

2017 Assessment of the Effectiveness of Internal Controls:
Livingston County Development Corporation

Section 2800 (1)(a)(9) and Section 2800 (2)(a)(9) of Public Authorities Law require all public authorities to complete an annual assessment of the effectiveness of their internal control structures and procedures.

The importance of an adequate system of internal control is to: (a) promote effective and efficient operations so as to help the authority carry out its mission; (b) provide reasonable, but not absolute, assurance that assets are safeguarded against inappropriate or unauthorized use; (c) promote the accuracy and reliability of accounting data and financial reporting to ensure transactions are executed in accordance with management's authorization and recorded properly in accounting records; (d) encourage adherence to management's policies and procedures for conducting programs and operations; and (e) ensure compliance with applicable laws and regulations. Furthermore, a successful system of internal control includes performing an annual assessment to identify potential weaknesses in policies or procedures and to implement corrective actions.

The purposes of the Livingston County Development Corporation are to relieve and reduce unemployment, to promote and provide for additional employment, to maintain job opportunities and to better said job opportunities, to instruct and train individuals to improve or to develop their capabilities for jobs, to carry on scientific research for the purpose of adding the county by attracting business and industry to the area, or by encouraging the development of, or retention of business in the area and to lessen the burden of government and to act in the public interest.

The following is a summary of the Internal Control System currently in place:

- All invoices must be reviewed and verified by the Director or Deputy Director.
- All checks over \$1,000.00 require two signatures with the exception of all New York Main Street and Sign & Façade Reimbursements.
- The Director opens and reviews all bank statements.
- All checks received are recorded and stamped "for deposit only."
- Deposit slips are attached to appropriate backup.
- All bank accounts are recorded through QuickBooks.
- A monthly and year to date financial report is prepared using QuickBooks and presented to the board each month for review and approval.
- A full audit is conducted by an independent auditor annually to review the finances, operations, internal controls, and procedures of the agencies.

Internal controls are reviewed continuously and adjustments are made as necessary.

This statement certifies that the Livingston County Development Corporation followed a process that assessed and documented the adequacy of its internal control structure and policies for the year ending December 31, 2017. To the extent that deficiencies were identified, the authority has developed corrective action plans to reduce any corresponding risk. No deficiencies were identified.

Approved and adopted this 7th day of March 2018

Approved by: 