



STATE OF NEW YORK  
DEPARTMENT OF MOTOR VEHICLES  
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ALBANY, NEW YORK 12228  
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COMMISSIONER

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October 9, 2013

Ms. Melissa Little, Audit Director  
Office of the State Comptroller  
Division of State Government Accountability  
110 State Street, 11<sup>th</sup> Floor  
Albany, NY 12236

Re: 2011-S-54 Final Audit Report

Dear Ms. Little:

This letter is in reference to the New York State Comptroller's audit report number 2011-S-54, Oversight and Collection of Snowmobile Registration Fees.

We have reviewed the findings and recommendations in the audit report. Please note the following concerning the audit recommendations:

1. Clarify or revise Department policies to provide consistent and effective oversight of the registration process, especially with regard to acceptable proof for registration discounts. Effectively communicate any changes.

*Response: In a cooperative effort with the New York State Snowmobile Association (NYSSA), the Department plans to update its procedure to establish a consistent registration process as follows:*

*Beginning on April 1, 2014, the Department will accept only the New York State Snowmobile Association (NYSSA) voucher printed from the NYSSA website.*

*Each snowmobile application for registration must include a copy of the current year NYSSA voucher issued to the snowmobile registrant (the club member or family member) which must be attached to the Snowmobile Registration Application (MV-82SN).*

*In addition, the Snowmobile Club Membership Certification on the back of the MV-82SN must be signed by the registrant.*

2. Improve communication and information-sharing with NYSSA to provide better assurance that discounts are given only to eligible registrants. Follow up on known risk areas.

*Response: DMV plans to draft a new Data Sharing Agreement with NYSSA that will detail mutual responsibilities for sharing snowmobile registration data. The agreement will specify the data elements that DMV shares with NYSSA, and the means and frequency by which DMV will continue to provide the data. The agreement will require that NYSSA compare DMV's data to NYSSA's membership database at regular intervals, which will be determined. NYSSA will be required to provide DMV, within a specified timeframe, a list of registrants who incorrectly paid the reduced registration fee, so DMV can take the appropriate action to recover the balance due from each registrant. Also, the agreement will include an audit clause to give DMV the authority to conduct an audit of NYSSA's business practices as they relate to snowmobile registrations.*

We will continue to look for improvement opportunities such as these and always welcome a chance to better serve the citizens of this State. If you have any questions concerning this matter, please contact me at (518) 474-0846.

Sincerely,



Barbara J. Fiala  
Commissioner