

Kevin C. Hansan
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August 6, 2025

Dear Pound Ridge Residents,

The Town Board is pleased to share the results of a recent independent audit conducted by the New York State Comptroller's Office over a six-month period in 2024, which reviewed the Town's procurement and claims auditing practices from January 2022 through November 2023. This type of audit, while very time-consuming, is intended to assist municipalities in improving procedures and compliance.

The twenty-three-month audit period included over \$10 million in expenditures and 2,889 payment vouchers. Most importantly, the audit found no misuse, misappropriation, or fraudulent use of Town funds—a testament to the professionalism and integrity of our employees. All claims reviewed by the auditors were used for legitimate Town purposes.

While our spending was appropriate, we take the recommendations of the Comptroller and the annual recommendations from the town's external auditors seriously and continuously identify areas where documentation and procedures can be improved including:

- Documenting in writing all aspects of purchasing decisions, even those that seem self-evident
- Modifying historic local procurement practices for compliance with state requirements
- Correcting overly restrictive local procurement policies for consistency with less stringent state law.

We've already made improvements in most of these areas listed in the Comptroller's report, including the following:

- Enhanced Claims Review (2024) – Documentation is attached to each claim rather than being filed separately or presented verbally to the Town Board so that compliance with policy can be verified easily.
- Updated Procurement Policy (2024) – Prepayments are limited to utilities, postage, and shipping charges.
- New Credit Card Policy (2024) – Documentation is attached to each claim so that compliance with written policy can be verified easily.
- Revised Meeting Schedule (2024) – Town Board meetings are now held on the first and third Tuesday of each month, with bills paid at both to avoid delays and late fees.

We're proud that our internal controls are now stronger than ever. A mandatory Corrective Action Plan formalizing the changes referenced above will be submitted to the Comptroller's Office and made available for public review in the Town Clerk's office and on the town website within 90 days.

Thank you for your continued trust. We remain committed to transparency, sound financial management, and full compliance with legal requirements and best practices in all the work we do on behalf of the residents of Pound Ridge.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin C. Hansan". The signature is fluid and cursive, with a large initial "K" and a stylized "H".

Kevin C. Hansan

Supervisor, Town of Pound Ridge