

Certificate of Transition from Outgoing School District Treasurer/CFO

June 23, 2026

Shannon King, Incoming Treasurer/CFO
Galion City Schools, Crawford County
470 Portland Way N
Galion, Ohio 44833

In accordance with Ohio Revised Code (ORC) §§ 117.171 and 3313.28, I, Charlene Parkinson, have prepared this Certificate of Transition before leaving office as Treasurer/CFO to the Board of Education (the "Board") of the Galion City School District, Crawford County (the "School District") on June 30, 2026. This certificate contains an inventory of items and other information, which is my responsibility to provide to my successor as the incoming Treasurer/CFO.

Due to security concerns and internal control measures of the School District, any passwords or pins to School District accounts are **not** included in the information listed below. Upon assuming the position, you should follow the policies and guidelines of the Board and contact the financial institutions to transition accounts.

Before leaving office, I have provided the following items documents or access, which are under my purview as Treasurer/CFO of the School District:

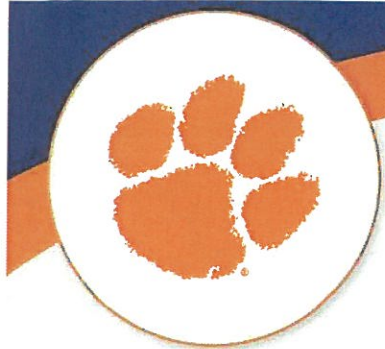
✓ Keys or other physical access to all offices, vehicles, and other property including access to parking and/or other restricted access credentials as well as any other public assets in my possession and under my purview.

✓ Access as an "eServices" contact in the Auditor of State's eServices portal (<https://eservices.ohioauditor.gov/>) for your entity. It is important to maintain current contact information in eServices to receive billing and audit information from -- and submit financial statements and other information to -- the Auditor of State's office. If you are a new fiscal officer, you should log into eServices and make yourself the main entity contact on the Main tab under the My Profile page. You should also verify all other contact information is current and complete on the Main, Governing Board, and Report Release Recipients tabs on this page.

✓ List of all credit, debit, purchasing/procurement cards as well as a list of any other authorized users.

✓ List of all systems utilized, including accounting and inventory systems, and directions to access them.

✓ List of all bank and investment accounts, including bank reconciliations and accompanying support, as well as the related signatories associated with these accounts, and any other related external systems.



Galion City Schools

Dr Jeffrey Hartmann, *Superintendent*
Shannon King, *Treasurer*
Sara Lutz, *Director of Student Services*
Jacqueline Robbeloth, *Director of Learning Improvement*

- List of any cash and checks, including petty cash accounts and change funds (cash on hand).
- List of statutory filings, notifications and any other statutorily required responsibilities.
- If not posted to the School District's website, copies of current School District policies adopted by the Board (such as North East Ohio Learning Associates (Neola) or Ohio School Board Association (OSBA) policies), as well as any collective bargaining agreements.
- Organizational charts and position descriptions/responsibilities for all personnel of the Treasurer/CFO's office.
- List of current leases, contracts, outstanding loans and advances, debt schedules, continuing disclosure obligations, lines of credit, State and Federal grant agreements, and other agreements.
- All budgetary documents including budgets, certificates or amended certificates of estimated resources and appropriations, past audits and management letters, and copies of budget commission filings.
- List of any pending correspondence pertaining to the Treasurer/CFO's office requiring immediate attention.
- Any other records pertaining to the operation of the office.
- All books and papers in the Treasurer/CFO's possession belonging to the district as required by ORC §3313.28.

My signature below represents my certification the information provided is complete and accurate to the best of my knowledge.

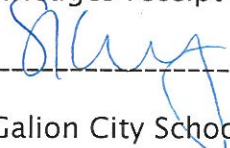


 Charlene Parkinson
 Outgoing Treasurer/CFO Galion City Schools, Crawford County




 Date

My signature below acknowledges receipt of the items and other information identified in this letter of representation.



 Shannon King
 Incoming Treasurer/CFO Galion City Schools, Crawford County



 Date

Per ORC § 117.171, the outgoing Treasurer/CFO and incoming Treasurer/CFO are each mandated to retain a copy of the letter in the event the Auditor of State determines it is necessary to test the accuracy of this letter.