



*Date:* February 25, 2005  
*To:* Andy Scott, Director of Housing & Community Development  
*From:* Internal Audit  
*Subject:* Guilford Interfaith Hospitality Network

The Internal Audit Division has performed our yearly monitoring visit of the Guilford Interfaith Hospitality Network which received an Emergency Assistance grant in the amount of \$5,000, a Shelter Assistance grant in the amount of \$14,000 and a Rental Assistance grant for \$2,400 from the City of Greensboro during the 2003 to 2004 grant year.

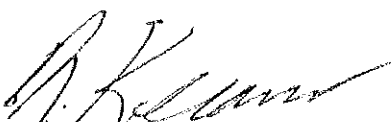
**The Emergency Assistance** grant for \$5,000 was used to assist with past due rents and utilities; rental and utility deposits; and emergency hotel shelter for homeless families to enable them to move from homelessness to self-sufficiency. Approximately 32 families were served as result of this grant.

**The Shelter Operations** grant in the amount of \$14,000 was to provide operational costs including salaries, insurance, accounting fees, van expenses, postage and printing and supplies for a Day Care center located at 707 N. Greene St. Approximately 25 families were assisted as the result of this grant.

**The Rental Assistance** grant in the amount of \$2,400 was used to provide rental vouchers through the Greensboro Housing Authority. Approximately one family was assisted as the result of this grant.

We examined selected financial transactions and program documentation maintained by the agency for compliance with the contracts and for assurance that program goals were achieved. Based on our review, it appears that the funds have been spent according to the terms of the contracts with no exceptions noted.

We would like to thank Ms. Cara Church, Executive Director; Jon Harris, Board Treasurer and the staff of the Guilford Interfaith Hospitality Network for their courtesy and cooperation shown to us during this visit. If there are any questions or comments concerning the details of this visit, we can be reached at 373-2821.



Mickey Kerans  
Internal Auditor



Len Lucas  
Internal Audit Director

Cc: Ben Brown, Assistant City Manager for Economic Development  
Cara Church, Executive Director of Guilford Interfaith Hospitality Network