



# City of Greensboro

Date: August 12, 2004

To: Andy Scott, Director of Housing & Community Development  
David Wray, Chief of Police

From: Internal Audit

Subject: Family Service of the Piedmont, Incorporated (FSP)

The Internal Audit Division has performed our annual compliance review of Family Service of the Piedmont, Incorporated which received funding from the City of Greensboro during the 2002-03 and 2003-04 grant years as follows:

**Emergency Assistance Grants** in the amounts of \$10,000 and \$3,500 to assist clients with past due rents; rental deposits; past due utilities; back payments and payments to prevent foreclosure for eligible residents.

**Shelter Operations Grants** in the amounts of \$12,000 and \$8,307 to support the operation of Clara House, which provides safe housing services to women and children. Services include case management; victim advocacy; support services and assistance obtaining permanent housing.

**Case Researcher/Resource Coordinator** in the amount of \$47,478 to serve as a liaison among the Violent Crime Task Force, law enforcement agencies and community support intervention agencies. This person also maintains data and files for reference for the Greensboro Police Department.

**Youth Victim Advocate Services Grants** in the amounts of \$45,017 and \$46,370 to help provide a trained, full-time Victim Advocate to be assigned to the Youth Division of the Greensboro Police Department. This person assists in crisis counseling; assistance with financial claims and compensation filing; support during medical proceedings and information and referral.

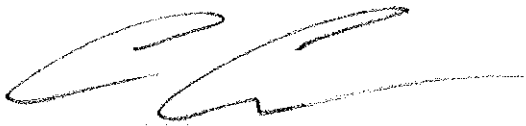
**Adult Victim Advocate Services Grants** in the amounts of \$22,508.50 and \$23,185 to help provide a trained, full-time Victim Advocate to be assigned to the Criminal Investigations Division of the Greensboro Police Department. This person assists in crisis counseling; court accompaniment and advocacy; information and referral. Approximately 3,315 clients were served during the grant years.

We examined selected financial transactions and program documentation maintained by the agency for compliance with the grants and for assurance that program goals were achieved.

During the course of our review we made the following observations and recommendations: Initially during or review of the Police Department Grants, documentation supplied to us did not support the amounts billed to the City, which has since been corrected; and monthly reports and narratives were not consistently submitted to the proper departments.

We recommend the City amend its subsequent contracts to be more specific of the required documentation, the agency submit supporting documentation along with the invoice for billings and monthly reports and narratives are promptly submitted. We have met with staff of the Police Department, and they have agreed to make contact with FSP to ensure supporting documentation for invoices is received for the current year contracts.

We would like to thank Ms. Cathy Purvis, Director of Contracts and Grants; Mr. Chip Turner, Chief Financial Officer; Ms. Naomi Byerly, Finance Staff Accountant and Ms. Shanna Reece, Grants and Contracts Manager for FSP for their courtesy and cooperation shown us during this compliance review. If there are any questions concerning our review or recommendations, we can be reached at 373-2823.

A handwritten signature in black ink, appearing to read 'LL', with a long horizontal flourish extending to the right.

Len Lucas  
Internal Audit Director

Cc: Ben Brown, Assistant City Manager for Economic Development  
Julia Nile, President of Family Service of the Piedmont, Incorporated