



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



DARLENE GREEN
Comptroller

Internal Audit Section

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FILE COPY

October 23, 2012

Erise Williams, Executive Director
Williams & Associates, Inc
3644 Natural Bridge
St. Louis, MO 63107

RE: Fiscal Monitoring Review of Ryan White Part A (Project #2013-DOH04)

Dear Mr. Williams:

Enclosed is the report of the fiscal monitoring review of Williams & Associates, Inc, a not-for-profit organization, Ryan White Part A, for the period March 1, 2012 through August 31, 2012. The scope of a fiscal monitoring review is less than an audit, and as such, we do not express an opinion on the financial operations of Williams & Associates, Inc. Fieldwork was completed on October 11, 2012.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* and through an agreement with the Department of Health (DOH) to provide fiscal monitoring to all federal grant sub-recipients.

If you have any questions, please contact the Internal Audit Section at 314-657-3490.

Sincerely,


Dr. Kenneth M. Stone, CPA, CGMA
Internal Audit Executive

Enclosure

cc: Joan McCray, Fiscal Manager, DOH
Sylvia Nelson, Grants Administrator, DOH



CITY OF ST. LOUIS

**DEPARTMENT OF HEALTH (DOH)
RYAN WHITE PART A (RWA)**

WILLIAMS AND ASSOCIATES, INC

**CONTRACTS #HD-12-24 AND #HD-12-28
CFDA #93.914**

FISCAL MONITORING REVIEW

MARCH 1, 2012 THROUGH AUGUST 31, 2012

PROJECT #2013-DOH04

DATE ISSUED: OCTOBER 23, 2012

**Prepared by:
The Internal Audit Section**



OFFICE OF THE COMPTROLLER

HONORABLE DARLENE GREEN, COMPTROLLER

**CITY OF ST. LOUIS
DEPARTMENT OF HEALTH (DOH)
RYAN WHITE PART A (RWA)
WILLIAMS AND ASSOCIATES, INC
FISCAL MONITORING REVIEW
MARCH 1, 2012 THROUGH AUGUST 31, 2012**

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INTRODUCTION

Background

Contract Name: Williams and Associates, Inc

Contract Numbers: HD-12-24 (Ryan White Part A)
HD-12-28 (Ryan White Part A)

CFDA Number: 93.914

Contract Period: March 1, 2012 through August 31, 2012

Contract Amounts: \$8,000 (HD-12-24)
\$53,000 (HD-12-28)

The contracts provided case management services and psycho-social support services in the St. Louis Transitional Grant Area (TGA).

Purpose

The purpose of the review was to determine Williams and Associates, Inc (Agency) compliance with federal, state, and local Department of Health (DOH) requirements for the period March 1, 2012 through August 31, 2012, and make recommendations for improvements, as considered necessary.

Scope and Methodology

Inquiries were made regarding the Agency's internal controls relating to the grants administered by DOH. Evidence was tested supporting the reports the Agency submitted to DOH and other procedures were performed as considered necessary. Fieldwork was completed on October 11, 2012.

Exit Conference

The Agency has declined an exit conference.

SUMMARY OF OBSERVATIONS

Conclusion

No evidence was found to suggest that the Agency did not fully comply with federal, state, and local DOH requirements.

Status of Prior Observations

The Agency's previous fiscal monitoring report, Project #2012-DOH04, issued February 14, 2012 contained no observations.

A-133 Status

According to a letter received from the Agency ,dated July 31, 2012, it did not expend \$500,000 or more in federal funds in its calendar year ended December 31, 2011, and was not required to have an A-133 single audit report.

Summary of Current Observations

There were no current observations.