



DUTCHESS COUNTY  
COMPTROLLER'S OFFICE  
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October 15, 2008

**Northeast  
Community  
Council, Inc**

**Board of Directors**

**OFFICERS**

Martha Reynolds

*Chairperson*

Susan Beddingfield

*Treasurer*

**DIRECTORS**

Elizabeth Bellin

Louise Lindenmeyr

John Moody

Kelly Austin Rolo

Nili Simhai

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

Dear Ms. Jablonski,

Thank you for this opportunity to respond to your office's audit of the Northeast Community Council's contracts and procedures. We appreciated the professionalism and efficiency of the auditor, Carol Sutrich Doyle, who was assigned to our organization.

Here are our responses to each of your recommendations. Note that we are in the process of writing a Fiscal Policies and Procedures manual that will cover these and our other procedures; this will be presented to the Board of Directors by January 2009.

1. Division of duties: We are considering options for dividing duties among more parties to ensure appropriate separation. As a very small organization, we are limited in the number of administrative staff we can keep, and at the same time are conscious of the importance of keeping the Board of Directors focused on strategy and governance rather than day-to-day management.
2. Bank reconciliations: the Board treasurer will initial bank reconciliations to indicate that she (or he) has reviewed them monthly. Once a quarter, we will deliver an unopened bank statement to the treasurer.
3. Board Oversight: In the future, capital assets and large purchases will be formally approved by the board and that decision captured in the minutes. Approved budgets will be made a formal part of the approved minutes.
4. Overclaims: the \$607.77 over claimed for Planning contract #07-0403 will be repaid to the county; the procedure (already in place) to prevent this will be followed.
5. Form 941's will be requested quarterly from ADP, our payroll agency.
6. Consultants and vendors will be required to complete a W-9 Form.
7. We will create a detailed inventory list to identify all items of value.

Ex-Officio:  
David Sherman  
*Supervisor  
Town of North East*

John Scutieri  
*Mayor  
Village of Millerton*

**ADVISORY  
COMMITTEE**

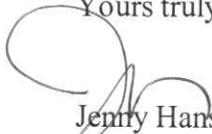
Samuel Busselle  
Wendy Curtis  
Dick Hermans

Jenny Hansell  
**Executive Director**

Thank you for the opportunity to review our policies and procedures and make improvements. We are pleased that, in the main, our records were found in good order.

We look forward to working with your office in the future.

Yours truly,

A handwritten signature in black ink, appearing to read 'Jenny Hansell', is written over the typed name. The signature is fluid and cursive, with a large loop at the beginning.

Jenny Hansell  
Executive Director