



City of Greensboro

Date: November 13, 2002
To: Ed Kitchen, City Manager
From: Internal Audit
Subject: One Step Further, Incorporated

The Internal Audit Division has completed a program and compliance audit of One Step Further, which received a City of Greensboro Human Services Grant in the amount of \$10,000 during the 2001-2002 grant year. This amount was reduced to \$7,500 due to the City's budget constraints.

The One Step Further grant supported the administrative and operational expenses to facilitate the Juvenile Mediation, Life Skills/Conflict Resolution and Community Service Restitution Programs. These programs are designed for youths ages 8-16 as a positive alternative to aggression, non-violent negotiation processes, lifeskills/conflict resolution techniques, court ordered community service placements/monitoring and payment of victim restitution. Court counselors, school officials, parents or support service agencies refer youths considered at-risk to these programs. Approximately 800 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. Dawn Hill, Office Manager and Ms. Karen Wilson-Kemp, Program Director for Community Services Restitution 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, please contact us at 373-2821.

Len Lucas
Internal Auditor

Jacky Dowd
Internal Audit Director

Cc: Mitchell Johnson, Assistant City Manager
Andy Scott, Director of Housing & Community Development
Yvonne Johnson, Executive Director of One Step Further, Incorporated