



Suzanne P. Gould
Executive Director

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June 12, 2008

Ms. Diane Jablonski
Comptroller - Dutchess County
22 Market Street
Poughkeepsie, New York 12601

Dear Diane:

This letter is in response to our recent 2007 budget year audit conducted by your office. It was a pleasure working with your staff, especially Vivian Williams, the auditor assigned for our agency review.

Regarding your findings and recommendations, we offer the following:

- The discrepancy between the distribution of salaries and fringe benefit costs claimed to our Dutchess County Youth Bureau Contract #05-0121-12/05 YB A2 revealed an overage of \$3,635.02. We are in the process of repaying this claim to the Youth Bureau. On a going-forward basis, all claims will be made based on actual salary (W-2 based) and job function rather than budget allocation.
- The agency's credit card processing vendor has been notified that the Executive Director's name must be changed to Suzanne P. Gould. The vendor assured us that the upcoming statements will reflect this change.
- The agency will order more secure checks (with watermark) as soon as the current supply is depleted.
- Our bank reconciliations are, and have been, signed on a monthly basis by our treasurer since June 2007. We will ensure that this procedure is strictly followed.
- All outstanding checks have been cancelled - and where appropriate reissued.

If you have any additional questions, please feel free to contact me. We are grateful for your professionalism and helpful suggestions.

www.preventchildabusedutchess.org

Child Abuse
Prevention Center, Inc.
249 Hooker Avenue
Poughkeepsie, NY 12603

