



Date: December 13, 2004

To: Andy Scott, Director of Housing & Community Development

From: Internal Audit

Subject: The Servant Center, Inc.

The Internal Audit Division has performed our yearly monitoring visit of The Servant Center, Inc. which received a Shelter Operations Services Grant in the amount of \$25,000 and an Emergency Assistance Grant in the amount of \$16,000 from the City of Greensboro during the 2003 to 2004 grant year.

This Emergency Assistance grant for \$16,000 was used to provide residents of the Servant House located at 1312 Lexington Avenue and other referred clients with direct emergency assistance with food, rent, and utilities.

The Shelter Operations grant in the amount of \$25,000 was used to provide operational costs including meals, utilities and medical services for the Servant House.

Approximated 50 clients were assisted as the result of these grants.

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. Gail Haworth, Executive Director; Ms. Betty Kline, Office Manager; and Ms. Kathy Jarvis, Administrative Assistant and the staff of the Servant Center, Inc. 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.

Handwritten signature of Mickey Kerans in black ink.

Mickey Kerans
Internal Auditor

Handwritten signature of Len Lucas in black ink.

Len Lucas
Internal Audit Director

Cc: Ben Brown, Assistant City Manager for Economic Development
Gail Haworth, Executive Director of the Servant Center, Inc.