



City of Greensboro

Date: June 11, 2004
To: Ed Kitchen, City Manager
From: Internal Audit
Subject: Folk Recreation Center

Attached you will find a copy of the review of the Folk Recreation Center we completed, a response from the responsible department and our reply to those responses. We agree with the corrective actions to be taken and feel no other actions are necessary at this time. If you need additional information, please let us know. Thanks.

A handwritten signature in black ink, appearing to read "Len Lucas".

Len Lucas
Acting Internal Audit Director

Cc: Ben Brown, Assistant City Manager for Economic Development
Bob Morgan, Assistant City Manager



City of Greensboro

Date: May 24, 2004
To: Bonnie Kuester, Parks and Recreation Director
From: Internal Audit
Subject: Folk Recreation Center

The Internal Audit Division has conducted an audit of the Folk Recreation Center, which is supervised by the Greensboro Parks and Recreation Department. The Center is home to the Youth First program, which provides a variety of programs and events especially designed for "at-risk" teens, ages 13 to 17 years old. The Youth First program is highly committed to providing year-round outreach to teenagers through quality of life programs and events in a safe, nondiscriminatory environment. Some programs and events offered include a chess club, a GED program, a Teen Advisory Board, self-defense training (Power Katz), and a male mentoring program (Brother 2 Brother).

The objectives of this audit are to determine whether:

- Effective oversight is being provided over the revenue collection process, including adequate internal controls in the cash handling process exist to ensure that cash receipts are accurately recorded and deposited in a timely manner.
- Cash disbursements are properly approved and supported with documentation.
- Effective oversight over the payroll process exists.
- Equipment and property recorded exist and are adequately safeguarded.

During our audit, we noted the following finding and offer our recommendation:


Deposits

Finding: We noted instances where the Center accumulated \$250 in receipts, but deposits were not made until days later.

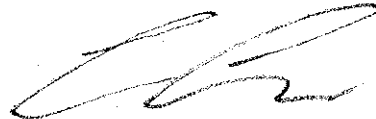
Recommendation: A conscious effort should be made to deposit receipts in accordance with *General Statute 159-32*, which states: "Each officer and employee of a local government or public authority whose duty it is to collect or receive any taxes or other monies shall deposit his collection and receipts daily. If the governing board gives its approval, deposits shall be required only when the monies on hand amount to as much as

two hundred fifty dollars (\$250), but in any event a deposit shall be made on the last business day of the month.”

We would like to thank the staff at the Parks and Recreation Department for their courtesy and cooperation shown us during this audit. We are requesting a response of corrective actions addressing our findings and recommendations for this audit in memorandum form signed by the appropriate parties by Monday, June 7, 2004. If you have any questions or concerns, please contact us at 373-4528.



Tina McKoy
Internal Auditor II



Len Lucas
Acting Internal Audit Director

Cc: Ben Brown, Assistant City Manager, Economic Development
Bob Morgan, Assistant City Manager



City of Greensboro

Date: June 9, 2004
To: Internal Audit
From: John Hughes, Manager, Youth and Community Programs
Subject: Folk Recreation Center

Let this memorandum serve as the response to the Audit of Folk Recreation Center. In regards to your findings and recommendations staff has been instructed to follow the entire Auditor's recommendations.

Staff will make deposit on a more timely basis or when the amount of money collected reach \$250.00 or more. If monies are collected after the normal business, the monies will be deposit the morning of the next business day.

I would like to thank Tina McKoy for conducting the audit and the staff at Folk Recreation Center for their cooperation during the audit.

Bonnie Kuester, Director, Parks and Recreation

Cc:
Bob Morgan, Assistant City Manager
Ben Brown, Assistant City Manager, Economic Development



Date: June 10, 2004
To: Bonnie Kuester, Parks and Recreation Director
From: Internal Audit
Subject: Folk Recreation Center – Reply to Audit Response dated June 9, 2004

The Internal Audit Division has reviewed your response to our audit of the Folk Recreation Center, and we agree with the policy the Parks and Recreation Department will implement regarding deposits.

We appreciate your response to our recommendation. If you have any questions or concerns, please do not hesitate to contact us at 373-4528.

Tina McKoy
Internal Auditor II

Len Lucas
(Acting) Internal Audit Director

Cc: Ben Brown, Assistant City Manager, Economic Development
Bob Morgan, Assistant City Manager