



April 5, 2011


**TO:** Sue Schwartz, Acting Director of Planning & Community Development  
**FROM:** Internal Audit Division  
**SUBJECT:** Interactive Resource Center, Inc. 2008-2009

The Internal Audit Division has performed our initial yearly monitoring of Interactive Resource Center, Inc. (IRC) which received a Homeless Prevention Services Grant dated July 1, 2008 in the amount of \$15,000 from the City of Greensboro during the 2008 to 2009 grant year. This grant was later increased by \$30,000 totaling \$45,000 by Agreement Amendment #3 dated December 1, 2008.

This Grant was used to manage the funding of temporary emergency homeless services. The Community Foundation of Greensboro (Contractor) managed the multiple sources of emergency funding of the IRC, a temporary winter emergency day shelter located at 3015 East Bessemer Avenue, Greensboro, NC 27405. The IRC address is the location of Bessemer United Methodist Church (UMC) which served as the host site and fiduciary agent for the IRC. IRC space was located on the second floor of the old Sunday school building of UMC. The City of Greensboro Planning and Community Development (PCD) reimbursed the Contractor for the operational expenses of necessary services to help support the day shelter. Approximately 100 to 225 beneficiaries were to be served at the IRC. Beneficiaries had access to household functions such as laundry, bathing, hair grooming and other home activities.

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. Liz Seymour, Executive Director; and Mr. Bob Newton, Treasurer; and the staff of Interactive Resource Center, Inc. for their courtesy and cooperation shown to us during this visit. If there are any questions or comments concerning the details of this visit, we can be reached at 373-4528.



Tina McKoy  
Internal Auditor



Len Lucas  
Internal Audit Director

Cc: Bob Morgan, Deputy City Manager  
Andy Scott, Assistant City Manager for Economic Development  
Liz Seymour, Executive Director of Interactive Resource Center, Inc.



**MEMO**

**Date:** April 4, 2011  
**To:** Len Lucas, Internal Audit Director  
**From:** Michael Blair, Analyst Grants Compliance  
**RE:** PCD Programmatic Review of IRC

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PCD accepts the Internal Audit review of transactions as more than sufficient for the funds that passed through the contractor, the Community Foundation of Greater Greensboro, to assist the temporary day center.

A programmatic review is not an imperative under these circumstances and this memo replaces the PCD review.

Items review:

- Board minutes were clear and a quorum was indicated on all minutes reviewed. It is suggested by PCD that minutes indicate all members present and all absent members to confirm the quorum.
- PCD staff reviewed visitor records which showed attention to usage counts and return visits. That is considered sufficient.

The limited review did not indicate any disqualifications for future funding.