



Date: January 24, 2003
To: Ed Kitchen, City Manager
From: Internal Audit
Subject: Youth Focus, Incorporated

The Internal Audit Division has completed a program and compliance audit of Youth Focus, Incorporated which received an Emergency Shelter Grant in the amount of \$8,310 and a Human Services Grant in the amount of \$10,000 from the City of Greensboro during the 2001-2002 grant year. The Human Service grant was reduced to \$7,500 due to the City's budget constraints.

The Emergency Shelter grant helped provide assistance for runaway and homeless youth. Clients are provided meals; case management; housing; medical assistance and counseling. The Human Services grant helped support the administrative expense (partial salary of professional counselor) to provide individual, family and group counseling to young people and their families. Approximately 1550 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. Vicki Mitchell, Business Manager and the staff of Youth Focus 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
Chuck Hodierne, Executive Director of Youth Focus, Incorporated