



Date: August 5, 2004
To: Andy Scott, Director of Housing & Community Development
From: Internal Audit
Subject: Malachi House, Incorporated

The Internal Audit Division has performed our annual program and compliance review of Malachi House, Incorporated which received a Shelter Operations Grant in the amount of \$35,633 from the City of Greensboro during the 2002-2003 grant year.

This grant is designed to help support the operational expenses for a transitional housing facility for homeless men. These expenses include employment training; telephone and postage; utilities; office supplies; client transportation; case management and supportive services. Approximately 700 clients were served during the grant year.

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. Based on our review, 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. Jackie Hooks, Accountant for Malachi House for her courtesy and cooperation shown us during this compliance review. If there are any questions or comments concerning this review, we can be reached at 373-2823.

Len Lucas
Internal Audit Director

Cc: Ben Brown, Assistant City Manager for Economic Development
Elder Cliff Lovick, Executive Director of Malachi House, Incorporated