

BILL PURCELL
MAYOR



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

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

March 12, 2007

Ms. Sandra Daniels, Board Chair
Hadley Park Junior Tennis Program
105 Linden Dr.
Hendersonville, TN 37075

Dear Ms. Daniels:

Please find attached the monitoring report of the Hadley Park Junior Tennis Program relating to the contract it has with the Metropolitan Government of Nashville and Davidson County for the fiscal year ending June 30, 2006.

The Office of Financial Accountability (OFA) is charged with the responsibility of monitoring grant funds from Metropolitan Nashville Government to nonprofit organizations. The OFA is also responsible for monitoring the federal and state grants to departments within the Metropolitan Nashville Government. Staff from the OFA conducted the review on October 19, 2006.

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: Joe Goldthreate, Executive Director, Hadley Park Junior Tennis Program
David Manning, Director of Finance
Talia Lomax-O'dneal, Deputy Director of Finance
Kim McDoniel, Chief Accountant
Don Dodson, Internal Audit
Bryan Gleason, Office of Financial Accountability



222 3rd Ave. N.
Suite 650
Nashville, TN 37201

615-862-6170 office
615-862-6175 fax

www.nashville.gov/finance

◆ Monitoring Report of ◆

Hadley Park Junior Tennis Program



Issued by



Office of Financial Accountability

March 12, 2007

Fred Adom, CPA
Director

Bryan Gleason
Lead Auditor

Our Vision: To be excellent and proficient in monitoring and management services.

Monitoring Report
for the
Hadley Park Junior Tennis Program

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OBJECTIVES, SCOPE AND METHODOLOGY

The Office of Financial Accountability (herein after referred to as OFA) is charged with the responsibility of monitoring grant funds from Metropolitan Nashville Government to any nonprofit organizations, which receive appropriations from the Metropolitan Nashville and Davidson County government. The OFA is also responsible for monitoring the federal and state grants to departments within the Metropolitan Nashville Government.

We have completed a monitoring review of the Metropolitan Nashville Government grant to the Hadley Park Junior Tennis Program for the year ended June 30, 2006. A monitoring review is substantially less in scope than an audit. The OFA did not audit the financial statements and accordingly, does not express an opinion or any assurance regarding the financial statements of the Hadley Park Junior Tennis Program. Our objectives for this review were:

- 1) To determine whether the agency has the resources and capacity to administer the grant funds
- 2) To test if costs and service are allowable and eligible
- 3) To verify that program objectives are being met
- 4) To test the reliability of the financial and programmatic reporting
- 5) To test the reliability of internal controls
- 6) To verify contractual compliance

The Hadley Park Junior Tennis Program is a nonprofit organization with a mission to promote tennis competition, develop the talents of young tennis players; improve the tennis skills of our member participation in tournaments and related activities and to establish the basis for rich heritage of athletic challenge. This monitoring review was limited to the Metropolitan Government of Nashville and Davidson County grant L-1394 to the Hadley Park Junior Tennis Program for the fiscal year ending June 30, 2006. The total amount of the grant to Hadley Park Junior Tennis Program was \$60,000.00 is to be used to fund general operations including salaries and fringe benefits

To accomplish our objectives of the monitoring review we:

- Interviewed the officials responsible for the grant management, financial reporting, and accountability.
- Reviewed controls and supporting documentation of expenditures for allowability, necessity and reasonableness of the costs incurred.
- Reviewed operations and activities offered by the Hadley Park Junior Tennis Program and its compliance with the intended beneficiaries of the grant funds.
- Reviewed the financial stability of the Hadley Park Junior Tennis Program and its ability to continue to administer the grant program funded by Metro.
- Reviewed the agencies General Ledger to verify the accuracy of the agency's invoices submitted to Metro.

RESULTS OF MONITORING

The overall results of the monitoring review for the Hadley Park Junior Tennis Program are provided in this section. The results are based on tests performed and include conclusions regarding the specific review objectives and, if applicable, recommendations for improvement and an action plan for implementing the conclusions. **There were no findings of noncompliance.**

1. Possess necessary resources and capacity to administer the grant funds

Our review of the agency's accounting system, the qualification of the individuals assigned to manage the accounting records, and other available resources, indicates that the Hadley Park Junior Tennis Program possesses the necessary resources and expertise to administer the grants funds. The agency uses Peachtree Accounting Software to manage the agency's financials. The Hadley Park Junior Tennis Program has an active Board of Directors that meets quarterly.

2. Allowable and Eligible costs and services

The contract between Metropolitan Government of Nashville and Davidson County and Hadley Park Junior Tennis Program, is for the Hadley Park Junior Tennis Program to "promote healthy tennis competition and talent in young tennis players and improve the tennis skills of members of the Hadley Park Junior Tennis Center program and assist them in the participation in tournaments and related activities." Our review determined that Hadley Park Junior Tennis Program was in compliance with this requirement.

The grants manual specifies for the separate accounting of the Metropolitan Nashville Government grant funds to prohibit co-mingling of the Metro Funds with other sources of funding. The agency is compliance with this requirement of the grants manual. The agency has established different revenue classes as well as expenditure classes, so the agency can accurately track the sources and amounts of their funding. Our review covered all of the core compliance areas identified by OMB Circular 133 Audit of States, Local Government, and Non-Profit Organizations. Our review determined the agency was in compliance with the allowable and eligible costs requirements.

3. Program objectives being met

The contract for the year ended June 30, 2006 called for the Hadley Park Junior Tennis Program to "promote healthy tennis competition and talent in young tennis players and improve the tennis skills of members of the Hadley Park Junior Tennis Center program and assist them in the participation in tournaments and related activities". Our review determined that the Hadley Park Junior Tennis Program was in compliance with the program objectives.

4. Reliability of financial and programmatic reporting

The contract called for submission of an annual audit report performed by a Certified Public Accountant. Additionally, the Hadley Park Junior Tennis Program was required to submit to program outcomes and a final expenditure report to Metro within 45 days after the close of the contract. Our review determined that the Hadley Park Junior Tennis Program was in compliance with these requirements. Our tests of those reports did not reveal any deficiencies.

5. Reliability of internal controls

Our review of the Hadley Park Junior Tennis Program's internal controls over grants management did not reveal any major weakness. The Board of Directors provides oversight and there appears to be adequate segregation of duties in the implementation of the grants funds.

6. Civil rights requirements

Our review revealed that the Hadley Park Junior Tennis Program was not in full with civil rights requirements. The agency had a non-discrimination policy however the OFA did not notice the necessary postings of the Non Discrimination posters. This was brought the agency's attention and recommended the agency immediately obtain the proper posting and visibly display them in their office for visitors as well as employees. Failure to comply could elevate this to a finding in future reviews.