



**Hands On!**  
**The Hudson Valley**

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September 2, 2008

Dutchess County Comptrollers Office  
22 Market Street  
Poughkeepsie, New York 12601  
Attention: Diane Jablonski, Comptroller

Dear Ms. Jablonski and Audit Team:

This letter is in response to your recent audit of Hands On! The Hudson Valley which we discussed in your offices on August 18th, 2008.

**Summary of Findings:**

We are pleased that you have found that Hands On! The Hudson Valley records are in good order.

**Recommendations #1:**

A Board Member should review and initial bank reconciliations to compensate for the agency's limited number of staff necessary to achieve separation of duties.

**Response #1:**

The Board President has reviewed and accepts this recommendation. While bank statements are currently reviewed by the Executive Director, we agree that this additional procedure will only help to enhance our internal controls.

**Recommendations #2:**

The agency should develop and implement a process to determine when forms are to be issued. The agency should collect updated W9's on all vendors to determine their status and eligibility to receive a MISC 1099.

**Response #2:**

As discussed, the only vendors that we currently have are our accountant and possibly our landlord. We will discuss this finding with our accountants and make any necessary adjustments so that we will fulfill our reporting obligation as it relates to these vendors and any other vendor in the future.

In closing Ms. Jablonski, we would like to thank you for your recommendations and for the courtesy and the high level of professionalism demonstrated by your audit team. We are always appreciative of your recommendations and welcome the opportunity to learn from them.

Very truly yours,

Ellen Ott, Executive Director

cc: Gretchen Bradshaw, Volunteer Fiscal Consult  
Regina Neff, Board President