



August 19, 2015

Mr. Jim Coughlan, Comptroller  
County of Dutchess  
22 Market Street  
Poughkeepsie, NY 12601

RE: Audit Report January 1, 2013 – December 31, 2014

Dear Mr. Coughlan:

This letter is in response to the financial audit of the Dutchess County Regional Chamber of Commerce, Inc. as it pertains to various workforce programs operated under contract with Dutchess County. First and foremost, I would like to thank you and your staff for the assistance provided during the audit and the collaborative approach utilized to improve the administration of the programs.

We have thoroughly reviewed the audit report and as noted in the report, have already taken steps to improve the oversight of expenditures and related monthly claims for each program. In addition, we have been working with our funding agencies to ensure the program budgets and claim forms are in alignment and consistent across all programs. At this time, we have implemented additional internal controls to ensure that all program expenditures are in compliance with funding guidelines and within the applicable budgeted amount.

With regard to the additional items noted, additional levels of reviews have been implemented regarding the Bank Statements to ensure that it is noted that the President and / or Finance Committee has reviewed each statement and reconciliation. Similarly, we will work with our audit firm to improve the issuance of Form 1099-Misc. to individuals and vendors of services, as required.

Again, thank you very much for the opportunity to work with your office and to address our financial operations.

Sincerely,

Frank Castella, Jr.  
President & CEO

Corporate Leaders:  
Central Hudson Gas & Electric Corp., Health Quest, KeyBank and MidHudson Regional Hospital of Westchester Medical Center

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