



# City of Greensboro

Date: July 25, 2003  
To: Ed Kitchen, City Manager  
From: Internal Audit  
Subject: Guilford Interfaith Hospitality Network

The Internal Audit Division has performed a program and compliance audit of the Guilford Interfaith hospitality Network, which received an Emergency Assistance Grant in the amount of \$7,000 and an Emergency Shelter Grant in the amount of \$12,000 from the City of Greensboro during the 2002-2003 grant year.

These grants are designed to help provide emergency assistance to low income households with past due rents; rental deposits; past due utilities; back payments; payments to prevent foreclosure; emergency housing and supportive services at the shelter day care facility; and shelter operating costs. Approximately 65 families 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. Cara Church, Administrative Director of the Guilford Interfaith Hospitality Network for her courtesy and cooperation shown us during this audit. If there are any questions or comments concerning the details of this audit, please contact us at 373-2821.

Len Lucas  
Acting Internal Audit Director

Cc: Mitchell Johnson, Assistant City Manager  
Ben Brown, Assistant City Manager for Economic Development  
Bob Morgan, Assistant City Manager  
Andy Scott, Director of Housing & Community Development  
Cara Church, Administrative Director of Guilford Interfaith Hospitality Network