



City of Greensboro

Date: March 12, 2004
To: Ed Kitchen, City Manager
From: Internal Audit
Subject: Youth Focus, Incorporated

The Internal Audit Division has performed our yearly monitoring visit of Youth Focus, Incorporated which received a Human Services Grant in the amount of \$10,000 and a Shelter Operations Grant in the amount of \$8,300 from the City of Greensboro during the 2002-2003 grant year.

These grants help support the administrative and operational expenses incurred to provide counseling to young people and their families; overnight care for homeless youth and supportive services at a shelter for youth in crisis. Approximately 1500 clients were served during the grant year.

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 no exceptions noted.

We would like to thank Ms. Vicki Mitchell, Business Manager and the staff of Youth Focus for their courtesy and cooperation shown us during this visit. If there are any questions or comments concerning the details of this visit, we can be reached at 373-2821.

Len Lucas
Acting Internal Audit Director

Cc: Mitchell Johnson, Deputy City Manager
Ben Brown, Assistant City Manager for Economic Development
Bob Morgan, Assistant City Manager
Andy Scott, Director of Housing & Community Development
Chuck Hodierne, Executive Director of Youth Focus, Incorporated