



Date: February 26, 2003  
To: Ed Kitchen, City Manager  
From: Internal Audit  
Subject: The Servant Center, Incorporated

The Internal Audit Division has performed a program and compliance audit of The Servant Center, Incorporated which received a Human Services Grant in the amount of \$15,000, an Emergency Assistance Grant in the amount of \$16,000, and two Emergency Shelter Grants of \$18,000 each, during the 2001-2002 grant year. The Human Services grant was reduced to \$11,250 due to the City's budget constraints.

**The Human Services** grant helped support the administrative and operational expenditures incurred by their Grocery Assistance Program Coordinator to operate the Servant Center Grocery Assistance Program/Pantry. Each month low-income elderly referred from USOA, home care agencies, Social Services and churches; as well as families who are in need of food and household supplies are able to receive assistance. Approximately 12,200 clients were served during the grant year.

**The Emergency Assistance** grant helped provide funds to eligible clients for past due rents; rental and utility deposits; back payments; other payments related to housing and mortgage payments to prevent foreclosure. Approximately 110 clients were served during the grant year.

**Emergency Shelter** grant for St. Stephen's House located at 711 Park Avenue; helped provide assistance to disabled persons to find jobs; locate permanent housing; life skills training and needed counseling through case management; obtain Social Security/SSI benefits and secure needed services to break the homeless cycle. Approximately 8 clients were served during the grant year.

**Emergency Shelter** grant for Servant House located at 1312 Glenwood Avenue; helped provide assistance to single adults with finding jobs; meals; case management; transitional housing for up to two years and medical attention. Approximately 54 clients 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. Gail Haworth, Executive Director and Ms. Kathy Jarvis, Administrative Assistant 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  
Internal Auditor

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