



# City of Greensboro

Date: March 7, 2003  
To: Ed Kitchen, City Manager  
From: Internal Audit  
Subject: Mary's House, Incorporated

The Internal Audit Division has completed a program and compliance audit of Mary's House, Incorporated which received an Emergency Shelter Grant in the amount of \$10,000 from the City of Greensboro during the 2001-2002 grant year.

The Emergency Shelter grant helped support the administrative and operational expenditures incurred with providing housing for women and their children in the transition from homelessness and addiction to self-sufficiency and permanent housing. These women are provided substance abuse counseling; one on one case management; medical assistance; meals; transportation and childcare. Approximately 12 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. Craig Thomas, Assistant Director and Ms. Ellen Edwards, Bookkeeper of Mary's House 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  
Craig Thomas, Assistant Director of Mary's House, Incorporated