



## Family Development Centers

Call any of our offices, then dial 0 for a Client Advocate

Poughkeepsie - 84 Cannon Street, Poughkeepsie NY 12601 (845) 452-5104

Northern Dutchess - 44-46 East Market Street, Red Hook NY 12571 (845) 876-1611

Southern Dutchess - 554 Main Street, Beacon NY 12508 (845) 831-2620

Eastern Dutchess - 3414 Route 22, Dover Plains NY 12522 (845) 877-9272

Administrative Offices - 77 Cannon Street, Poughkeepsie NY 12601 (845) 437-0222

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Big Brothers Big Sisters  
of Dutchess County



RSVP  
Lead With Experience

June 10, 2009

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

Dear Ms. Jablonski,

Thank you for the opportunity to access and review our internal policies during the recent audit of our Agency. We agree that great progress has been made since our last audit and we will continue to improve upon the systems that we have put in place.

We take great pride in the fact that less than \$200 in over \$900,000 of county funding was in question. This is a direct result of our improvements.

In response to your recommendations:

- Oversight for claims will be more thorough resulting in smoother payment by the County.
- Implementation of the Cost Allocation plan (January 2009) will result in consistency for the charging of line item expenses and an overall equitable distribution of costs.
- Budget amendments or modifications will be requested in a timely manner.
- The Agency will address time worked in a program through desk audits performed by staff.
- Formal agreements with vendors will be sought prior to work completed.
- The Agency will continue to dispense fuel through its Emergency Fuel program and Agency staff will make every attempt to address multiple uses. We will not risk a resident's safety by stopping the receipt of fuel. The goal of this program is to keep County residents from freezing to death.
- The Fuel Buyer's Club liability was created through delinquent payment by customers and the Agency's commitment to completing the contract period with the County without allowing participants to go without fuel. The quick rise in delinquent accounts and subsequent closure of the program was due to unprecedented rise in fuel costs. Private vendors expressed similar delinquencies in their own businesses. Our ultimate goal was to transition customers to other sources of fuel at the termination of the program.



The programs provided by this agency are partially funded by monies received from the County of Dutchess

***"Together we make a difference"***

- The Fuel Buyers Club bank account has been closed. It remained open while final payments were made and the proper paperwork acceptable to the bank was acquired.
- Every attempt will be made in the consistency of account numbers being assigned to expenses.
- All documentation supporting purchases will be obtained.
- The Agency will review and update the policies and procedures by which it is governed.
- Oversight of Board minutes will be improved. As per the Board of Directors, any changes to the eight percent (8%) discretionary pension plan contribution will be voted upon.
- The Agency will make every attempt to obtain W-9 forms for its vendors.

Thank you again for this opportunity.

Sincerely,

A handwritten signature in cursive script that reads "Maureen B. Lashlee". The signature is written in black ink and is positioned above the typed name and title.

Maureen B. Lashlee  
Executive Director