



# The Commonwealth of Massachusetts

## AUDITOR OF THE COMMONWEALTH

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BOSTON, MASSACHUSETTS 02108

A. JOSEPH DeNUCCI  
AUDITOR

TEL. (617) 727-6200

2010-0682-3A

November 23, 2010

Mr. Scott Duplisea, Chairman  
Hudson Housing Authority  
8 Brigham Circle  
Hudson, Massachusetts 01749

Dear Mr. Duplisea:

In accordance with Chapter 11, Section 12, of the Massachusetts General Laws, we have conducted an audit of certain activities of the Hudson Housing Authority for the period December 1, 2007 to March 31, 2010. Our audit was expanded to cover the period March 18, 2009 to August 31, 2010 for all activities relating to the Authority's award of \$155,651 in 2009 American Recovery and Reinvestment Act (ARRA) funds. The objectives of our audit were to assess the adequacy of the Authority's management control system for measuring, reporting, and monitoring the effectiveness of its programs and to assess compliance with laws, rules, and regulations applicable to each program.

Our audit was conducted in accordance with applicable generally accepted government auditing standards for performance audits and, accordingly, included such audit tests and procedures as we considered necessary.

To achieve our audit objectives, we reviewed the following:

- Tenant-selection procedures to verify that tenants were selected in accordance with Department of Housing and Community Development (DHCD) regulations.
- Vacancy records to determine whether the Authority adhered to DHCD procedures for preparing and filling vacant housing units.

- Annual rent-determination procedures to verify that rents were calculated properly and in accordance with DHCD regulations.
- Accounts receivable procedures to ensure that rent collections were timely and that uncollectible tenants' accounts receivable balances were written off properly.
- Site-inspection procedures and records to verify compliance with DHCD inspection requirements and that selected housing units were in safe and sanitary condition and to determine whether the Authority has in place an updated official written property maintenance plan for its managed properties.
- Procedures for making payments for payroll, travel, and fringe benefits to verify compliance with established rules and regulations.
- Authority expenditures to determine whether they were reasonable, allowable, and applicable to the Authority's operations and were adequately documented and properly authorized in accordance with established criteria.
- Procedures for making payments to landlords under the Massachusetts Rental Voucher Program to verify compliance with the contract provisions and that rental charges by landlords were consistent with established rules and regulations.
- Property and equipment inventory-control procedures to determine whether the Authority properly protected and maintained its resources in compliance with DHCD requirements.
- Contract procurement procedures and records to verify compliance with public bidding laws and DHCD requirements for awarding contracts.
- Cash-management and investment policies and practices to verify that the Authority maximized its interest income and that its deposits were fully insured.
- DHCD-approved operating budgets for the fiscal year in comparison with actual expenditures to determine whether line-item and total amounts by housing program were within budgetary limits and whether required fiscal reports were submitted to DHCD in a complete, accurate, and timely manner.
- Operating reserve accounts to verify that the Authority's reserves fell within DHCD provisions for maximum and minimum allowable amounts and to verify the level of need for operating subsidies to determine whether the amount earned was consistent with the amount received from DHCD.
- Modernization awards to verify that contracts were awarded properly and that funds were received and disbursed in accordance with the contracts, and to determine the existence of any excess funds.
- ARRA funding procedures to determine whether the Authority and Authority's subrecipient's transactions relating to ARRA funding were allowable per terms of the grant, including whether funds were properly received, disbursed, and reported.

Our tests in the above-mentioned areas disclosed no material weaknesses.

On March 18, 2009, the Authority was awarded federal stimulus funds totaling \$155,651 for the purpose of constructing a maintenance facility and related site improvements at the Norma Oliver Village elderly housing development. As of August 31, 2010, the Authority had expended \$142,397 of this amount and had received federal reimbursements totaling \$71,292 for these expenses. Authority officials anticipated that all of its ARRA funding will be totally expended by September 30, 2011.

Based on our review, we have concluded that, during the 28-month period ended March 31, 2010, the Authority maintained adequate management controls and complied with applicable laws, rules, and regulations for the areas tested. Moreover, for the period March 18, 2009 to August 31, 2010, we noted no deficiencies in the Authority's receipt and use of ARRA funding.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Joseph DeNucci". The signature is written in a cursive, flowing style.

A. JOSEPH DeNUCCI  
Auditor of the Commonwealth

cc: Robert Barrell, Executive Director