



Date: December 28, 2004
To: Andy Scott, Director of Housing & Community Development
From: Internal Audit
Subject: Alcohol and Drug Services of Guilford, Inc.

The Internal Audit Division has performed our yearly monitoring visit of Alcohol and Drug Services of Guilford, Inc. (ADS) which received an Emergency Assistance Grant in the amount of \$14,709 from the City of Greensboro during the 2003 to 2004 grant year.

The Emergency Assistance grant for \$14,709 was to be used to provide emergency assistance funds to establish or maintain client residency in Contractor's or other transitional housing programs when lack of funds is a barrier to a client's access to needed transitional housing services. Seven 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 contract and for assurance that program goals were achieved. The contractor has only requisitioned \$1,320 of the \$14,709 grant funds to date. Based on our review of the amount requisitioned, it appears that the funds have been spent according to the terms of the contract with no exceptions noted.

We would like to thank Ms. Patty Brooks, Director of Finance, Ms. Jackie Butler, Director of Client Services and the staff of the Alcohol and Drug Services of Guilford, 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.

A handwritten signature in cursive script, appearing to read 'M. Kerans'.

Mickey Kerans
Internal Auditor

A handwritten signature in cursive script, appearing to read 'Len Lucas'.

Len Lucas
Internal Audit Director

Cc: Ben Brown, Assistant City Manager for Economic Development
Chuck Fortune, Executive Director of Finance for Alcohol and Drug Services of Guilford, Inc.