

Andrea Barnes

From: Darlington.Cummings@odh.ohio.gov
Sent: Monday, November 6, 2023 2:51 PM
To: Andrea Barnes
Cc: Leanna Perdue; Tina Nichols; Shannon.Coleman@odh.ohio.gov
Subject: Financial Monitoring Desk Review – Galion City Health Department – 0172001 – Closing Letter
Attachments: Financial Monitoring Desk Review_Galion City Health Department (0172001)_Closing Letter Template with No Exceptions No Disallowed Costs.pdf; Grants Management Best Practices Guidelines.pdf

Good Afternoon, Ms. Barnes,

Attached is the desk review closing letter for Galion City Health Department. If you have any questions, please direct them to me.

Thank you for your assistance during the desk review process.

Darlington

From: Andrea Barnes <andrea.barnes@galionhealth.org>
Sent: Tuesday, October 24, 2023 8:48 AM
To: Cummings, Darlington <Darlington.Cummings@odh.ohio.gov>
Subject: RE: Financial Monitoring Desk Review – Galion City Health Department – 0172001 – Support Documentation Submission

Jason McBride is no longer with our agency. I am his interim replacement, andrea.barnes@galionhealth.org

Thanks,

Andrea Barnes, REHS
Interim Health Commissioner
Director of Environmental Health
Galion City Health Department
Phone: 419-468-1075 ext. 1265
Cell: 419-989-3189
Fax: 419-468-8618



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From: Darlington.Cummings@odh.ohio.gov <Darlington.Cummings@odh.ohio.gov>

Sent: Monday, October 23, 2023 2:17 PM

To: Leanna Perdue <leanna.perdue@galionhealth.org>; Tina Nichols <tina.nichols@galionhealth.org>

Cc: Jason McBride <jason.mcbride@galionhealth.org>; Shannon.Coleman@odh.ohio.gov

Subject: RE: Financial Monitoring Desk Review – Galion City Health Department – 0172001 – Support Documentation Submission

Good Afternoon Ms. Perdue,

Thank you for the email sent today related to the additional support documentation requested on Friday, October 20, 2023. Please ensure the documentation attached in the email are uploaded by COB **Monday, October 23, 2023**, on the Application page under Comments for the following:

The program(s), related project number(s) and grant period(s) to be reviewed is listed below.

Program Title	Project Number	Program Code	Months to be reviewed
HIV Prevention	001720012HP0523	HP23	05/01/2023 – 07/31/2023

We appreciate your assistance. If you have any questions, please contact me.

Thank you,

Darlington Cummings
External Auditor
GSU Compliance Team
35 E. Chestnut Street, 5th Floor
Columbus, Ohio 43215
(614) 721-2972
darlington.cummings@odh.ohio.gov

From: leanna.perdue@galionhealth.org <leanna.perdue@galionhealth.org>

Sent: Monday, October 23, 2023 1:45 PM

To: Nichols, Tina <tina.nichols@galionhealth.org>; Cummings, Darlington <Darlington.Cummings@odh.ohio.gov>

Cc: jason.mcbride@galionhealth.org; Coleman, Shannon <Shannon.Coleman@odh.ohio.gov>

Subject: RE: Financial Monitoring Desk Review – Galion City Health Department – 0172001 – Support Documentation Submission

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Good afternoon,

Please find the payroll reports from the Auditor's Office accounting system, VIP, attached.

Thank you,
Leanna

Leanna Perdue, MBA

Business Services Officer / Vital Statistics Registrar

Galion City Health Department

113 Harding Way East

Galion, Ohio 44833

Phone: 419-468-1075 ext. 1270 | Fax 419-468-8618

leanna.perdue@galionhealth.org

galionhealth.org

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--- Originally sent by darlington.cummings@odh.ohio.gov on Oct 20, 2023 9:30 AM ---

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Good Morning Ms., Nichols,

ODH is in the final processing of the HIV (HP23) grant expenditures for Galion City Health Department and have noted there is additional support documentation

needed to complete the financial Monitoring Desk Review. Support documentation for Personnel Costs (Payroll Journals) should be detailed in the same format as the

Expense Audit Trail (pages 1-3) as detailed in the General Ledger (G/L) reported in GMIS. The attached document provided in GMIS will provide more

clarification on what is needed for the desk review completion.

Please note additional support documentation requested must be uploaded and attached in GMIS by COB **Tuesday, October 24, 2023**, on the Application page under Comments.

The program(s), related project number(s) and grant period(s) to be reviewed is listed below.

Program Title	Project Number	Program Code	Months to be reviewed
HIV Prevention	001720012HP0523	HP23	05/01/2023 – 07/31/2023

We appreciate your assistance. If you have any questions, please contact me.

Thank you!

Darlington Cummings

External Auditor

Grants Services Unit (GSU) Compliance Team

35 E Chestnut Street, Columbus, Ohio 43215

PH #: (614) 721-2972

darlington.cummings@odh.ohio.gov

From: Cummings, Darlington

Sent: Wednesday, October 11, 2023 5:18 PM

To: Nichols, Tina <tina.nichols@galionhealth.org>

Cc: Coleman, Shannon <Shannon.Coleman@odh.ohio.gov>; 'jason.mcbride@galionhealth.org' <jason.mcbride@galionhealth.org>; 'leanna.perdue@galionhealth.org' <leanna.perdue@galionhealth.org>

Subject: RE: Financial Monitoring Desk Review – Galion City Health Department – 0172001 – Support Documentation Submission

Good Afternoon Ms. Nichols,

Thank you for uploading the requested Financial Monitoring Desk Review support documentation into GMIS on October 9, 2023, for the following:

The program(s), related project number(s) and grant period(s) to be reviewed is listed below.

Program Title	Project Number	Program Code	Months to be reviewed
HIV Prevention	001720012HP0523	HP23	05/01/2023 – 07/31/2023

Thank you!

Darlington Cummings

External Auditor

Grants Services Unit (GSU) Compliance Team

35 E Chestnut Street, Columbus, Ohio 43215

PH #: (614) 721-2972

darlington.cummings@odh.ohio.gov

From: Cummings, Darlington

Sent: Monday, September 25, 2023 10:30 AM

To: Nichols, Tina <tina.nichols@galionhealth.org>

Cc: Coleman, Shannon <Shannon.Coleman@odh.ohio.gov>; jason.mcbride@galionhealth.org;
leanna.perdue@galionhealth.org

Subject: Financial Monitoring Desk Review – Galion City Health Department – 0172001 – Email Notification.

Good morning Ms. Nichols,

The Ohio Department of Health (ODH) is scheduling your agency for a **Financial Monitoring Desk Review**. The primary focus of this review will be to confirm Subrecipient compliance

with all federal and state requirements. The desk review is designed to help fulfill ODH's responsibilities as a pass-through entity related to monitoring Subrecipient internal controls and activities.

Please submit support documentation for the expenses reimbursed in GMIS including Payroll, Other Direct Costs, Equipment, and Contracts for the grant period listed below:

Program Title	Project Number	Program Code	Months to be reviewed
HIV Prevention	001720012HP0523	HP23	05/01/2023 – 07/31/2023

All requested documentation must be attached **in GMIS by Project Number and Budget Categories**. Attached is the Document Request Form that contains the support

documentation that will be needed to complete the desk review.

Please upload the required documentation on the Application page under Comments per Project Number by **Monday, October 09, 2023 (For Example: Comment: #1 General Ledger and**

Cash Disbursement Journal, #2 Chart of Accounts, etc.)

Once the support documentation has been uploaded into GMIS, ODH will notify the agency that the information has been received and will continue processing. During the desk review,

if any exceptions are noted, ODH will reach out for clarification and/or request for additional documentation if needed.

After the Financial Monitoring Desk Review is completed, a Closing Advice Letter with an explanation will be emailed and attached in GMIS on the Application page under Comments.

Any disallowed costs, as a result of the desk review, will be reflected in your next expenditure report and an explanation will be attached in GMIS on the Application page under Comments.

Please note that some agencies require more than one subgrant review during SFY (**June 30, 2024**). Any other review will be addressed at a later date and an email will be sent.

We appreciate your assistance. If you have any questions, please contact me.

Thank you!

Darlington Cummings

External Auditor

Grants Services Unit (GSU) Compliance Team

35 E Chestnut Street, Columbus, Ohio 43215

PH #: (614) 721-2972

darlington.cummings@odh.ohio.gov

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