



City of Greensboro

Date: August 6, 2003
To: Ed Kitchen, City Manager
From: Internal Audit
Subject: One Step Further, Incorporated

The Internal Audit Division has performed a program and compliance audit of One Step Further, Incorporated which received a Human Services Grant in the amount of \$10,000 from the City of Greensboro during the 2002-2003 grant year.

This grant is designed to help support the administrative and operational expenditures incurred to facilitate the Juvenile Mediation, Community Service Restitution and Life Skills/Conflict Resolution Programs. These programs provide guidance to youth ages 8 to 17; counseling or support in the community; skills to improve self-esteem, self-discipline and community awareness. Approximately 1200 clients were served during the grant year.

We examined selected financial transactions and program documentation maintained by the agency for compliance with the contract 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 contract with no exceptions noted.

We would like to thank Ms. Susan Ayers, Business Manager; Ms. Karen Wilson-Kemp, CSR Program Director; Ms. Sandra Lee, LSCR Program Director and the staff of One Step Further for their courtesy and cooperation shown us during this audit. If there are any questions or comments concerning the details of this audit, we can be reached 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
Yvonne Johnson, Executive Director of One Step Further, Incorporated