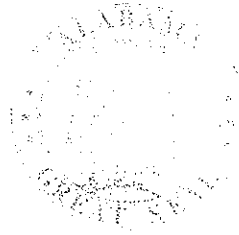


OFFICE OF THE GOVERNOR

**BOB RILEY**  
GOVERNOR



ALABAMA DEPARTMENT OF ECONOMIC  
AND COMMUNITY AFFAIRS

**BILL JOHNSON**  
ACTING DIRECTOR

**STATE OF ALABAMA**

December 5, 2003  
*(SAMPLE Negative Report)*

Chairman (*name*)  
Pike County Commission  
Post Office Box 1147  
Troy, Alabama 36081-1147

Re: (*Grant number*)

Dear Chairman (Name):

A review of the (*Grant Name*), and interview with (*program personnel*) was conducted December 4, 2003. The following findings were identified:

*(sample findings)*

- The Financial Officer listed on the grant is the County Administrator. The 10% of his salary paid from the grant constitutes supplanting.
- The source, amounts, and timing of the required match are not clearly identified in the budget or the budget narrative as required by the SAM.
- The Time and Attendance sheet being submitted by the Assistant District Attorney is not being approved by a supervisory element. The individual is approving his own time sheet.
- The actual amount of funds on-hand in the Forfeiture Account is grossly different from the amount being reported on the Form 55DB.

*(sample corrective measures)*

I request you initiate measures to correct the findings listed above and forward to this office, in writing, a copy of those actions taken.

I would also request you submit a Budget Revision correcting the allocations for salaries and identifying in detail the amount, source, and timing of the required matching funds.

You may find it helpful to contact your Program Manager, Tom Goree, and (334) 242-5831 for assistance.

Thank you for the courtesies extended my staff during this review.

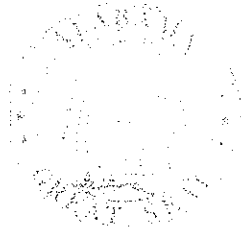
Sincerely,

Robert H. Pruit  
Acting Division Director  
Law Enforcement/Traffic Safety Division

c: (name), Project Director  
(name), Financial Officer

OFFICE OF THE GOVERNOR

**BOB RILEY**  
GOVERNOR



**STATE OF ALABAMA**

ALABAMA DEPARTMENT OF ECONOMIC  
AND COMMUNITY AFFAIRS

**Bill JOHNSON**  
ACTING DIRECTOR

February 23, 2006  
(*SAMPLE Report*)

The Honorable John Doe  
President, (*County Name*) County Commission  
Post Office Box ??????  
(*Name of City*), Alabama 36660

RE: (*Grant Number*)

Dear Commissioner Doe:

A review of the (*Highway Traffic Safety Program*) and interview with (*Project Personnel*) was conducted (*Date of the Visit*). Based upon this monitoring review, it appears this grant is in compliance with established federal and state guidelines.

I commend you and your staff for the operation of an effective program. Please do not hesitate to contact the (*section or program manager*), (334) 242-5814, (334) 353-1898, or (334) 353-1900 if you need any assistance.

Thank you for the courtesies extended my staff during this review.

Sincerely,

Robert H. Pruitt, Acting Division Director  
Law Enforcement/Traffic Safety Division

c: (*name of project director*), Project Director  
(*name of financial officer*), Financial Officer