



City of Greensboro

Date: November 18, 2002
To: Ed Kitchen, City Manager
From: Internal Audit
Subject: Christian Counseling & Wellness Group, Incorporated

The Internal Audit Division has performed a program and compliance audit of the Christian Counseling & Wellness Group, which received a Emergency Assistance Grant of \$10,000 and a Emergency Shelter Grant of \$55,000 from the City of Greensboro during the 2001-2002 grant year.

These grants supported the administrative and operational expenses incurred with maintaining the Prince of Peace Haven, designed as transitional housing for men that are homeless. These expenses include operational costs such as liability and workmen's compensation insurance; gas; water; electricity; food; transportation and personal care items. Approximately 56 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. Sarah Graham, President; Mr. Donald Graham, Vice-President and Ms. Mary Manley, Director of Marketing & Human Relations of the Christian Counseling & Wellness Group 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
Sarah Graham, President of the Christian Counseling & Wellness Group, Incorporated