

*Office of Oral Health
Local Oral Health Program*

*Year 1 (FY 22/23)
Budget Closeout Process*

MOVING CALIFORNIA ORAL HEALTH FORWARD



California Department of Public Health
Center for Health Communities
Office of Oral Health

General Meeting Information

- ▶ **Is this meeting being recorded?**

Yes. The recording and these slides will be shared with LOHPs along with the other meeting materials.

- ▶ **Mute:**

All participants will be on mute during the meeting.

Questions

- ▶ **During Meeting:** Use the Chat Box. Questions will be answered at the end of the presentation as time permits.
- ▶ **After Meeting:** Submit additional questions to DentalDirector@cdph.ca.gov
- ▶ **Summary of Q&A:** Q&As will be compiled and shared following the meeting.

Welcome
Thank you for joining
us today.

Agenda

- ▶ Invoicing
- ▶ Budget Revisions
- ▶ Equipment Request Forms
- ▶ Questions and Comments



Presenters

- ▶ Nicole Garvin – LOHP Grant Manager
- ▶ Vinay Shukla – LOHP Grant Manager
- ▶ Cara Vierra – LOHP Grant Manager



Year One 4th Quarter Invoice

- ▶ Final invoices are due September 30, 2023.
- ▶ Ensure that the most current invoice template is being used
 - ▶ Please contact your assigned Grant Manager if you need the template
- ▶ This invoice must be marked “FINAL”

Year One 4th Quarter Invoice

- ▶ Ensure correctness and completeness before submitting the FINAL invoice
- ▶ The unexpended balance totals must match the totals listed on the September 2023 budget revision
- ▶ Remarks box

Budget Revisions

- ▶ Initial Approved Budget amount from July 1, 2022, should be the same at year end June 30, 2023
- ▶ Verify that all calculations in each column correctly add up.
- ▶ Budget / Expenditures can't be rounded. Actual numbers are required. Yes, cents are okay.

Budget Revisions

- ▶ If changes need to be made to approved spending categories, a budget revision will be needed and must be approved by OOH before the final invoice can be processed.
- ▶ New / Additional Personnel / Other categories must be labeled in BLUE font. All revisions must be labeled in RED font.
- ▶ The Total Budget Amount in the Revision Column should be Zero.

Equipment Requests

- ▶ Major Equipment Requests—Form OOH 1001 (for requests greater than or equal to \$5,000 per item)
- ▶ Minor Equipment Requests— Form OOH 1002 (for requests less than \$5,000 per item)
- ▶ Equipment Requests are required for equipment purchased in the 2022 – 2027 grant cycle.
 - ▶ **All equipment must be approved prior to purchase with an equipment request form and budget revision (if needed). The equipment must be in itemized format on the most recent approved grant budget.**

Equipment Form Purchase Process

- ▶ Submit equipment forms to assigned Grant Manager & Program Consultant.
- ▶ Once purchase approval has been given, LOHP may move forward with purchasing equipment & return the completed forms to Grant Manager.
- ▶ OOH will issue tags and return finalized forms to LOHP
- ▶ LOHP affixes tags to equipment and retains forms for their records.

Questions?



Thank you!

