

# *Child Care Council of Dutchess and Putnam, Inc.*

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June 14, 2016

James L. Coughlan  
Comptroller  
Dutchess County  
22 Market Street  
Poughkeepsie, NY 12601

Dear Mr. Coughlan:

The following is the response to Dutchess County's audit report of the Child Care Council of Dutchess and Putnam, Inc. for the period April 1, 2014 through December 31, 2015.

**Recommendation:**

- Maintenance of the bank account balance within the FDIC insured amount.

**Response:**

- The Child Care Council of Dutchess and Putnam, Inc. has an investment policy which is reviewed by the Board of Directors who are responsible for investment decisions. Currently, the agency is researching possible investment options.

**Recommendation:**

- The agency should reduce a future claim or remit a check for \$228.19 for notary and credit card fees.

**Response:**

- A check in the amount of \$228.19 has been remitted to the Dutchess County Commissioner of Finance.



Recommendation:

- The contract scope should be reviewed annually prior to contract execution to correctly state the anticipated outcomes.

Response:

- Prior the execution of the annual contract with Dutchess County, the Executive Director of the Child Care Council of Dutchess and Putnam, Inc. will review the target numbers listed in Appendix A and notify the County of any appropriate changes.

Sincerely,

A handwritten signature in cursive script that reads "Jeanne Wagner". The signature is written in black ink and is positioned above the printed name and title.

Jeanne Wagner  
Executive Director