

KARL DEAN  
MAYOR



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF FINANCE  
OFFICE OF FINANCIAL ACCOUNTABILITY  
222 THIRD AVENUE NORTH, SUITE 650  
NASHVILLE, TENNESSEE 37201

February 6, 2008

Marian Ott, Chair  
**St. Luke's Community House Episcopal, Inc.**  
5601 New York Avenue  
Nashville, TN 37209

Dear Ms. Ott:

Staff from the Office of Financial Accountability (OFA) conducted an on-site review of the supporting documentation and the compliance with the provisions of the contract of the Council Initiative award to the St. Luke's Community House Episcopal, on December 18, 2007. Our review covered only the expenditures for following contract with the Metropolitan Government of Nashville and Davidson County (Metro) for the fiscal year ending June 30, 2007:

<u>Contract No.</u>	<u>Contract Award</u>	<u>Purpose</u>
L-1853	\$5,000.00	To provide for a portion of the agency's operational costs.

Our monitoring objectives were as follows:

- To verify the organization's compliance with the contract requirements of the Council Initiative Award.
- To verify compliance with Metro requirements for allowable and eligible costs of the Council Initiative Award.
- To obtain assurance of the organization's compliance with Metro's reporting requirements of the Council Initiative Award.

A monitoring review is substantially less in scope than an audit. The OFA did not audit the St. Luke's Community House Episcopal's financial statements and, accordingly, does not express an opinion or any assurances regarding the financial statements of Metro or the St. Luke's Community House Episcopal. The monitoring review was conducted in accordance with the Metro Grants Manual and was limited to the specific expenditures of the Council Initiative award. The OFA did not review the agency's expenditures and operations that do not relate to the Council award.

**There were no instances of noncompliance identified during the monitoring review.**

We appreciate the assistance provided by your agency during the course of the review. If you have any questions, please call me at (615) 880-1035.

Sincerely,

*Fred Adom*

Fred Adom, CPA  
Director

cc: Brian Diller, Executive Director – St. Luke's Community House Episcopal  
Chris Sanders, Director of Development – St. Luke's Community House Episcopal  
Diane Neighbors, Vice Mayor  
Richard M. Riebeling, Director of Finance  
Talia Lomax-O'dneal, Deputy Director of Finance  
Kim McDoniel, Chief of Accounts  
Mark Swann, Internal Audit  
Kevin Brown, Office of Financial Accountability