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CITIZENS SUMMARY

Findings in the audit of the City of St. Louis - Department of Human Services

Grant Administration	The Department of Human Services (DHS) Youth and Family Services Division's site monitoring procedures for the Child and Adult Care Food Program and Summer Food Service Program are insufficient to ensure compliance with program requirements. St. Louis Area Agency on Aging (SLAAA) personnel did not maintain sufficient documentation to support contract awards to some sub-grantees.
Disbursements	DHS officials did not sufficiently review supporting documentation for disbursements and/or ensure all grant and contract requirements were met prior to authorizing payments.
Payroll and Personnel Procedures	Employee timesheets were not always complete, accurate, or approved by division managers. Some employees did not obtain ethics training as required by city regulation and/or documentation was not retained to demonstrate attendance.
Sunshine Law	The SLAAA Advisory Council did not post notifications for meetings. In addition, the SLAAA request for proposal (RFP) selection committee did not prepare meeting minutes during the selection process.

In the areas audited, the overall performance of this entity was **Good**.*

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*The rating(s) cover only audited areas and do not reflect an opinion on the overall operation of the entity. Within that context, the rating scale indicates the following:

- Excellent:** The audit results indicate this entity is very well managed. The report contains no findings. In addition, if applicable, prior recommendations have been implemented.
- Good:** The audit results indicate this entity is well managed. The report contains few findings, and the entity has indicated most or all recommendations have already been, or will be, implemented. In addition, if applicable, many of the prior recommendations have been implemented.
- Fair:** The audit results indicate this entity needs to improve operations in several areas. The report contains several findings, or one or more findings that require management's immediate attention, and/or the entity has indicated several recommendations will not be implemented. In addition, if applicable, several prior recommendations have not been implemented.
- Poor:** The audit results indicate this entity needs to significantly improve operations. The report contains numerous findings that require management's immediate attention, and/or the entity has indicated most recommendations will not be implemented. In addition, if applicable, most prior recommendations have not been implemented.



Recommendations in the audit of the City of St. Louis - Department of Human Services

Grant Administration

The Department of Human Services (DHS):

- 1.1 Ensure all required monitoring reviews are completed timely in accordance with regulations and guidelines, sufficient time is allowed for site reviews, and documentation accurately reflects when sites are monitored.
- 1.2 Ensure all score sheets and other evaluation documentation is retained to support grant awards.

Disbursements

The Department of Human Services obtain and review supporting documentation to ensure invoice amounts are accurate and all contract requirements are met prior to payment. Review procedures should include reconciling invoice amounts to applicable sub-grantee reports. In addition, the DHS should ensure supporting documentation is maintained for all disbursements.

Payroll and Personnel Procedures

The Department of Human Services:

- 3.1 Ensure timesheets are accurately prepared, properly signed, and approved; and properly record, calculate, and reconcile leave requests to timesheets.
- 3.2 Ensure employees attend ethics training as required by Department of Personnel policy.

Sunshine Law

The Department of Human Services ensure the St. Louis Area Agency on Aging Advisory Council posts agendas and the selection committee prepares and retains meeting minutes in accordance with the Sunshine Law.