

AUDIT REPORT
THE OSBORNE ASSOCIATION, INC.
January 1, 2010 – December 31, 2010

Table of Contents

Background/Organization	3
Audit Scope, Methodology and Objective	3
Summary of Findings	4
Detailed Findings	4
Re-Entry Program Contract Review	4
Selected Expenditures Reviewed	5
Personnel Expenses	5
Supplies and Other Expenses	5
Program Statistics	5

Background/Organization

Dutchess County, through the Criminal Justice Council's ReEntry Task Force, contracted with the Osborne Association to create the Dutchess Collaborative ReEntry Project. Funding for the project is provided by the New York State Division of Criminal Justice Services through an annual renewable grant. The Osborne Association is the lead agency providing comprehensive reentry services to men and women returning to Dutchess County from state prisons. Operating out of offices in Poughkeepsie and Beacon, Dutchess ReEntry follows the National Institute of Correction's Transition from Prison to Community Initiative (TCPI) model, employing evidence-based practice along with traditional Osborne family and participant-centered programming. Men and women returning to Dutchess County from a period of incarceration with the New York State Department of Correctional Services may receive support and assistance from Osborne. Case management services include: support groups, housing and vocational referrals, mental health and medical referrals, employment assistance and individual assistance as needed. Walk-in clients may also be served. The Osborne Association works closely with parole officials in order to promote community safety. Osborne's administrative and fiscal offices are located in the Bronx, NY.

Additional information regarding Osborne is located on their website: www.osborneny.org.

Note: *As of October 2011, the state directly funded this program to Osborne. According to the Chairwoman of the Dutchess County Criminal Justice Council, while the Council will no longer have fiscal oversight, they will continue to have a role in program oversight.*

Audit Scope, Methodology and Objective

The audit was performed for the period January 1, 2010 - December 31, 2010. During this time period, the Department of Planning and Community Development had one contract which had two subsequent amendments. The originating contract #10-0193 provided funding for the period 1/1/10 - 9/30/10 with a maximum payable of \$180,909. Amendment A1 extended funding for the period 10/1/10 - 12/31/10 but had a provision which limited claims to personnel expenditures for this time period. Amendment A2 extended the term of the contract to 10/1/10 - 9/30/11 and provided a provision to pay claims for the expenditures which were 'other than personnel' for the period 10/1/10 - 12/31/10.

Funding is 100% reimbursed by New York State Division of Criminal Justice Services.

Our review included:

- Agency processes for the payment of expenses claimed to the county
- Salary expense and selected expenditures claimed
- Program outcome statistics

Summary of Findings

Claims reviewed to the agency's records were found in good order. The agency maintained internal fiscal controls over financial procedures for all areas reviewed.

Detailed Findings

Re-Entry Program Contract Review

A combined line-item budget is shown for the January 1, 2010 - December 31, 2010. Expenditures are shown, as billed for under the Amendment 1 and Amendment 2 provisions. The total claimed by the agency for the 2010 audit period was \$179,078.30 as shown below.

Category	Budget	Total Claimed	Contract	
			A1 01/01/10 - 12/31/10 Claims	A2 10/01/10 - 12/31/10 Claims
Salaries	\$88,400.00	\$97,888.47	\$97,888.47	
Fringe	16,856.00	24,871.37	24,871.37	
Facilitators	4,000.00	3,137.00	3,137.00	
Equip.& Computers	7,400.00	2,522.19	2,522.19	
Travel & Subsistence	15,167.00	1,747.27	1,597.77	\$149.50
Supplies	11,425.00	14,011.64	6,643.25	7,368.39
Rent	9,600.00			
Other Expenses	15,926.00	34,190.41	29,067.60	5,122.81
Administrative Costs	12,136.00	709.95		709.95
Total	\$180,910.00	\$179,078.30	\$165,727.65	\$13,350.65

The Re-Entry program was expenditure driven with claims for reimbursement reviewed, approved and paid by the Dutchess County Department of Planning and Community Development. Additional fiscal oversight was provided by the Dutchess County Criminal Justice Council. Paid claims were submitted to the New York State Division of Criminal Justice Services for reimbursement to Dutchess County.

According to the agency, costs for the initial time period of the contract, January – April 2010, reflect only startup costs for location and start-up activities (location, staff recruitment, etc.) Clients were enrolled in May 2010.

Selected Expenditures Reviewed

Personnel Expenses

Osborne claimed a total of \$97,888.47 in salary for the year 2010. Salaries claimed were compared to employee W-2s. Included was \$2,491.67 of retroactive pay claimed for five individuals. The retro pay was traced to each individual's time records. No exceptions were noted.

Supplies and Other Expenses

Osborne claimed a total of \$14,011.64 in Supplies and \$34,190.41 in Other Expenses for the year 2010. Approval processes for expenditures were reviewed including: purchase order, petty cash and cash advances. Selected expenditures were randomly chosen for compliance with agency processes and were traced to agency fiscal records. Selected 1099s were requested and obtained for vendors. No exceptions were noted.

Program Statistics

Program statistics, as provided by the agency for 2010 are reflective of the May – December time period. Enrollment of Clients commenced in May 2010.

2010 Case Management Serves referrals from the Office of Probation and Community Corrections

Intakes	46
Absconders (no intake)	7
Violations	5
New Charges	11
Step Down	4
Successful Exit	1
Exit – No Further Contact	1

2010 Walk-In Participants Serves anyone with a history of jail, state or federal incarceration

New Participants	75
Total Walk-In Participant Visits	546

2010 Groups Provides group support services to anyone with a prison history

Debriefing the Prison Experience	
Number of Sessions	5
Number of Participants	23
Thursday Employment Group	
Number of Sessions	13
Number of Participants	63
Breaking Barriers (6 week cycle)	
Number of Sessions	8
Number of Participants	15