



Date: March 26, 2004  
To: Ed Kitchen, City Manager  
From: Internal Audit  
Subject: Alcohol & Drug Services of Guilford, Incorporated

The Internal Audit Division has performed its annual monitoring visit of Alcohol & Drug Services of Guilford, Incorporated which received a Human Services Grant in the amount of \$12,000 and an Emergency Assistance Grant in the amount of \$10,400 from the City of Greensboro during the 2002-2003 grant year.

These ADS grants are designed to assist with the administrative and operational expenses incurred with providing Recovery Support Services for Pregnant Women. These services include education on the harmful effects of alcohol, tobacco and other drugs on fetal development; smoking cessation services; substance abuse assessments and clinical case management. In addition Emergency Assistance is provided to clients in the form of payments for past due rents; rental deposits, past due utilities and payments to prevent foreclosure. Approximately 240 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 the 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 Mr. Clyde Rudd, Interim Controller and Ms. Karen Garafola, Director of Quality Improvement for Alcohol & Drug Services for their courtesy and cooperation shown us during this monitoring 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 Fortune, Executive Director of Alcohol & Drug Services of Guilford, Incorporated