



# City of Greensboro

Date: December 18, 2002  
To: Ed Kitchen, City Manager  
From: Internal Audit  
Subject: Claremont Educational Program, Incorporated

The Internal Audit Division has performed a program and compliance audit of Claremont Educational Program, Incorporated which received a Human Services Grant from the City of Greensboro in the amount of \$14,800 during the 2001-2002 grant year. This grant was reduced to \$11,100 due to the City's budget constraints.

The CEP grant helped support the administrative and operational expenses incurred with their summer and after school programs for children in grades K-5 in the Claremont neighborhoods. These children are helped with homework; attend computer classes; helped with reading and writing skills; and get to interact with other children. Approximately 37 children 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. Mary Jeffries, Executive Director of the Claremont Educational Program for her courtesy and cooperation shown us during this audit. If there are any questions concerning the details of this audit, please contact us at 373-2821.

Len Lucas  
Internal Auditor

Cc: Mitchell Johnson, Assistant City Manager  
Andy Scott, Director of Housing & Community Development  
Mary Jeffries, Executive Director of Claremont Educational Program, Incorporated