

May 5, 2008

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

Dear Ms. Jablonski:

The Office of Probation and Community Corrections has received and reviewed the audit report performed by your office for the time period of January 1, 2007 through December 31, 2007. Following are my responses to the findings in the audit.

We take great pride in having 97% of anticipated revenues recorded by the department with supporting documentation having been maintained as indicated in your findings. The remaining 3% is either not eligible for collection or has been submitted for collection following our receipt of required documentation. As the audit was performed in early 2008, some claims were still outstanding from the latter part of 2007.

The department has already implemented procedures requiring a double signature on bank reconciliations, instituting a quarterly status reminder on billing to the Department of Social Services and obtaining additional reports from the new financial system that were previously unavailable. Probation staff have spent the past year becoming familiar with the capabilities of the new LOGOS financial system, and we are seeing the benefits as we become more proficient in using the system.

As you mentioned in the audit report, increased familiarity and knowledge about the county's new LOGOS system will enable us to enhance our ability to provide checks and balances and supervisory oversight. In addition, new reporting options will assist us in streamlining the oversight process.

It should also be noted that the State Aid claim forms for ATI were corrected and submitted during the audit and the wrap around funds and supervision fees were also corrected while the audit was in progress. Two DSS revenue lines will be combined in 2009 making comparison of the revenue line to the contracts more efficient and effective.

**Dutchess County  
Office of  
Probation and  
Community  
Corrections**

William R. Steinhaus  
County Executive

Mary Ellen Still  
Director

William A Fluck  
Deputy Director

Catherine A. Lane  
Deputy Director

50 Market Street  
Poughkeepsie  
New York  
12601  
(845)486-2600  
Fax:(845)486-2676  
Adm.Fax:(845)486-6479

223 Main Street  
Beacon  
New York  
12508  
(845)838-4840  
Fax:(845)838-4852



Thank you and the audit team for your courtesy and helpfulness throughout the audit process.

Sincerely,

A handwritten signature in cursive script that reads "Mary Ellen Still". The signature is written in black ink and is positioned above the printed name and title.

Mary Ellen Still  
Director