

## **FY 10/1/17 – 9/30/18 Internal Controls Assessment – JCIDA**

As required by Section 2800(1)(a)(9) and (2)(a)(8) of the Public Authorities Law, Jefferson County Industrial Development Agency has completed an annual assessment of its internal control structures and procedures.

The objective of this review is to (a) promote effective and efficient operations so as to help the authority carry out its mission; (b) provide reasonable, but not absolute, assurances 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.

The mission of Jefferson County Industrial Development Agency is to actively promote, attract, encourage and develop economically sound commerce and industry for the purposes of expanding employment and increasing the tax base for Jefferson County. To achieve our vision through relentless, focused execution against planned budgets and stated core goals.

As a result of its financing and other activities, the Jefferson County Industrial Development Agency is the premier economic development entity in Jefferson County and Northern New York and makes substantial, consistent contributions to increasing net cash flow for the community, to create good jobs and to contributing to quality of life in Jefferson County.

A copy of the Jefferson County Industrial Development Agency Financial Internal System is attached, this policy is reviewed annually by staff and independent accountants; modifications are made as required to correct for any weaknesses identified.

Our annual review has identified no risk exposure in the handling of: Cash Receipts, Cash Disbursements, or Financial Statement presentation. The Agency does not handle any cash in its operation; we do not have any petty cash on hand.

The CEO's expense reports are approved by the Treasurer of the Board of Directors.

It is staff's assessment that internal controls are adequate. The following statement will be posted on our website:

This statement certifies that management has documented and assessed the internal control structure and procedures for the Jefferson County Industrial Development Agency for the fiscal year ended September 30, 2018. This assessment found the authority's internal controls to be adequate, and to the extent that deficiencies were identified, the authority has developed corrective action plans to reduce any corresponding risk.

**JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
FINANCIAL INTERNAL CONTROL SYSTEM**

Review Date October 5, 2017

These procedures are developed to provide an internal control structure to preserve the assets of the organization. Procedures shall be reviewed at least annually by the independent auditors who will make recommendations to the Board of Directors for suggested changes. Interim changes may be recommended by management; however, such changes shall not be implemented until approved by independent auditors and the board.

The following are daily procedures for processing cash receipts and disbursements:

**CASH RECEIPTS:**

The Office Assistant or Executive Assistant shall open the daily mail and enter all cash payments in the accounting system. He/She shall make copies of the checks received and file same in the folder for the proper application of the payment.

Weekly, or as needed, Chief Financial Officer shall prepare the bank deposit.

The Executive Assistant or Office Assistant shall make all deposits.

The Chief Financial Officer shall be responsible assuring that all cash/checks are locked in the safe prior to deposit.

Upon completion of the deposit the Chief Financial Officer or Office Assistant shall enter the deposit into the daily cash receipts record, and post the payments to the proper G/L accounts. A separate record is made of all checks posted, and is compared to checks received (by the Office Assistant or Executive Assistant).

Discrepancies between checks received and posted shall be investigated at once and reported to the Chief Executive Officer if not reconciled.

All loan payments shall be entered on the appropriate amortization schedule with the date received.

PILOT payments shall be processed in the same manner and deposited to the proper account. Disbursements will be made to the proper taxing jurisdiction when due.

All bank accounts shall be reconciled monthly and must agree with the General Ledger. Bank accounts shall be reconciled by the Office Assistant and approved by the Chief Executive Officer, Treasurer or Chief Financial Officer.

## **CASH DISBURSEMENTS:**

All purchases must be made according to the procurement policy. Procurement Policies must be reviewed annually and approved by the Board of Directors.

All invoices received shall be reviewed by the Chief Financial Officer and verified for accuracy and completeness. The Office Assistant or Chief Financial Officer shall code all invoices and enter them in the system as payables. The Chief Financial Officer shall review all invoices prior to payment.

All invoices must be approved and properly initialed by an authorized signer prior to payment. Prior to filing paid invoices the Office Assistant will review all invoices for required information; missing information must be complete prior to filing.

All reimbursement for expense reports must be audited by the Chief Financial Officer and approved by the Chief Executive Officer prior to payment. Complete detail of expenses and mileage reimbursement, with receipts must be provided. Mileage reimbursement shall be at the IRS approved rate. Expenses in excess of \$25.00 must have receipts, unless approved by the Chief Executive Officer or Treasurer.

The Chief Executive Officers expense report shall be audited by the Chief Financial Officer and approved by the Board Treasurer prior to issuing check. The Chief Executive Officer must provide a separate business mileage record to the Chief Financial Officer monthly.

Checks in an amount greater than \$1,000 require two authorized signatures. Authorized signers shall be approved by the Board of Directors.

The Chief Financial Officer will not be an authorized signer.

Checks less than \$1,000 will require only one signature by an authorized signer of the corporation.

An authorized signer may not sign his/her check for reimbursement of approved travel, unless signed by a second officer of the corporation.

Checks not printed on the accounting system must be entered as a manual check with all of the above approvals required.

## **FINANCIAL STATEMENTS:**

Financial statements and supporting schedules shall be prepared monthly by the Chief Financial Officer in a format approved by the Board of Directors.

A standard Income Statement and Balance Sheet with the following supporting schedules will be provided:

- Miscellaneous Receivables
- Cash Disbursements
- Cash Receipts- General Account
- Unrestricted Aged Payables
- Detailed Activity on All loan Funds
- Special reports as requested by the board.

General Ledger accounts to be reconciled on an ongoing basis.

All Financial Statements shall be reviewed by the Chief Executive Officer or Treasurer prior to presentation to the board.

All investment of funds must be in accordance with investment policies. Investment activities shall be reported to the board monthly. All investment decisions must have the Chief Executive Officers approval after review for compliance with current investment policies.

The Chief Financial Officer will provide a monthly detail of investments to include maturity date and percentage return.