housing Resource Center.

### **Purpose**

The purpose of the review was to determine the Agency's compliance with federal, state, and local AHC requirements for the period February 1, 2007 through February 28, 2009 and make recommendations for improvements as necessary.

### **Scope and Methodology**

Inquiries were made regarding the Agency's internal controls relating to the contracts administered by the AHC. Evidence was tested supporting the reports the Agency submitted to AHC and other procedures were performed as considered necessary. The fieldwork was completed on May 7, 2009.

### **Exit Conference**

The agency was offered the opportunity for an exit conference on August 3, 2009, but the Agency declined.

## **SUMMARY OF OBSERVATIONS**

### **Conclusion**

The Agency did not fully comply with local AHC requirements.

### **Status of Prior Observations**

The Agency's previous fiscal monitoring report, Project 2007-AHC01, issued November 30, 2006, contained the following observations:

1. The Agency did not maintain adequate time reports for hourly employees (**Resolved**)
2. The Executive Director signed a disbursement check made out to him (**Resolved**)

### **Summary of Current Observations**

Recommendations have been made for the following observation, which if implemented, could assist the Agency in fully complying with local AHC requirements.

1. Opportunity to improve recordkeeping

**DETAILED OBSERVATIONS, RECOMMENDATIONS  
AND MANAGEMENT'S RESPONSES**

**1. Opportunity to Improve Recordkeeping**

The Agency did not properly document delivery of clients served and eligibility of clients. IAS reviewed nine files under both contracts and observed that:

- Four files could not be located. This included one under contract #19-07G and three under contract #24-08G.
- Residency documentation was missing from five files under contract #19-07G.
- One intake assessment was missing from a file under contract #19-07G.

Under the contract with AHC, the Agency is required to maintain documents to support the clients served and report quarterly. As result of the missing and incomplete files, the Agency did not fully comply with the contract requirements and could not provide reasonable assurance that only eligible individuals receive assistance the program.

**Recommendation**

IAS recommends the Agency comply with the contract requirements. IAS also recommends the Agency implement internal controls to ensure supporting documents are properly maintained for all clients served and the records are secured.

**Management's Responses**

*The Agency did not respond as of the date of this report.*