



City of Greensboro

Date: July 28, 2003
To: Ed Kitchen, City Manager
From: Internal Audit
Subject: The Servant Center – Servant House 2002-2003

The Internal Audit Division has performed our annual program and compliance audit of The Servant Center, Incorporated for the current year's operations. The agency received a grant in December 1998 of \$186,544 from the City of Greensboro to help in the rehabilitation of the Servant House located at 1305 Glenwood Avenue and 1312 Lexington Avenue.

The Servant House provides housing accommodations for up to 25 individuals. These individuals are usually homeless men that are disabled veterans. In addition to housing, these men are provided assistance from social services; job placement assistance; assistance in obtaining veteran's benefits; and medical and dental care on a pro bono basis. Currently there are 20 residents at this facility and approximately 20 individuals obtained permanent housing during the past fiscal year.

The City's grant has a current balance of \$186,544 and will be forgiven beginning in year six, December 15, 2005 at the rate of 20 percent per year, as long as the property is maintained as transitional housing for a period of 10 years.

We examined selected financial transactions and program documentation for compliance with the loan agreement. We accompanied Mr. Bill Black, Rehabilitation Supervisor of Housing & Community Development as he inspected approximately 15 percent of the rooms and facilities, and found only one room in need of repairs. Based on our review, it appears that the funds have been spent according to the terms of the loan agreement with no exceptions noted.

We would like to thank Ms. Gail Haworth, Executive Director; Ms. Kathy Jarvis, Administrative Assistant and Ms. Suzanne Lowe, Nurse Practitioner/Director of Medical Services of the Servant Center for their 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
Gail Haworth, Executive Director of The Servant Center, Incorporated