

**OFFICES OF THE  
STATE AUDITOR OF MISSOURI  
JEFFERSON CITY**

OFFICE OF THE ASSESSOR  
CITY OF ST. LOUIS, MISSOURI  
YEAR ENDED APRIL 30, 1987

**MARGARET KELLY, CPA**



Report No. 88-158  
December 15, 1988

OFFICE OF THE ASSESSOR  
CITY OF ST. LOUIS, MISSOURI

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**STATE AUDITOR OF MISSOURI**  
**JEFFERSON CITY, MISSOURI 65102**

**MARGARET KELLY, CPA**  
STATE AUDITOR

(314) 751-4824

Honorable Vincent C. Schoemehl Jr., Mayor  
and  
Virvus Jones, Assessor  
City of St. Louis, Missouri 63103

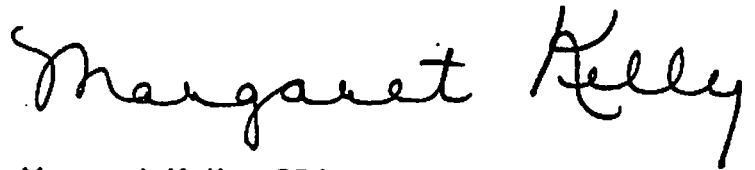
The State Auditor was petitioned under Section 29.230, RSMo 1986, to perform an audit of the city of St. Louis, Missouri. Accordingly, we have conducted an audit of the Office of the Assessor, city of St. Louis, for the year ended April 30, 1987. The purposes of our examination were to:

1. Study and evaluate the Assessor's system of internal controls.
2. Perform a limited review of certain management practices to determine the efficiency and effectiveness of those practices.
3. Review probable compliance with certain constitutional provisions, statutes, administrative rules, attorney general's opinions, and city ordinances as we deemed necessary or appropriate.
4. Perform a limited review of the integrity and completeness of the Assessor's financial reporting system.
5. Perform procedures deemed necessary to evaluate petitioner concerns.

Our examination was made in accordance with generally accepted government auditing standards and included such procedures as we considered necessary in the circumstances. In this regard, we reviewed the Assessor's financial records, payroll procedures and documents, expenditures, contractual agreements, and other pertinent procedures and documents; interviewed personnel of the Office of the Assessor; and compiled the information in the appendices from the records and reports of the Assessor. The data presented in the appendices were obtained from the city's accounting system. However, they were not verified by us via additional audit procedures and, therefore, we express no opinion on them.

The accompanying History and Organization is presented for informational purposes. The background information was obtained from office management and was not subject to the audit procedures applied by us in our examination.

Our comments on management practices and related areas are presented in the accompanying Management Advisory Report.

A handwritten signature in cursive script that reads "Margaret Kelly". The signature is written in dark ink and is positioned above the printed name and title.

Margaret Kelly, CPA  
State Auditor

January 19, 1988

## **HISTORY AND ORGANIZATION**

OFFICE OF THE ASSESSOR  
CITY OF ST. LOUIS, MISSOURI  
HISTORY AND ORGANIZATION

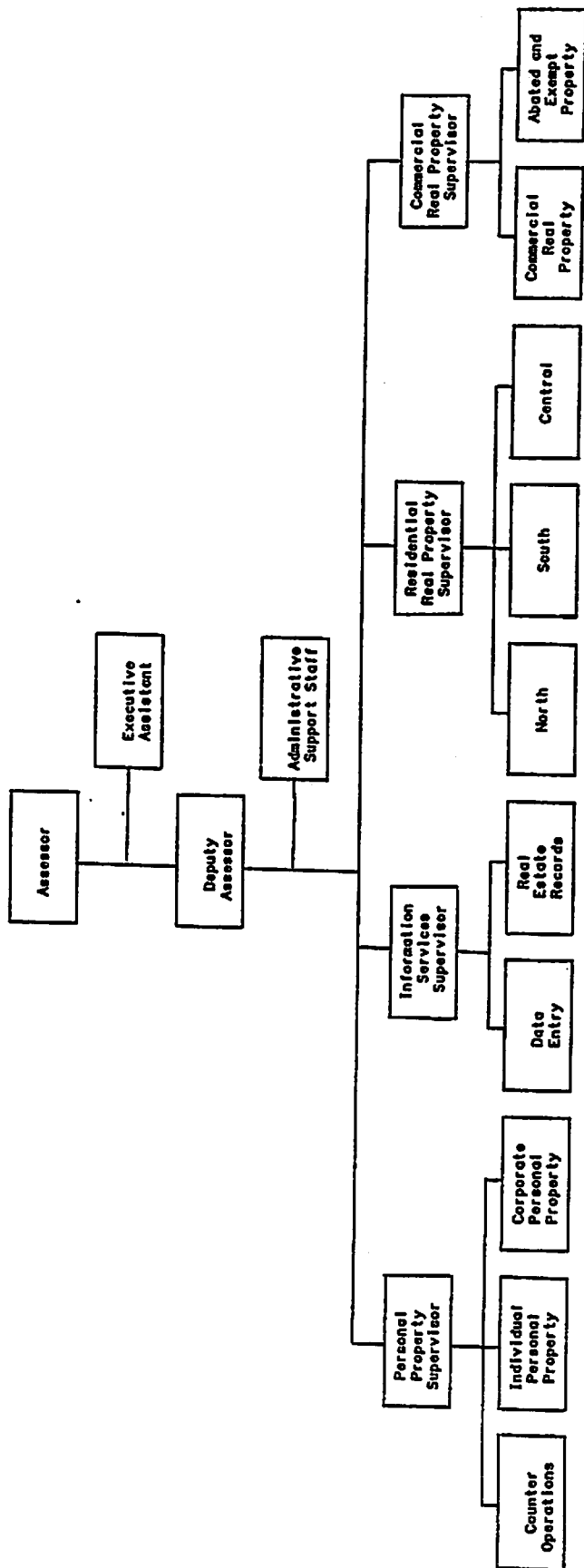
The Office of the Assessor is responsible for the appraisal of all real and personal property. As required by Missouri statutes, the Assessor's office is also responsible for the complete reassessment of all real properties on a biennial basis.

Virvus Jones currently serves as the Assessor for the city of St. Louis. He has served in that capacity since April 14, 1986, when he was commissioned by Mayor Vincent C. Schoemehl Jr. At April 30, 1987, key office personnel were as follows:

Lowell G. Jackson, Deputy Assessor  
Z. Dwight Billingsly, Executive Assistant  
Stanley Miller, Residential Real Property Supervisor  
Gregory Scheve, Commercial Real Property Supervisor  
Lorene Hatten, Information Services Supervisor

At April 30, 1987, the Office of the Assessor employed approximately eighty-one full-time employees.

OFFICE OF THE ASSESSOR  
CITY OF ST. LOUIS, MISSOURI  
ORGANIZATION CHART  
APRIL 30, 1987



## **MANAGEMENT ADVISORY REPORT**



**OFFICE OF THE ASSESSOR  
CITY OF ST. LOUIS, MISSOURI  
SUMMARY OF FINDINGS**

**1. Data Processing Controls (pages 10-12)**

- A. There is no independent review of information entered into the computer system for a change in the ownership of real estate.
- B. There is only limited assurance that all entries made to change real estate appraised values are properly entered into the computer. Additionally, the printout format which documents real property changes made, does not provide for an independent reconciliation with the source documents.
- C. The Assessor's office does not use batch controls.
- D. Employee passwords required to access the data processing system are not periodically changed.

**2. Research Fees (pages 13-14)**

- A. Responsibilities relating to the recording and handling of research and duplication fee receipts are not properly segregated.
- B. Deposits of research request fees are not made on a timely basis.

**3. Tax Bill Changes (pages 14-15)**

- A. The current procedure for adjusting tax bills is not in compliance with Section 137.525, RSMo 1986, which places this responsibility with the Comptroller, not the Assessor.
- B. The Assessor's current procedure for making tax bill changes does not provide adequate segregation of duties.

**4. Preparation and Sale of Valuation Guide (pages 15-18)**

- A. During the year ended December 31, 1987, revenues generated from the sale of valuation guides fell short of all related costs by \$1,742. This lost revenue was also compounded by the Assessor significantly overestimating the number of expected guide sales.
- B. Accounting duties associated with the collection of valuation guide revenues are not adequately segregated.
- C. Payments received from the sale of valuation guides are not deposited in a timely manner.
- D. The Assessor's office efforts to collect unpaid receivable balances are not adequate.

5. On-Site Visits (pages 18-19)

Documentation of building construction site visits are not adequate to determine whether the tax rolls have been properly adjusted for completed construction sites.

**OFFICE OF THE ASSESSOR  
CITY OF ST. LOUIS, MISSOURI  
MANAGEMENT ADVISORY REPORT**

As part of our examination of the Office of the Assessor, city of St. Louis, for the year ended April 30, 1987, we studied and evaluated the internal accounting control system to the extent needed to evaluate the system as required by generally accepted government auditing standards. For the purpose of this report, we have classified the significant internal accounting controls as cash, payroll, revenues, and expenditures. Our study included each of these control categories. Since the purpose of our study and evaluation was to determine the nature, timing, and extent of our audit procedures, it was more limited than would be needed to express an opinion on the internal accounting control system taken as a whole.

It is management's responsibility to establish and maintain the internal control system. In so doing, management assesses and weighs the expected benefits and related costs of control procedures. The system should provide reasonable, but not absolute, assurance that assets are safeguarded against loss, and that transactions are carried out as authorized by management and are recorded in a manner that will permit the subsequent preparation of reliable and proper financial reports.

Because of the inherent limitations in any internal control system, errors or irregularities may still occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation was made for the limited purpose described in the first paragraph and, thus, might not disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the internal accounting control system of the city taken as a whole. However, our study and evaluation disclosed certain conditions that we believe are material weaknesses and these findings are presented in this report.

We reviewed probable compliance with certain constitutional provisions, statutes, ordinances, and attorney general's opinions as we deemed necessary or appropriate. This review was not intended to provide assurance of full compliance with all regulatory provisions and, thus, did not include all regulatory provisions which may apply. However, our review disclosed certain conditions that may represent noncompliance and these findings are presented in this report.

During our examination, we identified certain management practices which we believe could be improved. Our examination was not designed or intended to be a detailed study of every system, procedure, and transaction. Accordingly, the findings presented in this report should not be considered as all inclusive of areas where improvements may be needed.

The State Auditor was petitioned under Section 29.230, RSMo 1986, to audit the city of St. Louis. We included those procedures necessary in our judgment to evaluate the petitioner concerns and those concerns requiring corrective action are addressed in this report.

The period of examination for the purposes stated above included, but was not limited to the period covered by the financial statements for the year ended April 30, 1987.

1. Data Processing Controls

The Assessor is responsible for ensuring that all real estate within the city limits is properly assessed and billed the correct amount of tax. The Assessor utilizes the Comptroller's computer system to process the information used to determine the real estate appraised values, related assessed valuations, and tax bill amounts. All entries, changes, and program updates are independently generated by the Assessor's office. Our review of the established controls over the Assessor's data processing system revealed the following deficiencies:

- A. There is no independent review of information entered into the computer system for a change in the ownership of real estate.

Daily, the Recorder of Deeds notifies the Assessor of recorded real estate ownership transfers. From this documentation, an Assessor's office typist prepares an abstract, which is used as the source document for entering the ownership change. A "transfer" clerk enters the data from the abstract, thereby updating the computer file for real estate ownership. Daily, a printout is generated, documenting all changes entered. The printout is compared to the abstract to ensure the changed data is complete and accurate. However, this reconciliation process is performed by the same clerks who enter the data, and the reconciliation is not independently reviewed. Because real estate records are being changed without independent approval or reconciliation, the risk for unauthorized file changes or undetected errors is enhanced. Unidentified errors or alterations can result in an unreliable real estate data base and can ultimately cause significant deficiencies in the real estate tax system.

Entries made to change real estate ownership files should be controlled, and all changes should be independently reviewed for accuracy and completeness.

- B. The Assessor changes real estate appraised values as the result of general reassessment (performed in odd numbered years), state or local appeal, or changes that affect property structures (e.g., building condemnation, structure additions, fires, building improvements). These changes affect a property's assessed valuation and, therefore, the related tax revenue.

During on-site visits appraisers complete a property report form using standardized appraisal guides. The report form serves as the source document for data entry.

- 1) There is only limited assurance that all change entries are properly entered into the computer. Our review of thirty property reports requiring a change to be made revealed that

in two instances the change data was never entered. Although a specific cause for these errors was not determined, these omissions could indicate presence of other undetected errors. The dollar effect of these errors was not computed but, it is certain that such oversights affect the city's property tax revenues.

- 2) The printout format for changes made does not contain adequate supporting documentation. As a result, an independent reconciliation from the source document to the printout cannot be done. As changes are entered into the system from the property report form, appraised values are concurrently updated. The daily printout of changes made documents only the property item or category that was adjusted. There is no indication of the prior appraised value, or the specific change to real estate files made. Consequently, there is little assurance that changes made to real estate files are proper and accurate. Based on the current control environment, a change could be improperly entered and the chances of timely detection would be unlikely.

Controls should be in place to allow a complete reconciliation of changes made to real estate appraised values.

- C. The Assessor's office does not use batch controls. For all data entries made, affecting either ownership history, appraised value, or taxes due, there is no established procedure to agree all entries made to the corresponding source document. As a result, there is little assurance that all required changes and updates are being made.

By implementing batch controls, to agree all data entries to source documents, the Assessor's office would obtain greater assurance as to the completeness and reliability of the data processing system.

- D. Employee passwords required to access the data processing system are not periodically changed. Individual passwords are developed by the Assessor and assigned to approximately seven personnel. For control purposes, the passwords are given to the Comptroller's office; however, we learned that passwords have never been changed. Employees who terminate or are reassigned have their password deleted from the system, but changing the passwords on an unannounced interval would enhance the confidentiality of records and would reduce the possibility that an unauthorized person would gain access to the Assessor's data system.

**WE RECOMMEND:**

- A. The printout of ownership changes be agreed to abstract copies by someone other than the transfer clerks.
- B.1. Procedures be implemented to ensure all information is properly entered into the computer system (see C. below).

2. The Assessor request changes be made to the format of the daily printout of changes, thereby allowing for a reconciliation to the source documents.
- C. Batch controls be implemented as a measure to ensure the completeness and accuracy of data entries made.
- D. Employee passwords be periodically changed.

#### AUDITEE'S RESPONSE

- A. The Assessor's office will conduct the reconciliation using clerks who do not enter the ownership change data. Discrete responsibility for either entering or reconciling ownership change data will be allocated among clerks in the Real Estate Records Section by the Information Services Supervisor.
- B. The Assessor has met with the managers of information services and systems development in the Comptroller's office and requested that the daily printout format for value-based changes to property records be organized by type of change, and that both the pre- and postchange variables be shown, along with pre- and postchange appraised values. The data entry clerks will verify the completeness as well as the accuracy of changes initiated via each source document in each batch (see the Assessor's office response to C. following), by change-category/verification responsibilities.
- C. The Assessor's office will implement batch controls wherein changes to property records that affect appraised values will be grouped by type of change by the appraisal staff prior to transfer to the Data Entry Section. Each data entry clerk will be assigned discrete type-of-change responsibility categories for both entry and verification purposes. Thus, the proposed batch procedure would consist of the following steps:
  - . Organization of RRF-1s by type of change expected to affect appraised value, or if more than one change, by the change estimated to affect appraised value most.
  - . Entry by data entry clerk having discrete responsibility for that change type.
  - . Concurrent update of appraised value.
  - . Daily printout generated next day organized by discrete change type showing before and after key variables and appraised values.
  - . Reconciliation by data entry clerk having discrete verification responsibility for that change type.
- D. The Assessor's office will develop and assign new passwords at unannounced intervals not to exceed six months between changes.

## **2. Research Fees**

Effective March 11, 1987, the Assessor's office implemented a fee structure relating to user requests for real property data. Our review of the fee structure and related controls over the recording and depositing of these fees revealed the following weaknesses:

- A. Responsibilities relating to the recording and handling of receipts related to research and duplication revenues are not properly segregated. At the time of our review, one individual was responsible for recording charges incurred for research and duplication, receiving and recording the actual cash receipts, and preparing the deposit. In addition, a supervisory review of the records and related receipts is not conducted.

As a result of these noted weaknesses, there is less assurance that all receipts are properly deposited and recorded. Further, the lack of supervisory review increases the risks that bookkeeping oversights and errors will go unnoticed. The Assessor would obtain greater assurance that all revenues are recorded and deposited if the functions of receiving monies, recording receipts, and preparing deposits were better segregated. If complete segregation cannot be efficiently achieved, at a minimum, a regular supervisory review of records and related deposits should be conducted.

- B. Deposits of research request fees are not made on a timely basis. For the period April 1987 through December 1987, \$23,865 in cash receipts were recorded. Our review of city deposit records indicated that only nine deposits had been made during the nine-month period. Assessor's office personnel indicated that deposits are only made monthly. Monies that are collected during the month, are kept in a locked drawer.

Keeping large amounts of cash on hand significantly increases the risk of lost or misused funds. This risk is compounded by the lack of a proper segregation of duties as discussed above. Additionally, holding idle cash results in lost interest revenue to the city. In order to reduce this risk and maximize interest earnings, the Assessor should make deposits daily or when cash on hand accumulates to \$100. In addition, Article XV, Section 24 of the city charter requires the Assessor to deposit all money with the Treasurer on a daily basis.

### **WE RECOMMEND:**

- A. The responsibilities of recording, receiving, and depositing research fee revenues be independently assigned. Recorded receipts and related deposits should be reviewed by a supervisor on a regular basis.
- B. Deposits of research fees be made with the City Treasurer on a daily basis.

### AUDITEE'S RESPONSE

- A. Effective January 1, 1989, the three functional responsibilities described above relating to the charges for providing access to and furnishing copies of public records will be assigned independently to three individuals: a secretary II, clerk I, and payroll clerk respectively. A supervisory review of the recorded receipts and related deposits will be conducted monthly by the executive assistant from documents submitted monthly by the secretary II and payroll clerk.
- B. Pursuant to Article XV, Section 24 of the city charter, the Assessor's office is making deposits of checks and money orders with the Treasurer by 4:00 P.M., each business day.

### 3. Tax Bill Changes

The Assessor is responsible for the proper assessment of all taxable residential and commercial property. The assessment process involves the determination of an assessed property valuation, which serves as the basis for the tax liability. Once the tax liabilities have been calculated, the Assessor instructs the Comptroller's office to print the tax bills. Bills are mailed and amounts are collected by the Collector of Revenue. Our review of this process indicated that the Assessor does make changes and corrections to tax bills. Most changes are prompted by the result of taxpayers appeal or, in some cases, errors in tax bill preparation. We noted the following concerns relating to tax bill changes:

- A. The current procedure for adjusting tax bills, which provides for the Assessor to make the changes, is not in compliance with Section 137.525, RSMo 1986. This statutory reference states that the city comptroller is responsible for hearing and determining all complaints in the assessment of taxable property and, in cases where property has been erroneously assessed, the Comptroller is to make all necessary corrections. Because the Assessor is currently determining tax amounts and making any necessary corrections, there is no independent source for determining the propriety of tax bill adjustments.

The Assessor should comply with Section 137.525, RSMo 1986, and relinquish all responsibility for making tax bill adjustments to the Comptroller's office.

- B. The Assessor's current procedure for making tax bill adjustments does not provide adequate segregation of duties. Property owners who disagree with their tax bill amounts are requested to inform the Assessor. If it is determined that an error has been made, an appraisal supervisor is required to authorize the bill adjustment. The adjustments, which result in an increase or decrease in the tax liability, are entered into the system by either the deputy assessor, the real property supervisor, or the records supervisor. A printout of all changes made is reviewed by the records supervisor and a new tax bill is generated. Our inquiry of this process revealed that the records supervisor is primarily responsible for entering change transactions. Since this individual also receives the printout of



changes made and is responsible for reviewing the printout for reasonableness and accuracy, the assurance that all changes made are authorized and proper is diminished.

The functions of change authorization, data entry to effect the change, and review for reasonableness and accuracy should be independently performed. This segregation of duties could be effectively implemented by assigning these responsibilities to the Comptroller, in compliance with Section 137.525, RSMo 1986.

**WE RECOMMEND** the Assessor comply with Section 137.525, RSMo 1986, as a means to effectively segregate the functions attributable to making tax bill changes.

#### **AUDITEE'S RESPONSE**

The Assessor and Comptroller recently met, with the result being the Assessor's office will produce the "Assessor's Change Form" and "Supplement to Assessor's Change Form" as documents in triplicate on NCR paper for submission weekly to the Comptroller for approval, with a copy to the Collector of Revenue after approval. Tax bills will be changed by the Assessor's office only after approval is received, and the results reconciled to the Comptroller's "Weekly Accounting of Cancelled, Adjusted and Omitted Bills," which is currently received by both the Assessor's office and the Collector of Revenue.

Past practice has seen the Deputy Assessor and Residential Real Property Supervisor initiate and enter tax bill adjustments which are not accompanied by the Assessor's change form and not reviewed or known by the Information Systems Supervisor until receipt of the weekly report mentioned above. This practice will be discontinued, such that only the Information Systems Supervisor may initiate and enter tax bill changes. Also, the password level necessary to make tax bill changes may be restricted to that person.

#### **4. Preparation and Sale of Valuation Guide**

The Assessor's office prepares an annual vehicle valuation guide which serves as the basis for determining personal property tax amounts. The Assessor's office sells this guide to other counties within the state. Our review of the publication and sale of the guide indicated the Assessor was not recovering all the costs associated with publishing the guide and that the internal controls over these revenues could be improved.

- A.1. During the year ended December 31, 1987, revenues generated from the sale of valuation guides did not sufficiently cover all related costs. Based on information provided by the Assessor, the following costs were identified with the preparation of six hundred guides:

<u>Category</u>	<u>Cost</u>
Printing	\$ 2,493
Binding	600
Mailing	414
Personal services	2,908
Total	<u>\$ 6,415</u>

The above-noted cost estimates indicate the cost of making the guides available for sale was \$10.69 per guide. However, at a sales price of \$7 per guide, a revenue shortfall of \$3.69 per guide resulted. Extending the loss per guide amount to the approximate 472 publications sold, the Assessor failed to recover approximately \$1,742 in direct publishing costs.

2. In addition to the established sales price not adequately reflecting all associated publishing costs, the Assessor's office has not effectively projected the number of guides expected to be sold. As noted above, during 1987 six hundred guides were produced; only 472 guides were sold. During 1986, a similar number of guides were produced while only 480 copies were sold. This would indicate the Assessor is incurring additional losses associated with excessive ordering of publications.

If the Assessor desires to continue providing this service, it is imperative that all costs be considered and recovered to the extent possible. To avoid the potential for additional lost revenues, an annual determination of all related costs should be performed and used as the basis for establishing the valuation guide fee structure. In addition, an annual determination of expected sales, based on previous years sales and anticipated trends, should be conducted and used as the basis for determining the actual number of guides to be printed.

- B. Accounting duties associated with the collection of valuation guide revenues are not adequately segregated. One individual is responsible for recording all sales, receipts, and receivable balances, mailing invoices, and receiving payments. Records are not periodically reviewed by an independent party and there is no agreement of receipts to monies prepared for deposit with the Treasurer's office. As a result, there is little assurance that all receipts associated with the sale of valuation guides are accounted for properly and subsequently deposited.

During the year ended April 30, 1987, approximately \$3,300 in guide revenues were recorded. To ensure all funds are properly recorded and deposited, record keeping and money handling responsibilities should be independently assigned. Additionally, records should be subjected to supervisory review on a periodic basis. Without this segregation, it is possible that errors or irregularities would not be detected.

- C. Payments received from the sale of valuation guides are not deposited in a timely manner. Payments are generally received through the mail in check form and are initially processed by the record keeper. They are then forwarded to the deputy assessor, who is responsible for transmitting the checks to the Treasurer's office for deposit. The deputy assessor indicated checks are normally held two to three days in order to accumulate several. We noted time lags between initial receipt date and deposit date of up to twelve days.

Article XV, Section 24 of the city charter requires daily deposits. Additionally, idle funds result in lost interest earnings and increase the risk for misuse or theft of assets. Due to the close proximity of the Treasurer's office, it does not appear unreasonable for deposits to be made on a daily basis as required by city charter.

- D. The Assessor's office efforts to collect unpaid receivable balances are not adequate. At the time of our review, counties were requested to pay upon receipt of ordered valuation guides. At April 30, 1987, we identified a receivable balance totaling \$336, representing approximately 10 percent of the total sales recorded for that year. According to the deputy assessor, any county that does not submit payment for guides purchased in a previous year must first pay the existing receivable balance and then pay in advance to receive any additional materials. Our scan of the sales and receivable records revealed instances where 1987 valuation guides had been purchased and paid for by counties with a recorded receivable from 1986. Since second invoices are not mailed and counties are allowed to order guides so long as current charges are paid, it would appear that the Assessor is forfeiting revenues relating to prior years.

To ensure that all revenues are being collected in a complete and timely manner, efforts to follow up on accounts receivable balances should be increased.

**WE RECOMMEND** the Assessor:

- A.1. Evaluate annually all costs related to publishing and selling the valuation guide and establish the fee structure accordingly.
2. More closely estimate the number of guides expected to be sold.
- B. Segregate the record-keeping and money-handling responsibilities associated with the valuation guides. If this segregation is not feasible, at a minimum, the system should be independently reviewed on a monthly basis.
- C. Require valuation guide receipts be deposited daily with the Treasurer.
- D. Implement more stringent collection policies that address the timeliness and completeness of revenue collections.

## AUDITEE'S RESPONSE

- A. The Assessor's office will price the valuation guide to recover all fixed and variable costs associated with its production. For 1988 orders for guides reflecting values for tax year 1989, this price will be \$20 per copy. While in future years a produce-to-order strategy will be adopted using order forms with a return/ordering date mailed to counties in November, future valuation guide prices will incorporate an additional element of fixed costs to cover estimated overage and collection costs.
- B. The Assessor's office will implement an allocation of responsibilities for receiving, recording, and depositing receipts for valuation guides that is identical to that used for processing the charges for providing access to the public records in the Assessor's data base.
- C. Valuation guide receipts will be deposited daily with the Treasurer.
- D. The Assessor's office is owed \$158 from 1988 tax year guide sales. Counties with prior year's outstanding balances will be identified and excluded from guide mailings until balances are cleared. Due to its pricing policy, the Assessor's office will have no uncompensated costs due to either the timeliness or the completion of revenue collections, as stated above. It should be noted, however, that guides are being sold to government entities, which often require an invoice to have been submitted before a check can be generated. This factor exacerbates the delay between production and payment since the jurisdictions may not be billed in advance.

### 5. On-Site Visits

The Assessor's office receives a detail listing of building permits issued by the city's Department of Public Safety. Appraisers are responsible for visiting these building sites and determining whether the tax rolls should be adjusted for completed construction. Our review of the Assessor's building permit file revealed that in twenty cases examined, 25 percent of the building permit cards did not document whether a site visit had been conducted or appropriate changes made. Without this documentation, the Assessor has less assurance that all issued permits have been adequately researched and evaluated. In addition, insufficient documentation of a visit may result in new property additions and buildings not being added to the tax files in a complete and timely manner. As a result, anticipated city property tax revenues could be lost.

Written documentation should exist for all site visits conducted on the basis of a building permit.

WE RECOMMEND procedures be implemented requiring site visits to be conducted for all building permits issued. Site visits should be documented in writing.

## AUDITEE'S RESPONSE

In the past, building permits were copied from the daily record and from lists supplied by the Building Division. This has been changed and a computer

program automatically stores building permits in the Assessor's files as they are entered into the computer by Building Division employees. In October, a printout of these permits is generated by neighborhood and parcel identification. These printouts are distributed to the appraisers by neighborhood assignment. A field inspection is conducted and notations are made on the property record card. This information is then input into the computer for calculation update and part of the property record. After all properties have been inspected and data recorded, the area supervisor retains the printout in his files.

To ensure that all building permits are inspected, the following procedures will be established:

- A. Three copies of the building permit printout will be printed.
- B. Copies will be distributed as follows:
  - . Area supervisor,
  - . Appraisal manager, and
  - . Central file.
- C. Supervisors will meet with manager weekly to produce reports that will reflect parcels inspected, appraiser's name, date of inspection, and disposition.
- D. A clerical employee will then use manager's copy to update information on the copy in central file.

## APPENDICES

Appendix A

OFFICE OF THE ASSESSOR  
CITY OF ST. LOUIS, MISSOURI  
STATEMENT OF REVENUES COLLECTED  
YEAR ENDED APRIL 30, 1987

(U N A U D I T E D)  
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	<u>Collected Revenues</u>
State reimbursements - reassessment program	\$ 744,233
Sale of assessment manuals	10,150
Gross receipts business tax*	12,972
	<u>\$ 767,355</u>

\* This amount is collected by the Office of the License Collector and, subsequently, deposited to the credit of the Assessor's Fund.

Appendix B

OFFICE OF THE ASSESSOR  
CITY OF ST. LOUIS, MISSOURI  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES - OPERATING ACCOUNT  
YEAR ENDED APRIL 30, 1987

(UNAUDITED)

	Appropriations	Expenditures	Appropriation Balance
Personal service:			
Salaries	\$ 1,492,034	1,489,290	2,744
Fringe benefits	298,116	296,160	1,956
Workers' compensation	10,500	8,177	2,323
Total Personal Service	1,800,650	1,793,627	7,023
Expense and equipment:			
Operating expenses	535,504	523,107	12,397
Office supplies	12,700	8,911	3,789
Equipment purchase and repair	1,500	1,002	498
Total Expense and Equipment	549,704	533,020	16,684
Total, Office of the Assessor	\$ 2,350,354	2,326,647	23,707



## Appendix C-1

OFFICE OF THE ASSESSOR  
CITY OF ST. LOUIS, MISSOURI  
COMPARATIVE STATEMENT OF EXPENDITURES - OPERATING ACCOUNT

(UNAUDITED)

	Year Ended April 30,				
	1987	1986	1985	1984	1983
Salaries	\$ 1,489,290	1,072,064	727,160	589,865	818,736
Fringe benefits	304,337	241,089	222,804	162,941	134,257
Data processing	200,000	243,280	495,707	98,953	399,235
Rent	86,618	65,231	103,874	131,699	80,093
Administrative expense	93,307	24,188	32,522	32,835	23,874
Postage	38,769	34,077	21,838	42,288	31,083
Printing services	28,613	35,699	27,368	3,182	-0-
Legal service	75	11,494	7,363	25,000	25,000
Allowance - personally owned cars	21,870	21,840	18,240	3,786	8,806
Microfilm	20,000	23,003	13,409	15,368	2,635
Telephone expense	13,489	16,814	15,030	21,873	15,945
Office supplies	8,605	8,160	3,808	4,079	3,339
Travel expense	8,460	1,545	2,116	4,805	1,550
Office services	6,547	5,633	4,778	2,472	4,316
REGIS court information service	568	-0-	-0-	-0-	-0-
Advertising services	1,953	1,941	2,098	1,897	1,506
Equipment rental	1,896	2,276	-0-	-0-	-0-
Office equipment purchase	-0-	-0-	400	-0-	674
Miscellaneous supplies	564	25	114	677	-0-
Equipment repairs	167	232	378	256	75
Printed supplies	-0-	-0-	-0-	247	23,051
Communication and broadcast equipment	-0-	-0-	-0-	1,959	-0-
Miscellaneous contractual services	-0-	-0-	-0-	-0-	29,623
Total	\$ 2,325,128 *	1,808,591	1,699,007	1,144,182	1,603,798

\* Total expenditures do not reflect encumbrances at April 30, 1987, totaling \$1,519.

Appendix C-2

OFFICE OF THE ASSESSOR  
CITY OF ST. LOUIS, MISSOURI  
COMPARATIVE STATEMENT OF EXPENDITURES - EQUALIZATION ACCOUNT

(UNAUDITED)

	Year Ended April 30,			
	1986*	1985	1984	1983
Salaries	\$ 397,617	706,066	841,828	544,990
Fringe benefits	38,807	91,639	184,574	120,747
Data processing	162,186	266,919	94,073	44,359
Administrative expense	19,791	32,521	32,835	23,874
Postage	10,922	34,000	17,343	4,296
Printing services	5,855	9,274	17,995	-0-
Legal services	11,493	7,363	25,000	25,000
Allowance - personally owned cars	-0-	2,940	17,458	20,728
Microfilm	4,027	7,141	15,369	2,635
Office supplies	5,273	2,570	1,204	1,402
Travel expense	-0-	328	618	-0-
Office services	771	-0-	2,138	2,235
Miscellaneous supplies	1,783	-0-	1,297	-0-
Equipment repairs	129	-0-	-0-	616
Printed supplies	-0-	-0-	-0-	116
Miscellaneous contractual services	-0-	-0-	-0-	20,165
Computer service	-0-	222,000	277,728	313,586
Total	\$ 658,754	1,382,761	1,529,460	1,124,749

\* The equalization account was closed effective April 30, 1986. All expenditures of the Assessor's office are now paid from the operating account. See Appendix C-1.

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