



children's media project

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

March 18, 2009

RE: Audit of Children's Media Project

Dear Ms. Jablonski:

I have shared your audit report of the Children's Media Project Audit covering the period January 1, 2007 to December 31, 2007 with our Board of Directors. We thank you for your thorough review of our accounting procedures and recommendations for improvements. In response to your observations we have begun to implement several changes and will continue to do so in the following manner:

**Cash Handling and Banking**

We have recently hired an administrative assistant, which will now allow us to segregate accounting/banking duties. Furthermore, our Board Treasurer will initial all bank reconciliations after verifying them to the financial statements. Bank reconciliations are now completed in a timely manner and credit card purchases are not made to overcome the unavailability of cash. These are problems that were resolved at the end of 2007, when new administration consolidated debt. There is now a Board Finance committee for better financial oversight.

**Purchasing and Payment Processing**

We have begun the development of a financial procedures manual addressing processes for purchasing, among other organizational accounting practices. This will be presented to the Board for approval at the next meeting. We have developed processes to ensure support for the verification of purchases and receipt of goods.

**Contract Claims**

Children's Media Project will refund \$271.57 to the DC Workforce Investment Board. Reimbursed expenses are now paid in full.

**Board**

The Board adheres by its By Laws, the Chairperson and Treasurer positions are no longer held by the same individual. The Board will work more closely with the Executive Director and the Auditor to ensure proper review and filing for IRS forms.

**Revenues**

We will match revenue and expenses to the accounting period.

**Expenses:**

We will be sure to search for and identify any discrepancies in 941 and W2 information in our financial statements and IRS forms.

**Fringe Benefits/Payroll Tax**

We have implemented IRS policies in determining employees and consistently follow these guidelines.

Thank you, again, for your recommendations. If you have any questions or comments, please call me at 845-485-4480.

Sincerely,



Nicole Fenichel-Hewitt  
Executive Director