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October 8, 2009

Office of the Comptroller
Dutchess County
22 Market Street
Poughkeepsie, NY 12601

Dear Ms. Jablonski:

We have received the Dutchess County audit report for the period of January 1, 2008 through December 31, 2008 and would like to comment on the findings that were noted.

Periodic Board Member Review of Bank Reconciliations:

It was noted that a board member should review bank reconciliations. We will implement procedures to ensure that a board member review the bank reconciliations periodically.

Dual Signatures for Checks over \$10,000

It was noted that dual signatures on checks over \$10,000 should be required. The Board passed a resolution to begin this procedure and in 2009 it was put into effect.

River Haven Petty Cash Checking Account Procedures

In 2009, we significantly strengthened our petty cash procedures. We added to our written procedures and give ongoing staff training on the policies and procedures that need to be followed. We do not permit checks made payable to cash or to an account signer and require that all checks be made payable to the appropriate vendor.

IRS 1099 Filing

We have identified the cause of the 2008 Form 1099 error and have established procedures to ensure that all 1099-eligible vendors receive these in the future. In addition, we will ensure that copies of all 1099 forms are maintained.

We would like to thank you and your audit staff for a wonderful audit experience. Everyone was courteous, professional, and a pleasure to work with.

Sincerely,

Gail V. Webster
Executive Director

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