



Date: December 21, 2004
To: Andy Scott, Director of Housing & Community Development
From: Internal Audit
Subject: Greensboro Housing Coalition, Inc.

The Internal Audit Division has performed our yearly monitoring visit of the Greensboro Housing Coalition, Inc. which received an Administrative grant in the amount of \$20,000 and a Housing Information and Referral Services grant for \$30,000 from the City of Greensboro during the 2003 to 2004 grant year.

The Administrative grant for \$20,000 was used to provide administration, operational and administrative expenses including salaries, taxes, benefits, education, office expense, program expenses, professional services and rent of the Greensboro Housing Coalition located at 122 N. Elm Street. Programs include: Housing Hotline; More Than Just a Mortgage; Lead Paint outreach and education; Housing search Assistance Program and counseling of homeowners facing foreclosure or needing repairs.

The Housing Information and Referral Services grant in the amount of \$30,000 was to provide operational support for the "Housing Hotline" salary, payroll taxes, benefits for \$26,400 and rent, parking, printing and telephone for \$3,600. Approximated 2000 clients were 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 the exception that a total of \$433.55 was requisitioned on **The Housing Information and Referral Services'** grant for various office supplies, computer tech and postage which are items not allowed per the contract. We requested contractor in the future to only requisition contractual items.

We would like to thank Ms. Beth McKee-Huger, Executive Director and the staff of the Greensboro Housing Coalition, 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.


Mickey Kerans
Internal Auditor


Len Lucas
Internal Audit Director

Cc: Ben Brown, Assistant City Manager for Economic Development
Beth McKee-Huger, Executive Director of the Greensboro Housing Coalition, Inc.