

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Department of Health



HIV/AIDS Administration

March 11, 2009

Marilyn Hill  
Executive Director  
Hill's Community Residential Support Services, Inc.  
3658 Warder Street, NW  
Washington, DC 20011

Dear Ms. Hill:

Recently, the HIV/AIDS Administration (HAA) conducted an emergency site visit at Hill's Community Residential Support Services on February 9, 2009 to discuss various important issues which are discussed below.

The purpose of the visit was for HAA's internal finance team, including Mr. Donovan Walcott to review your agency's financial records. After careful review of your files, it was determined that a follow up of files would need to be submitted to HAA in order to thoroughly access the records. Files that were requested included: General Ledger, Chart of Accounts, Balance Sheets, Statement of Revenue, Salary Allocations, List of Board of Directors and Trustees, Bank Reconciliations, A copy of most recent A-133 Audit and a copy of the current Lease Agreement with landlord. The review revealed that Hill's Community partially complied with the request. The following financial records were not submitted: Balance Sheets, Bank Reconciliations, recent A-133 Audit and current Lease Agreement. To date, these documents still have not been submitted. Please read Mr. Walcott's findings below.

In addition to the request not being adhered to, the General Ledger's is formatted incorrectly and is set up more like a General Journal. However, the General Ledger also has questionable entries. According to Ms. Hill, President of Hill's Community, employees are not entitled to paid vacations, paid holidays and are not provided with Health Insurance. However, entries the General Ledger indicates that employees are paid Fringe Benefits, what are those benefits?

The Salary Allocations shows a breakdown of salary from October 3, 2008 through December 23, 2008. However, the provided Staff Sign-In Sheets show entries from January 2, 2009 through January 31, 2009. The Sign-In Sheets should match the Payroll Ledger. The Salary Allocation also did not show the funding sources of salaries. And also, the Chart of Accounts could be more explicit, but it's acceptable.

As a result of these findings, Hill's Community Residential Support Services has ten days from the receipt of this notice to develop a corrective action plan to address each of the deficiencies. The correction action plan should include the following:

- **Submission of Financial Records:** Balance Sheets, Bank Reconciliations, recent A-133 Audit and a copy of the current Lease.

April 3, 2009

- **Invoices:** These documents must be submitted by the tenth business day of each month along with supporting documents justifying the expenditures.
- **Revised Categorical Budget:** This budget is submitted at the beginning of the grant period, giving an expenditure breakdown for each line item on the budget and must be submitted and approved prior to invoiced payments being processed.
- **Staffing Plan:** This plan lists the staff designated under this grant, their titles, their annual salary and the percentage of effort devoted to the grant.
- **Spending Plan:** This plan gives an estimated monthly expenditure guide for anticipated charges to be incurred.

The corrective action plan should be submitted to the Director of Grants & Contracts Management, HIV/AIDS Administration, 64 New York Ave., N.E., Suite 5001, Washington, DC 20002.

If you have any questions regarding this letter, please feel free to contact your Grants Management Specialist, Princess Johnson or your Program Officer, Yasir Shah at 202-671-4900.

Sincerely,



Jonathan R. Alston, MHS, LPC  
Chief Grants and Contracts Management Division

cc: Patrice Bailey  
Donovan Walcott