

Program Review

Dutchess County Workforce Housing Coalition Dutchess County Economic Development Corporation

Program Overview

Dutchess County Economic Development Corporation requested a review of the Workforce Housing Coalition (WHC) program in anticipation of the program being transferred to another agency. The review was for the period July 1, 2004 through December 31, 2006.

The Workforce Housing Coalition (WHC), co-located with the Dutchess County Economic Development Corporation (DCEDC) initiated operations in July, 2004. The Dutchess County Department of Planning and Development provided funding through contract #04-0830 in the amount of \$120,000.00 for the period July 1, 2004 – June 30, 2007. The Dyson Foundation provided funding in the amount of \$277,900.00 for the period July 1, 2004 – July 1, 2007.

The Dutchess County Workforce Housing Coalition is a collaboration of business, government and community groups who seek to create housing opportunities, focusing on workers in Dutchess County with varying needs and incomes. The strategic plan for WHC contained 4 goals: Data Collection (demographics of working households and family incomes); Public Awareness and Education (outreach to local governments regarding workforce housing needs); Employer Based Housing Assistance programs (match employer contributions to housing assistance programs); and Housing Development (developers structure a development project for working families). DCEDC has administered the WHC program from July, 2004 to present.

The review consisted of the agency's program detail ledger; contracts and other revenues received; program expenditures; bank statements and canceled checks; inventory; contractor 1099's; minutes and progress reports.

Program Review

Actual Revenue and Expense for the period July 1, 2004 – December 31, 2006 for the WHC program follows:

Revenues	
Dutchess County Contract #04-0830	\$54,941.00
Dyson Foundation	277,900.00
Ginsburg Community Fund	10,000.00
Citizens Bank Foundation	5,000.00
Cablevision Systems	1,000.00
Interest	<u>5,683.00</u>
Total Revenue	\$354,524.00
Expenses	
Administrative Fee	\$7,116.00
Consultant	93,782.00
Professional Fees	2,445.00
Travel & Meeting	1,295.00
Office Supply/ Equipment	1,106.00
Printing	334.00
Postage	729.00
Telephone/Internet/Fax	2,404.00
Dues, Publications, Subscriptions	820.00
Rent	9,000.00
Computer/Consultant	<u>1,015.00</u>
Total Expense	\$120,046.00
Revenue over Expenses	<u>\$234,478.00</u>

Revenue/Cash Balance Review

Revenues were traced to the detail ledger and deposited into the bank in a timely manner.

Dutchess County Planning and Development Contract #04-0830

The Dutchess County contract funds were provided from pass-through Federal Department of Housing and Urban Development funds administered by the Department of Planning. As of December 31, 2006, a total of \$54,941.55 was claimed as follows:

Contract Budget	Budget	Through 12/31/06	Balance
Consultant	\$82,500.00	\$46,891.25	\$35,608.75
Office Supplies/ Equipment	4,500.00	553.32	3,946.68
Postage/Direct Mail	4,500.00	547.02	3,952.98
Telephone	4,500.00	1,803.08	2,696.92
Travel & Meeting	2,550.00	646.88	1,903.12
Rent/Occupancy	5,400.00	4,500.00	900.00
Advertising	<u>16,050.00</u>	0	<u>16,050.00</u>
Total	\$120,000.00	\$54,941.55	\$65,058.45

Dyson Foundation

The Dyson Foundation granted \$277,900 for the period July 1, 2004 – July 1, 2007. The full amount of the contract was received by WHC: \$109,300 in 2004, \$109,300 in 2005 and the remainder of \$59,300 in 2006. A total of \$120,046 was expended leaving a cash balance of \$234,478.

Ginsburg Development Companies

The Ginsburg Community Funds awarded WHC with a \$10,000 grant to increase staffing to pursue essential initiatives related to affordable housing. Funds were received June 15, 2006. There were no monies expended.

Citizens Bank Foundation

The Citizens Bank Foundation contributed \$5,000. Funds were received June 16, 2005. A total of \$1,154 was expended leaving a cash balance of \$3,846.

Cablevision Systems

Cablevision Systems contributed \$1,000 to this program December 7, 2006. This money was not expended.

Expenses

2005 Expenditures

A total of \$44,312.96 was expended in the program in 2005. Original invoices and canceled checks were reviewed. Expenses consisted of Telephone/Internet, supplies, consultant, travel, professional fees, rent and dues. No discrepancies were found.

Consultants

Consultant contracts, payments and 1099's were reviewed for 2004, 2005 and 2006.

Finding:

One 1099 in the amount of \$2,537.50 was not issued to a contractor in 2005. Canceled checks were reviewed and this contractor was paid correctly. No other discrepancies were found.

Inventory

A review of the program's inventory was performed. The listing consisted of a desktop, two chairs, a bookcase, a file cabinet, computer/monitor and printer for a total value of \$1,561.00. No discrepancies were found.


Diane Jablonski, Comptroller


Carol Doyle, Auditor



**Dutchess
County
Department of
Planning and
Development**

Dutchess

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TO: Diane Jablonski, Comptroller

FROM: Roger P. Akeley, ^{RPA}Commissioner of Planning and Development

DATE: March 2, 2007

RE: Workforce Housing Coalition Audit

We have received and reviewed your office's review of the activities and finances of the Dutchess County Workforce Housing Coalition which has been partially funded by this Department and based at the Dutchess County Economic Development Corporation. The review covered the period from July 1, 2004 to December 31, 2006.

We are in agreement with the content of the review. We would also like to thank your office for conducting this review in such an expeditious manner as it will facilitate our reprogramming of these funds.



Dutchess County Economic Development Corporation

Anne N. Conroy, *President and CEO*

February 28, 2007

Diane Jablonski, Comptroller
Office of the Comptroller
Dutchess County
22 Market Street
Poughkeepsie, NY 12601

Dear Comptroller Jablonski:

We have reviewed the draft program review for the Dutchess County Workforce Housing Coalition for the time period July 1, 2004 to December 31, 2006 as submitted to us on February 26, 2007.

We are in agreement with the content of the review and we wish to express our appreciation of the professionalism and attention given to this review by the Comptroller's Office.

Sincerely,

Anne N. Conroy
DCEDC President and CEO

cc: Diana M. Gurieva
Anne Saylor