SUBPOENA DUCES TECUM

NASSAU COUNTY COMPTROLLER
NASSAU COUNTY, NY

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In re: an Audit of the Clinton G. Martin Park District in the
Town of North Hempstead
By: Nassau County Comptroller George Maragos

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TO:

       Town of North Hempstead Office of the Comptroller
       220 Plandome Road
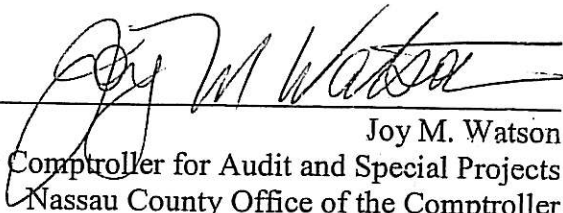   **Manhasset, New York 11030**

GREETINGS:

WE COMMAND YOU, pursuant to the Nassau County Charter Sections 402.6 and 2213, to produce at the Offices of the Nassau County Comptroller, Room 210, Nassau County Office Building, 240 Old Country Road, Mineola, New York 11501 on **May 9, 2011, at 9:30a.m.**, the following original documents (if unavailable, copies thereof):

1. The Clinton G. Park District's (the "Park") current Charter and/or By-Laws;

2. The Park's Board Minutes from 2009 to the present;

3. The Park's Audited Financial Statements for the fiscal years 2009 and 2010;

4. The Park's trial balance and general ledger from 2009 to the present (preferably in electronic form);

5. The Park's current accounting policies and procedures;

6. The Park's current procurement policies and procedures;

7. The Park's bank reconciliations with supporting bank statements from January 1, 2009 to the present;

8. Cash receipts and disbursement journals, payroll registers from January 1, 2009 to present with any supporting documentation for these items; and

9. All contracts, leases or other agreements in existence or entered into on or after January 1, 2009 including, but not limited to, contracts from the New York State Contracts List, vouchers, purchase or blanket orders, billing statements, claims, invoices, etc., pertaining to the use and enjoyment of the Park and its various facilities.

YOU ARE FURTHER COMMANDED that for failure to timely produce these records, you will be liable for the penalties prescribed by law.

Dated: Mineola, New York
      May 2, 2011

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Joy M. Watson
Deputy Comptroller for Audit and Special Projects
Nassau County Office of the Comptroller
240 Old Country Road
Mineola, New York 11501
(516) 571-2386

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